

MATICA SRPSKA JOURNAL FOR FINE ARTS

EDITORIAL POLICY

MATICA SRPSKA JOURNAL FOR FINE ARTS is a scientific journal of the Matica Srpska Department of Fine Arts in Novi Sad. It publishes papers related to Serbian and European art from the early Middle Ages to modern times. The Journal is open to treatises on the history and theory of fine and applied arts, architecture, museology, heritology, and visual culture studies.

The Journal has been published since 1965, with an interruption from 1995 to 2002 due to the civil wars and sanctions imposed on Serbia. Since 2003, the Journal has been published regularly once a year.

The Journal accepts only original and non-published papers, which are subjected to a double-blind peer review. It is an Open Access journal available on the publisher's website (www.maticasrpska.org.rs) and in the Digital Repository of the National Library of Serbia. It is indexed in the ERIH PLUS and WOS ESCI (Emerging Sources Citation Index) lists of international scientific journals.

The Journal comprises two sections: 1) papers, discussions, contributions, and 2) book reviews.

The manuscripts prepared according to the Instructions for Authors should be sent to the Editorial Secretary.

Editorial responsibilities

The Editorial Secretary accepts the papers no later than February 1st, for the issue published in that year. The Editor-in-Chief and the Editorial Board receive the papers and decide which one will be sent for review. The review procedure involves two double-blind peer reviews. The Editorial Board shall take all reasonable steps to ensure that the review procedure is fully complied with. The reviews should be accurate and give an objective view of the results achieved. The reviewer is obliged to send the review to the Editorial Office no later than 30 days after receiving the manuscript.

The Editor-in-Chief implements and oversees the process and ultimately decides which of the positively assessed manuscripts will be published. The Editor is guided by valid public acts related to libel, copyright infringement, and plagiarism in editorial work.

The Editorial Board reserves the right not to publish the submitted manuscript if it is determined that it does not meet the standards prescribed by the publisher or by the Editorial Board. The Editor-in-Chief informs the author within a reasonable time (not longer than six months) whether the manuscript is accepted for publication.

The Editorial Board must hold no conflict of interest regarding the papers they consider for publication. If one or more members of the board have a conflict of interest, these members are excluded from the reviewer selection process and making decisions on the manuscript.

The Editorial Board receives and evaluates the manuscripts objectively and impartially, without any racial, ethnic, gender, religious, sexual, or political bias.

Manuscripts that are not accepted for publication are considered confidential material and intellectual property of the author. They will be stored in the Matica Srpska database, and no one can access them without the author's written consent. The members of the Editorial Board and the Editorial Secretary take care of that.

Author's responsibility

The authors warrant that their manuscript is their original work, that it has not been published before, and is not under consideration for publication elsewhere. Failure to comply with this obligation is considered a violation of the Journal rules and such manuscript will not be considered for publication.

In case that a submitted manuscript is a result of a research project, or has previously been verbally presented at a conference, all relevant information shall be provided in the first footnote of the paper. A paper that has already been published in another journal cannot be reprinted in the MATICA SRPSKA JOURNAL FOR FINE ARTS.

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By submitting the manuscript, the author affirms that the manuscript contains no unfounded or unlawful statements and does not violate the rights of third parties. Deliberately making false claims violates ethical standards, which entails a ban on the author to publish in the Journal, which will be decided by the members of the Editorial Board.

When an author discovers a significant error or inaccuracy in his/her published paper, the author must promptly notify the Editor or publisher and cooperate with the Editor to retract or correct the paper.

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Citing sources, quoting, and plagiarism

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Information obtained in a private conversation or correspondence with third parties must not be used without the explicit written consent of the information source.

Plagiarism, as an unauthorized appropriation of someone else's ideas, words, or other creative expressions, represents a violation of scientific ethics. Plagiarism can also include an infringement of copyright law, punishable by legal acts. Plagiarism includes the following:

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Any paper that shows obvious signs of plagiarism will be automatically rejected.

In case plagiarism is discovered in a paper already published in the Journal, it will be retracted following the procedure described under the *Retraction policy*.

Conflict of interest

Authors should disclose in their manuscript any financial or other substantive conflicts of interest that might have influenced the presented results or their interpretation.

Reviewer's responsibilities

Reviewers are required to provide written, competent, and unbiased feedback in a timely manner on the scholarly merits and the scientific value of the manuscript. The reviewers evaluate the manuscripts in accordance with the profile of the Journal, the scientific relevance of the topic and the presented information, the applied methods, originality, style, and scientific apparatus.

The reviewers should alert the Editor to any well-founded suspicions or the knowledge of possible violations of ethical standards by the authors. The reviewers should recognize relevant published works that have not been cited by the authors and alert the Editor when they become aware of substantial similarities between a reviewed manuscript and any previously published paper. The reviewers should also alert the Editor when they become aware of a parallel submission of the same manuscript to another journal.

The reviewers must not have a conflict of interest regarding the research, authors, or research funding sources. If such conflicts exist, the reviewer must report them to the Editor without delay and resign from the position of a reviewer.

Manuscript review is voluntary, so the proposed reviewer has the right to withdraw from reviewing a manuscript if he/she finds that he/she will not be able to do the job conscientiously. In that case, he/she is obliged to inform the Editor in writing about the withdrawal from reviewing, and the Editor will, in agreement with the members of the Editorial Board, propose a new reviewer.

Any manuscript received for review must be treated as a confidential document. The reviewers must not use the data, new knowledge, or any other elements disclosed in submitted manuscripts for personal gain without the explicit written consent of the authors. Reviews must be objective, impartial, and reasoned. Any personal criticism of the author is inappropriate, and the reviewers should refrain from it.

The review procedure

Each manuscript undergoes a review procedure before being published in the MATICA SRPSKA JOURNAL FOR FINE ARTS. The purpose of the review is to assist the Editorial Board in making decisions regarding the submitted manuscript and maintaining the Journal's high quality. The review procedure is helpful to the author because the Editor appropriately informs the author about the review suggestions and comments, which allows the author to improve the manuscript.

The Journal uses double-blind peer review, which means that the reviewer's identity is hidden from the author, and vice versa. Each submitted manuscript is reviewed by two reviewers, who remain unknown to each other throughout the procedure. The Editorial Board selects the reviewers and the author's identity is known only to the Editorial Board until the end of the review procedure. The Editor sends the submitted manuscript to two reviewers who are experts in the field. The reviewers receive a review form as an aid in the more comprehensive approach. In the final part of the review form, reviewers must include remarks and suggestions to improve the submitted manuscript. That is later sent to the author without the names of the reviewers. If the reviewers' opinions on the manuscript significantly differ, or when there is doubt about the objectivity of the

reviews or the quality of the review, the Editor may engage a third reviewer or independently make the decision.

During the review procedure, the Editor may require authors to provide additional information if they are necessary for the evaluation of the scholarly merits of the manuscript. These materials shall be kept confidential and must not be used for personal gain.

Procedures for dealing with unethical behavior

Anyone who has any knowledge of unethical behavior in connection with the MATICA SRPSKA JOURNAL FOR FINE ARTS can inform the Editor-in-Chief or members of the Editorial Board about it. It is necessary to provide basic information about the misconduct or to express justified suspicion, and then the Editor, in cooperation with other members of the Editorial Board, will investigate the case and take appropriate steps. The investigation will be conducted at the greatest discretion and any evidence will be treated as strictly confidential. The obtained evidence will be available only to those strictly involved in the investigation. The person accused of a misdemeanor will have the opportunity to answer all the allegations. At the end of the investigation, the Editorial Board will decide if the misconduct has occurred or not. If it is judged that misconduct has occurred, then it will be classified as either minor or major.

Resolving disputes

Minor misconduct will be resolved in direct communication with the offender without the involvement of third party. It includes a letter of warning to the author or reviewer and other means to prevent the recurrence of such a violation.

In case of major misconduct, the Editor with the Editorial Board will decide how to act. The possible outcomes are as follows (these can be used separately or jointly): publishing a formal announcement or editorial describing the misconduct; informing the author's (or reviewer's) head of department or employer of any misconduct using a formal letter; retraction of publication from the journal following the *Retraction Policy* (see below); a ban on submissions from the violator for a defined period; or, in the most severe cases, referring the case to a professional organization or legal body for further investigation and action.

In resolving disputes, the Editorial Board will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <http://publicationethics.org/resources/>.

Retraction policy

The Editorial Board is obliged to retract the paper from the publishing process in case it finds any violation of the rights of the publisher, author, or copyright holder. Also, in case of violation of professional ethics regarding authorship, plagiarism, or any other major violation, the Editorial Board will retract the paper from the publication procedure. If the paper is already published, the Editorial Board will put a watermark "RETRACTED" on each page (in PDF).

In case of minor violation, the Editorial Board can temporarily withdraw the paper from the publication procedure until the author corrects the errors that led to it. The intention of the Editorial Board is not to punish the author in any way but to maintain the quality of the Journal and preserve the integrity of science.

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The Journal does not charge any mandatory submission or publication fees.

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