

MATICA SRPSKA SOCIAL SCIENCES QUARTERLY

EDITORIAL POLICY

Matica Srpska Social Sciences quarterly publishes scientific articles and treatises in the field of social sciences and humanities: philosophy, sociology, economics, demography, ethnology, pedagogy, psychology, law, political science, historiography and other fields. The papers are classified into the following categories: monographic study, original scientific paper, review scientific paper, scientific critique and polemics, scientific bibliography, chronicle. Furthermore, the journal publishes articles in the form of retrospections, reviews and reports from scientific life and publishing.

The magazine was initiated in 1950. Including the 10th notebook (1955), it was published under the title *Scientific collection: a series of social sciences*; from the 11th notebook (1956) it is published under the title *Journal of social sciences*, and from the 76th notebook (1984) under the present title - *Matica Srpska Social Sciences Quarterly*.

The previous editors-in-chief were: Dr. Miloš Jovanović (1950), Živojin Boškov (1951–1952), Rajko Nikolić (1953–1965), Academician Slavko Gavrilović (1966–1969), Dr. Aleksandar Magarašević (1970–1973), Dr. Mladen Stojanov (1974–1999), Dr. Milovan Mitrović (2000–2004), Academician Časlav Očić (2005–2016), Dr. Rajko Bukvić (2017–2019) and Dr. Milomir Stepić (2020–). The editorial board of the magazine is comprised of domestic and foreign members. The Journal Council also operates within the magazine.

The magazine is issued four times a year. In 2020, within the scientific journals published by the Republic of Serbia, and referred to in the Web of Science and in the Journal Citation Report (JCR), it was categorized as an M24 category journal. *Matica Srpska Social Sciences Quarterly* is available in the open access regime on the magazine's website:

<http://www.maticasrpska.org.rs/category/katalog-izdanja/naucni-casopisi/zbornik-matice-srpske-za-drustvene-nauke/>. ISSN number [0352-5732]; eISSN number [2406-0836];

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Editor-in-chief of the Matica Srpska Social Sciences Quarterly makes a final decision regarding the handwritings that are going to be published. While making this decision, the editor-in-chief is lead by the editorial policy considering legal acts which refer to defamation, piracy and plagiarism.

Editor-in-chief can not have any sort of conflict of interests regarding the submitted handwriting. If such conflict does exist, the Editorial Board decides on the election of the referees and the fate of the handwriting. Taking into consideration that the authors' and referees' identities are unknown to the other side, the Editor-in-chief is obliged to ensure this anonymity.

Editor-in-chief is obliged to value the paper on the basis of its content, without racial, sex/gender, religious, ethnic or political prejudices.

Board members are not allowed to use material from the submitted papers for their own research without the author's permission.

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Paper review

All the submitted papers undergo a procedure of anonymous review done by two competent reviewers appointed by the editorship. The aim of the review is to help the editor-in-chief and the editorial board to make a decision whether a certain paper should be accepted or rejected and enhance the writing quality through the communication process with the authors. The reviewers are not acquainted with the authors' names and vice versa. In order for the paper to be published, both reviews need to be positive. Authors who receive conditionally positive reviews are obliged to take into account the reviewers' remarks or to convince the reviewers and the Editorial Board of the correctness of their views with scientific arguments. If they do not want to or are not able to, they can withdraw their work. The deadline for the correction of the paper is 15 days, effective from the day the review is sent to the author. In case of co-authorship, the correspondence will be directed to the first author, the one who is responsible for the communication with other authors.

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A review has to be objective. The reviewers' judgment has to be clear, with good arguments.

A handwriting sent to a reviewer is considered a confidential document.

The editor-in-chief sends the submitted handwriting and the review form to certain reviewers. The review form contains a set of questions that have to be answered, thus indicating to the reviewers which aspects should be encompassed in order to make a decision on the fate of the handwriting submitted for the evaluation. In the final section of the review, the reviewers need to give their observations and suggestions for the improvement of the submitted

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During the whole process, the reviewers act independently from one another. The identity of the second reviewer remains unknown to the first one and vice versa.

The editorship is obliged to provide a solid control over the review quality. In case the authors have serious and well based objections on the account of the review, the editorship will reconsider whether the review is objective and whether it satisfies the academic standards. Should any doubt arise regarding the objectiveness or the quality of the review, the editor will seek other reviewers' opinion.

The reviewers are familiar with the fact that the handwritings sent to them for the review are the authors' intellectual property and thus can not be appropriated or shown in public.

It is especially emphasized that the reviewers cannot be from the institution from which the author of the manuscript is or that they have recently published articles and publications with any of the authors of the submitted work (as co-authors).

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The retraction of the already published papers

The published handwritings will be available as long as possible in the form they were published, without any changes. Sometimes, however, it can occur that the published paper has to be retracted. The main reason for the retraction is the need to correct a mistake with the aim of preserving the scientific integrity, not the desire to punish the authors.

The article has to be retracted in case of disturbing the publisher's, copyright owner's or author's rights; disturbing professional ethical codexes, i.e. submitting the same handwriting to several magazines at the same time, a false claim on the authorship, plagiarism, manipulating data for fraud and so on. In some cases, a paper can be retracted in order to correct subsequently discerned mistakes in the handwriting or in the published paper.

Standards for the resolving of such situations when retraction occurs are defined by libraries and scientific bodies, and the same practice is accepted by the Matica Srpska Quarterly: in the electronic version of the source article (the one that is retracted) a connection is established (HTML link) with the notification on the retraction. The retracted article is kept in the source form, but with the watermark on PDF document, on each page, which indicates that the article is retracted (RETRACTED).

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All the documents about the magazine as well as the PDF format of each published issue can be found on the Quarterly's website.

The editorship of the Matica Srpska Quarterly

