University Thought - Publication policy

# Reviewing procedure

The journal University Thought applies the procedure of two-sided, anonymous peer review of all papers. Each manuscript is reviewed by at least two reviewers. The reviewers act independently of each other, and their identities are unknown to each other. During the peer review process, the identity of the reviewers is unknown to the authors, and the identity of the author is unknown to the reviewers. Reviewers are selected solely on the basis of whether they have the relevant knowledge to evaluate the manuscript. They must not be from the same institution as the authors of the manuscript, nor have they been their co-authors in the recent past. Any suggestions by the author of the manuscript will not be taken into account. The goal of the review is to help the editorial board decide whether the paper should be accepted or rejected. The aim is also to improve the quality of the manuscript in the process of communication with the editor, authors and other reviewers.

## Peer reviewers

* Ćatović Azra, University of Novi Pazar, Serbia
* Vasić-Rakočević Branislava, University of Novi Pazar, Serbia
* Fehratović Jahja, University of Novi Pazar, Serbia
* Tomić Daniel, Juraj Dobrila University of Pula
* Tripkov Laze, International Balkan University, North Macedonia
* Saračević Muzafer, University of Novi Pazar, Serbia
* Lacmanović Darko, Mediteran University, Podgorica
* Paović-Jeknić Gordana, University of Montenegro
* Bojović Petar, Metropolitan University, Montenegro
* Todosijević Radmilo, University of Novi Sad, Serbia
* Naser Raimi, University of Tetovo
* Obhođaš Ibrahim, University of Vitez, Bosnia and Herzegovina
* Smolo Edib, International University of Sarajevo, Bosnia and Herzegovina
* Šurbanovska Orhideja, University of Skopje
* Marković Zorica, University of Niš, Serbia
* Sadžovska Elisaveta,University of Skopje
* Krivokapić Marija, University of Montenegro
* Hodžić Jasmin, Institute for Language, University of Sarajevo
* Palić Ismail, University of Sarajevo
* Toska Bledar, University of Vlora
* Lukač-Zoranić Amela, University of Novi Pazar
* Bihorac Ahmed, University of Novi Pazar
* Bektović Džemil, International Balkan University, North Macedonia
* Numanović Almedina, University of Novi Pazar
* Panajoti Armela, University of Vlora, Albania

## Peer review process

Papers are submitted through the Open Journal system at the link: [**https://publikacije.uninp.edu.rs/index.php/ei/submission**](https://publikacije.uninp.edu.rs/index.php/ei/submission)

The new author needs to register, while the next time he needs to log in. Papers are exclusively submitted through this system.

Manuscripts are sent for review only after the initial assessment of whether, given the form and thematic scope, they are suitable for publication in the journal. Particular attention is paid to the fact that the initial assessment does not last longer than is really necessary.

After the initial evaluation of the paper, if it is positive, the paper is checked for plagiarism through the tool - program https://plagiarism-detector.com/, which showed a high level of reliability, with the efficiency of the application being regularly checked.

If the paper passed the plagiarism test and there are no disputable parts in the paper, then the paper is sent anonymously to two peer-reviewers. Anonymity is achieved by deleting all data regarding the author's name and other metadata from the paper.

After two positive reviews, the paper is accepted for further publication. If peer-reviewers suggest some changes, those changes are forwarded to the authors. We are trying to complete the whole process within a month.

In regular circumstances, the process of publishing lasts a maximum of six months, and only exceptionally up to a year. The period from the receipt of the paper to its publication lasts half a year.

During the review process, the Editor-in-Chief may request the author to provide additional information, including primary information, if necessary to make a judgment on the manuscript. The editor and reviewers must keep such information confidential and may not use it for other purposes.

Resolving inconsistences

In case the authors have serious and well-grounded objections to the review, the editorial board checks whether the review is objective and whether it meets academic standards. If there is any doubt about the objectivity or quality of the review, the editor hires additional reviewers.

Additional reviewers are also hired in case the reviewers' decisions (reject / accept) are contradictory or otherwise irreconcilable.

The final decision on accepting the manuscript for publication is made exclusively by the Editor-in-Chief.

# Responsibilities

## Authors' responsibilities

The authors bear all responsibility for the entire content of the manuscript. The manuscript must not contain unfounded or illegal claims, nor violate the rights of others.

The authors guarantee that the manuscript represents their original contribution, it has not been published before and is not considered for publication elsewhere. Simultaneous submission of the same manuscript in several journals is a violation of ethical standards, which excludes it from further consideration for publication in the journal. A paper that has already been published elsewhere cannot be reprinted in the journal *University Thought.*

The authors are obliged to ensure that their author team mentioned in the manuscript includes all and only those persons who have significantly contributed to the content of the manuscript. If other persons have participated in important aspects of the research project and the preparation of the manuscript, their contribution should be stated in a footnote or special note (Acknowledgments).

It is an obligation of the author to state in the note the name and the code of the scientific research project within which the paper was created, as well as the full name of the funding institution. In case a paper under the same or similar title was presented at a certain gathering in the form of an oral statement, these details should be stated in the same place.

The authors are required to fully and correctly cite the sources that have significantly influenced the contents of the research and the manuscript. Parts of the manuscript, including text, equations, figures or tables, which are taken literally from other papers must be clearly marked with a special note, e.g., quotation marks with a precise indication of the part taken (page number) or, if more extensive, given in a separate paragraph.

Full references to all citations in the text must be given in a separate section (Literature or References) in a uniform manner, in accordance with the citation style used by the journal. The Literature section lists only the cited, and not the other sources used in the preparation of the manuscript.

In the event that the authors discover an important error in their paper after its publication, they are obliged to immediately inform the Editor-in-Chief (or the Publisher) and to cooperate in withdrawing or correcting the paper.

It is the obligation of the authors to state in the manuscript whether they are in financial or any other significant conflict of interest that could affect their results or the interpretation of the results.

By submitting the manuscript, the authors undertake to respect the editorial policy of the journal *University Thought*.

## Editorial responsibilities

The Editor-in-Chief is responsible for deciding which articles submitted to the journal will be published. The decisions are made based exclusively on the manuscript's merit. They must be free from any racial, gender, sexual, religious, ethnic, or political bias. When making decisions, the Editor-in-Chief is also guided by the editorial policy and legal provisions relating to defamation, copyright infringement and plagiarism.

Members of the Editorial Board including the Editor-in-Chief must hold no conflict of interest with regard to the articles they consider for publication. Members who feel they might be perceived as being involved in such a conflict do not participate in the decision process for a particular manuscript.

The information and ideas presented in submitted manuscripts shall be kept confidential. Information and ideas contained in unpublished materials must not be used for personal gain without the written consent of the authors.

Editors and the editorial staff shall take all reasonable measures to ensure that the authors/reviewers remain anonymous during and after the evaluation process in accordance with the type of reviewing in use.

## Reviewers' responsibilities

Reviewers are required to provide the qualified and timely assessment of the scholarly merits of the manuscript. The reviewer takes special care of the real contribution and originality of the manuscript. The review must be fully objective. The judgment of the reviewers must be clear and substantiated by arguments.

The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the scientific relevance of information presented in the manuscript, the presentation style and scholarly apparatus. The review has a standard format.

The reviewer must not be in a conflict of interest with the authors or funders of the research. If such a conflict exists, the reviewer is obliged to promptly notify the Editor-in-Chief. The reviewer shall not accept for review papers beyond the field of his/her full competence.

Reviewers should alert the Editor-in-Chief to any well-founded suspicions or the knowledge of possible violations of ethical standards by the authors. Reviewers should recognize relevant published works that have not been considered in the manuscript. They may recommend specific references for citation, but shall not require to cite papers published in University Thought, or their own papers, unless it is justified.

The reviewers are expected to improve the quality of the manuscript through their suggestions. If they recommend correction of the manuscript prior to publication, they are obliged to specify the manner in which this can be achieved.

Any manuscripts received for review must be treated as confidential documents. Reviewers must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors.

# Ethical publishing

## Dealing with unethical behaviour

Anyone may inform the Editor-in-Chief / Editorial Board at any time of suspected unethical behaviour or any type of misconduct by giving the necessary credible information/evidence to start an investigation.

* Editor-in-Chief makes the decision regarding the initiation of an investigation.
* During an investigation, any evidence should be treated as confidential and only made available to those strictly involved in the process.
* The accused will always be given the chance to respond to any charges made against them.
* If it is judged at the end of the investigation that misconduct has occurred, then it will be classified as either minor or serious.

Minor violation (with no influence on the integrity of the paper and the journal, for example, when it comes to misunderstanding or wrong application of publishing standards) will be dealt directly with authors and reviewers without involving any other parties. Outcomes include:

* Sending a warning letter to authors and/or reviewers.
* Publishing correction of a paper, e.g., when sources properly quoted in the text are omitted from the reference list.
* Publishing an erratum, e.g., if the error was made by the editorial staff.

In the case of major violation, the Editor-in-Chief may adopt different measures:

* Publication of a formal announcement or editorial describing the violation.
* Informing officially the author's/reviewer's affiliating institution.
* The formal, announced retraction of publications from the journal in accordance with the [Retraction Policy](http://scindeks.ceon.rs/PublicationPolicy.aspx?issn=1452-595X#ppRP) .
* A ban on publication in the journal for a defined period of time.
* Referring a case to a professional organization or legal authority for further investigation and action.

The above actions may be taken separately or jointly. If necessary, in the process of resolving the case relevant expert organizations, bodies, or individuals may be consulted.

When dealing with unethical behaviour, the Editorial Board will rely on the guidelines and recommendations provided by the [Committee on Publication Ethics (COPE).](http://publicationethics.org/resources/)

## Plagiarism prevention

The journal University Thought does not publish plagiarised papers. The Editorial Board has adopted the stance that plagiarism, where someone assumes another's ideas, words, or other creative expression as one's own, is a clear violation of scientific ethics. Plagiarism may also involve a violation of copyright law, punishable by legal action.

The journal University Thought, after the initial evaluation of the paper, and if it is positive, checks the paper for plagiarism through a tool - program https://plagiarism-detector.com/, which showed a high level of reliability, while the effectiveness and the reliability of the application are regularly checked.

Plagiarism includes the following:

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* Copying equations, figures or tables from someone else's paper without properly citing the source and/or without permission from the original author or the copyright holder.

Any manuscript which shows obvious signs of plagiarism will be automatically rejected. In case plagiarism is discovered in a paper that has already been published by the journal, it will be retracted in accordance with the procedure described under [Retraction policy](http://scindeks.ceon.rs/PublicationPolicy.aspx?issn=1452-595X#ppRP).

To prevent plagiarism the manuscripts are submitted to a plagiarism detection process using [iThenticate/CrossRef](http://www.ithenticate.com/" \o "iThenticate/CrossRef" \t "_blank). The results obtained are verified by the Editorial Board in accordance with the guidelines and recommendations of the [Committee on Publication Ethics (COPE).](http://publicationethics.org/resources/)

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