

HERZEGOVINA
JOURNAL OF CULTURAL HERITAGE AND HISTORY
ETHICAL GUIDELINES

Herzegovina is an annual journal of cultural heritage and history (hereinafter: the journal) which accepts unpublished papers from humanities covering the topics of Herzegovina, its history, culture and tradition as well as the topics which are in any way related to or have an impact on this area. The publisher is Faculty of Humanities and Social Sciences, University of Mostar – Department of History, and co-publisher is Croatian Institute of History from Zagreb. The following ethical guidelines are defined to contribute to the quality of the journal:

The Editor and the Editorial Board of the Journal

The Editor and the Editorial Board of the journal should actively work on the improvement of the journal quality.

Submitted manuscripts are confidential and the authors are guaranteed the confidentiality of all information on their manuscripts before their publication, and the information on rejected manuscripts are also confidential.

For the journal quality, the Editor may ask for the opinion of the authors, reviewers, the Editorial Board members, the Scientific Council as well as readers. The Editor may reject a manuscript before review process if he/she considers the topic irrelevant for the journal or if a manuscript is of bad quality.

The Editor must be unbiased in assessing the content of the submitted manuscripts and their inclusion in the peer-review process.

If the author of a submitted manuscript is the Editor of the journal or a member of the Editorial Board, an unbiased peer-review should be ensured.

The reviewers do not know the identity of the manuscript authors and vice versa.

The paper is finally classified after the conventional double-blind process of peer review. If the reviewers' opinions differ, the editorial board may ask for the opinion of the third reviewer or the Editor and the Board may decide on final categorization.

The Editorial Board should inform the author of the review results no later than four months since the manuscript receipt.

The Editorial Board shall ensure enough international reviewers in order to avoid the conflict of interest.

The Editorial Board members shall actively contribute to the development and promotion of the journal, which includes the assistance in the selection of reviewers, and personally peer-review the manuscripts from their field of expertise; assist in engagement of reputable authors whose manuscripts could be published in the journal, as well as actively participate in the Editorial Board meetings.

The Scientific Council

The Scientific Council members shall contribute to the development and promotion of the journal.

The Editor's duty is to inform the Scientific Council members on all important changes in the editorial policy of the journal.

Reviewers

In the first contact with the reviewer, the Editorial Board sends only the title and abstract of the manuscript and after the reviewer's acceptance of the peer-review process, the reviewers are sent the manuscripts and review forms.

Reviewers will get a manuscript and a review form which is to be filled in and submitted within a month since the day of receipt. Reviewers may ask for the extension of this deadline if they are not able to submit the review in the given time, which should be timely reported to the Editorial Board.

Peer-reviews are saved in the form sent by the reviewers.

Reviewers shall assist in the improvement of the manuscript quality.

Reviewers should respect the confidentiality of peer review and not reveal any details of the manuscript or its review, during or after the peer-review process. Also, no details of the rejected manuscript may be revealed.

Reviewers must be objective and their peer-reviews should be scientifically based.

Revised versions may be sent to reviewers for re-review. The reviewers' suggestions to the submitted manuscript should be scientifically supported.

Reviewers should not leave any traces of their identity in the manuscript which is to be sent to the author (such as comments or file names).

Authors

The Author(s) of the manuscripts should take ethical responsibilities about the originality of content.

The author(s) should submit only original and unpublished works to the journal.

If a paper was presented at a conference, with the same or similar title, it should be properly noted by the author.

Manuscripts should be written and submitted according to the defined standards of the journal, described in Author guidelines.

Author is exclusively responsible for the content of the manuscript.

If the authors find any mistakes in the manuscripts after its submission, it is their duty to inform the Editorial Board, correct the mistakes or withdraw the manuscript.

If there is serious violation of the authorship, the Editorial Board shall not publish the manuscript. The authors of recensions and book reviews should be objective.

The authors, who submit the manuscript for publishing in the journal, also agree with its publishing in printed as well as electronic issue. (**hercegovina.ff.sum.ba** and **hrcak.srce.hr**)

Translated by Prof. Dr. Marijana Sivrić