#### PUBLISHING PRACTICES

The *Journal* published by the Museum of Applied Art in Belgrade was launched in 1955 and it was published regularly until 1985. The new, revived series of the *Journal* was started late in 2005 and ever since it has been issued regularly once a year.

The *Journal* is a unique scholarly periodical in Serbia dedicated to the study of applied art objects, design and architecture, and it publishes scholarly papers in these areas. The journal publishes original research papers, review articles, short and rapid communications, theoretical reviews and discussions, book and exhibition reviews, as well as reports on the activities of the Museum of Applied Art. The contributions are published in Serbian and English language. All papers contain an abstract, keywords, the article text with references and a summary in English or Serbian. All papers are assigned a UDC (Universal Decimal Classification) number in accordance with international library classification standards.

Only the manuscripts that have not been published before or have not been already submitted to other publishers will be accepted for publication in the *Journal*. All research papers are reviewed by two peer reviewers. The identity of the peer reviewers is not known to the authors and the authors remain anonymous to the peer reviewers. The final decision regarding the publication of a manuscript that has received positive peer reviews will be made by the Editor-in-Chief and the members of the Editorial Board. The Editor-in-Chief of the *Journal* is the director of the Museum of Applied Art. The International Editorial Board of the *Journal* has seven members in total and is composed of eminent local and international experts elected for a two-year term and eligible for reelection. Two members of the Editorial Board ale elected among the curators employed at the Museum of Applied Art. One of them is the Volume Editor, elected for a two-year term.

The publication of the *Journal* of the Museum of Applied Art is made possible by the Ministry of Culture and Media of the Republic of Serbia.

The *Journal* is an open access publication, freely available on the website: <a href="https://www.mpu.rs/zbornik">www.mpu.rs/zbornik</a>.

# Responsibilities of the Editor-in-Chief

The Editor-in-Chief is responsible for deciding which articles submitted to the *Journal* will be published. When making decisions, the Editor-in-Chief is guided by the editorial policy and constrained by legal requirements regarding libel, copyright infringement and plagiarism.

The Editor-in-Chief must hold no conflict of interest with regard to submitted manuscripts. If there is a conflict of interest, the selection of reviewers and all decisions on the manuscript shall be made by the Editorial Board. The Editor-in-Chief shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors during the review process.

The Editor-in-Chief shall evaluate manuscripts for their intellectual content free from any racial, gender, sexual, religious, ethnic, or political bias.

The Editor-in-Chief must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors.

In the process of handling unethical behavior, the Editorial Board will rely on the guidelines and recommendations provided by the <u>Committee on Publication Ethics</u> (COPE).

# **Authors' Responsibilities**

Authors warrant that their manuscript is their original work, that it has not been published before and is not under consideration for publication elsewhere. The authors also warrant that the manuscript is not and will not be published elsewhere (after the publication in the *Journal*) in any language without the consent of the copyright holder.

Authors are exclusively responsible for the contents of their submissions and they must make sure that they have permission from all involved parties to make the data public.

Authors wishing to include figures, tables or other materials that have already been published elsewhere are required to obtain permission from the copyright holder(s). Any material received without such evidence will be assumed to originate from the authors.

Authors must make sure that all only contributors who have significantly contributed to the submitted manuscript are listed as authors and, conversely, that all contributors who have significantly contributed to the submission are listed as authors.

Authors must abide to ethical standards that apply to research. The submitted manuscript must not contain elements of plagiarism. Authors affirm that the manuscript contains no unfounded or unlawful statements, that it does not violate the rights of third parties and that the publisher will not be held legally responsible should there be any claims for compensation..

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the Editor-in-Chief or publisher and cooperate with them to retract or correct the paper.

#### **Peer Review**

The submitted manuscripts are subject to a peer review process. The purpose of peer review is to assists the Editor-in-Chief in making editorial decisions and it may also assist the author in improving the manuscript. Each research paper is evaluated by two reviewers. The *Journal* uses a double-blind procedure, where the identity of reviewers is not known to authors and the identity of authors is not known to reviewers. Reviewers should complete reviews within one month. Reviewers receive honoraria for their work.

The choice of reviewers is at the discretion of the Editor-in-Chief. The reviewers must be knowledgeable about the subject area of the manuscript. Reviewers must not have conflict of interest with respect to the authors or the funding sources for the research. If such conflicts exist, the reviewers must report them to the Editor-in-Chief without delay.

A reviewer who feels unqualified to review the research reported in a manuscript should notify the Editor-in-Chief without delay.

Reviews must be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

Any manuscripts received for review must be treated as confidential documents.

Throughout the process, reviewers of a manuscript act independently and they are not aware of each other's identities. If the decisions of the two reviewers are not the same (accept/reject), the Editor-in-Chief may assign additional reviewers.

The editorial team shall ensure reasonable quality control for the reviews. If authors convincingly question individual reviews, special attention will be paid to ensure that they are objective and high in academic standard. When there is any doubt with regard to the objectivity of the reviews or quality of the review, additional reviewers will be assigned.

In each volume, the *Journal* will publish a list of the reviewers who reviewed the papers considered for publication in that volume.

## **Plagiarism**

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.

Plagiarism may constitute the following:

- word for word, or almost word for word copying, or purposely paraphrasing
  portions of another author's work without clearly indicating the source or marking
  the copied fragment (for example, using quotation marks);
- 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 that shows obvious signs of plagiarism will be automatically rejected and its authors will be permanently banned from publishing in the *Journal*.

If an attempt at plagiarism is found in a paper published in the *Journal*, the Editorial Board will require the author to publish a written apology to the authors of the original paper and the Editorial Board of the *Journal*.

### Retraction

Articles that have been published shall remain extant and unaltered as long as it is possible. However, very occasionally, circumstances may arise where an article is published that must later be retracted. The main reason for retraction is to correct the mistake while preserving the scientific integrity of the journal and not to punish the author.

Legal limitations of the publisher, copyright holder or author(s), infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or the like require retraction of an article. Occasionally a retraction can be used to correct errors in a submission or a publication.

Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and this practice has been adopted for article retraction by *the Journal*: in the electronic version of the retraction note, a link is made to the original article. In the electronic version of the original article, a link is made to the retraction note where it is clearly stated that the article has been retracted. The original article is retained unchanged; save for a watermark on the PDF indicating on each page that it is "retracted."

# **Open Access**

The *Journal* published by the Museum of Applied Art in Belgrade is an Open Access journal. All its content is available to the users free of charge. The users can read, download, copy and use unmodified articles solely for educational purposes. They can also print, search the full text of articles and establish HTML links to them, without having to seek the consent of the author or publisher.

The *Journal* does not charge the authors or any third parties for publication. The manuscript submission and processing services and article publishing services are both free of charge.

## **Self-Archiving**

The *Journal* allows authors to deposit the Publisher's version/PDF in an institutional repository and non-commercial subject-based repositories, or to publish it on Author's personal website and departmental website (including social networking sites, such as ResearchGate, Academia.edu, etc.), at any time after publication.

Publisher copyright and the source must be acknowledged and a link must be made to the article's URL.

# Copyright

Once the manuscript is accepted for publication, authors shall transfer the copyright to the Publisher.

Authors grant to the Publisher the following rights to the manuscript, including any supplemental material, and any parts, extracts or elements thereof:

- the right to reproduce and distribute the manuscript in printed form, including printon-demand;
- the right to produce prepublications, reprints, and special editions of the manuscript;
- the right to translate the manuscript into other languages;
- the right to reproduce the manuscript using photomechanical or similar means including, but not limited to photocopy, and the right to distribute these reproductions;
- the right to reproduce and distribute the manuscript electronically or optically on any and all data carriers or storage media especially in machine readable/digitized form on data carriers such as hard drive, CD-Rom, DVD, Blu-ray Disc (BD), Mini-Disk, data tape and the right to reproduce and distribute the Article via these data carriers;
- the right to store the manuscript in databases, including online databases, and the right of transmission of the manuscript in all technical systems and modes;
- the right to make the manuscript available to the public or to closed user groups on individual demand, for use on monitors or other readers (including e-books), and in printable form for the user, either via the internet, other online services, or via internal or external networks.