

**Editorial Policies.**

**Publication Ethics and Malpractice Statement**

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# 1. EDITORIAL POLICIES

## *Serial title information*

- Serial title: Bogoslovni vestnik
- Alternative serial title: *Theological Quarterly, Ephemerides theologicae*
- Print ISSN: 0006-5722
- Electronic ISSN: 1581-2987
- Primary field: Arts & Humanities
- Publisher: University of Ljubljana, Faculty of Theology

## *Focus and scope*

### ➤ Contents

*Bogoslovni vestnik* publishes papers with original research findings:

- in theology and religious studies;
- in interdisciplinary field of theology with humanities (philosophy, classical philology, literature, etc.) and social sciences (especially law, sociology, psychology and family therapy);
- with strong emphasis on ethics and Biblical tradition.

### ➤ Mission

The journal methodically publishes the results of the researchers of the region, which is a meeting place of different

- linguistic areas (Slavonic, Germanic area, and Romance area),
- confessions (Catholicism, Protestantism, Orthodoxy),
- religions (Christianity, Islam),
- geopolitical regions.
- Hence, the journal has always carried out its multicultural, religiously pluralistic and ecumenical mission.

### ➤ Publication frequency

- the journal is published quarterly (March, June, September, December).

### ➤ Indexing / Abstracting

- Religious and Theological Abstracts
- Elenchus Bibliographicus Biblicus
- Periodica de re Canonica
- Canon Law Abstracts
- ERIH – European Reference Index for the Humanities
- COBISS.SI

- It is necessary to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer and the publisher.

## *Section policies*

The journal currently has the following sections:

- Editorial: this section is not indexed and is not peer-reviewed.
- Thematic or regular research papers: original scientific article; review article; short scientific article; case report; professional paper): All articles published in these sections are indexed and peer-reviewed. Thematic section consists of a thematically coherent collection of peer-reviewed papers and may have its own guest editor.

- The journal also includes book reviews, critiques and reports that are clearly distinguished from research papers and separated into sections on its own.

### *Cost of publication*

- Publication has no cost to the authors.

### *Author self-archiving*

- The authors are permitted and encouraged to post published articles on their personal or institutional website, with a clear indication of that the paper was published in this journal and with a link to the journal's site.

### *Guidelines for authors*

- Accepted manuscript file formats
  - Please submit your paper in MS Word (.doc or .docx) formatted for direct printing according to the manuscript preparation guides given below.
  - In the paper, particular attention is to be paid to research methods, key results and language.
- Language
  - The main part of the journal space is always given to articles in Slovenian language. BV gives up to one third of its space to articles in foreign languages (in English, German, French, Spanish, Italian, and Latin). Manuscripts, which are not written in Slovenian, must be proofread to ensure its accuracy and improve the language quality.
  - The publisher can also provide copy editing service on payment.
- Paper Length:
  - The number of characters of the paper in the region of:
    - 30.000 (original scientific article)
    - 20.000 (review article; short scientific article; professional article)
    - 8.000 (book review, critique, report)
- Manuscript preparation and composition of the text
  - Manuscripts must be typewritten, one spaced with wide margin on one side of white paper. An electronic copy of the paper should accompany that final version.
  - Paragraphs: font Times New Roman, size 12pt; separated only by headings, subheadings, illustrations and tables.
  - The section headings are arranged by numbers, bold and 12pt, left justified, with the first letter capitalized and numbered consecutively, starting with the Introduction, numbered 1., 2., etc. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc (1. / 1.1 / 1.2 / 1.2.1 etc.)
  - Please make sure that you use as much as possible normal fonts in your documents. Special fonts may cause problems during processing.
  - To avoid unnecessary errors you are strongly advised to use the ‘spellchecker’ function of MS Word.
  - Follow this order: author, title, abstract, keywords, text, acknowledgment, appendix, and references. Import the figures or tables into your main text file in MS Word format and add them also as separate files.
  - The first page of the paper should include:
    - information about the author and co-authors:
      - ✓ name(s);

- ✓ academic degree;
- ✓ academic/research title with the field of the research;
- ✓ institutional affiliation;
- ✓ complete postal address;
- ✓ email address;
- ✓ all data are to be supplied in the language of the paper and in English.
- title of the manuscript;
- abstract (Not more than 800 characters or 160 words, stating the purpose(s) of the study or investigation, basic procedures and methodology, important findings and principal conclusions. Emphasis should be on new and important aspects of the study or observations. No references allowed);
- keywords (A minimum of 5 keywords must be included on a separate line below the main abstract and labeled 'Keywords'. Avoids key words already used in the title. Avoid general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes. The Editors reserve the right to adjust style to certain standards for uniformity);
- (Book review, critique, or report don't contain the abstract and the keywords)
- Text
  - Introduction: Provides context for issue or topic of paper; describes method, if appropriate; states thesis
  - Body: Argues thesis using and interpreting primary sources; synthesizes and cites secondary sources to: a) support your interpretations of primary sources; b) display counterargument, which you refute; c) provide background for your subject.
  - Conclusion: Explores implications of thesis and its significance; articulates further need for research in field.
  - Acknowledgements
    - ✓ For contributions that need acknowledging but do not justify authorship, with prior permission from the persons being acknowledged.
  - Appendix
    - ✓ Appendices list and explain symbols, abbreviations, etc.
    - ✓ Multiple appendices should all have headings.
  - References
    - ✓ Author-date system according to *Chicago Manual of Style*: (<http://www.teof.uni-lj.si/uploads/File/BV/citiranje.doc>).
    - ✓ List of references fully formatted before submission should be listed at the end of the paper, should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.
    - ✓ All references must be complete and accurate.
    - ✓ Abstracts, unpublished data and personal communications (which can only be included if prior permission has been obtained) should not be given in the reference section but they may be mentioned in the text and details provided as footnotes.
  - Journal abbreviations should follow the TC Abbreviations (<http://rosetta.reltech.org/TC/TC-abbrev.html>).
  - Take special care of the punctuation convention as described.
  - Footnotes
    - ✓ Footnotes should be avoided if possible.

- ✓ Necessary footnotes should be numbered consecutively with Arabic numerals, typed single spaced, type size 12pt, and separated from the main text by a short line.
- Figures (illustrations) and tables should be embedded and not supplied separately.
- Figures (illustrations)
  - ✓ Photographs, charts and diagrams are all to be referred to as “Figure(s)” and should be numbered consecutively in order to which they are referred.
  - ✓ All figures should be numbered with Arabic numerals (1,2,...n).
  - ✓ Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable.
  - ✓ Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed as close as possible to the first reference to them in the paper.
  - ✓ The figure number and caption should be typed below the illustration in 12pt and left justified.
- Tables
  - ✓ Tables should be numbered consecutively with Arabic numerals. Footnotes to tables should be typed below the tables.
  - ✓ Headings should be placed beneath tables, left justified. Leave one line space between the heading and the table.
  - ✓ Tables should not duplicate result presented elsewhere in the manuscript. (E.g. in graphs).
- Bulleted lists may be included and should look like this.
- Application form for publication of an article must be filled out and added to the manuscript (<http://www.teof.uni-lj.si/?viewPage=142&lang=en>). Composition of the text
- Proofs
  - Proofs will be sent to the author (first named author if no corresponding author is identified of multi-authored papers) and should be returned within 48 hours of receipt.
  - Corrections should be restricted to typesetting errors.
  - Any queries should be answered in full.
  - Please note that authors are urged to check their proofs carefully before return.

## 2. DUTIES OF AUTHORS

### *Accountability*

- Authors are responsible for the articles they submit.
- They must assure the originality of their work, being aware of the consequences of misconduct.
- Authors are asked to follow the Author's Guidelines published by the Journal, therefore ensuring accuracy, completeness and clarity of research reporting, including technical editing.
- Authors are assumed to cede copyrights of the published papers over to Publisher by a signed Copyright Form.
- Submission of manuscripts implies that the manuscripts are in their final form.

### *Reporting standards*

- Authors of reports of original research present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. The paper should contain sufficient detail and references to permit others to replicate the work.
- Review and professional publication articles should also be accurate and objective.
- Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. Works should be clearly identified as such.

### *Data access and retention*

- Authors may be asked to provide the raw data in connection with the paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event retain such data for a reasonable time after publication.

### *Originality and plagiarism*

- Authors ensure that the paper is entirely their original work; in as much as works and/or words of others have been used, this must be appropriately cited or quoted. Originality, creativity and a cross-disciplinary approach or perspectives are encouraged.
- Plagiarism takes many forms, from "passing off" another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others.
- Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

### *Multiple, redundant or concurrent publication*

- An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. In general, an author should not submit for consideration a paper previously published in another journal.
- Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.
- Publication of some kinds of articles in more than one journal is sometimes justifiable, provided certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication.
- It is the authors' responsibility to check for possible copyright conflict with the copyright holder.

### *Acknowledgment of sources*

- Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.
- Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source.
- Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

### *Authorship of the paper*

- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors.
- Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.
- The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

### *Human or animal subjects*

- If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them.
- Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects.
- The privacy rights of human subjects must always be observed.

### *Disclosure and conflicts of interest*

- All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript.
- Sources of financial support for the project should be disclosed. Potential conflicts of interest should be disclosed at the earliest stage possible.

### *Fundamental errors in published works*

- 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 journal editor or publisher and cooperate with the editor to retract or correct the paper.
- If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

### *Submission*

- The submission process is handled electronically. Manuscripts are to be submitted via the web submission system at <http://www.teof.uni-lj.si/?viewPage=60>.

- Only full papers are reviewed; abstracts are not considered for review.
- Instructions for the authors are included in the journal.
- Papers can be submitted in Slovenian, English, German, French, Italian, and Latin; the title, abstract and keywords must be supplied in the language of the paper as well as in English.

### ***Copyright transfer agreement***

- Authors sign the Copyright transfer agreement before the article is published. This transfer agreement enables publisher to protect the copyrighted material for the authors, but does not relinquish the authors' proprietary rights. The copyright transfer covers the exclusive rights to reproduce and distribute the article, including reprints, or any other reproductions of similar nature and translations. Authors are responsible for obtaining from the copyright holder permission to reproduce any figures for which copyright exists.

- Copyright agreement form

Bogoslovni vestnik copyright and license agreement:

Title of the Article:

In submitting a research article ('article') to *Bogoslovni vestnik* I certify that:

- 1) I am authorized by my co-authors to enter into these arrangements.
- 2) I warrant, on behalf of myself and my co-authors, that:
  - a) the article is original, has not been formally published in any other peer-reviewed journal, is not under consideration by any other journal and does not infringe any existing copyright or any other third party rights;
  - b) I am/we are the sole author(s) of the article and have full authority to enter into this agreement and in granting rights to *Bogoslovni vestnik*;
  - c) the article contains nothing that is unlawful, libelous, or which would, if published, constitute a breach of contract or of confidence or of commitment given to secrecy;
  - d) I/we have taken due care to ensure the integrity of the article. To my/our and currently accepted scientific knowledge all statements contained in it purporting to be facts are true.

Authors full name:

Signature:

Date:

## **3. DUTIES OF REVIEWERS**

### ***General***

- Reviewers are provided guidance on everything that is expected of them including the need to handle submitted material in confidence.

### ***Peer reviewers are supposed***

- to respect confidentiality of peer review and not to reveal any details of a manuscript or its review, during or after the peer-review process;
- not to use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others;
- only to agree to review manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess within a reasonable time-frame;



- to declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant conflict;
- not to allow their reviews to be influenced by the origins of a manuscript, by the nationality, religion, political beliefs, gender or other characteristics of the authors, or by commercial considerations;
- to be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making libelous or derogatory personal comments;
- to acknowledge that peer review is largely a reciprocal endeavor and to undertake to carry out their fair share of reviewing, in a timely manner;
- to provide personal and professional information that is accurate and a true representation of their expertise when creating or updating journal accounts.

### *Contribution to editorial decisions*

- Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.
- Peer review is an essential component of formal scholarly communication, and lies at the heart of the scientific method; *Bogoslovni vestnik* shares the view of many that all scholars who wish to contribute to publications have an obligation to do a fair share of reviewing.

### *Promptness*

- Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

### *Confidentiality*

- Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

### *Standards of objectivity*

- Reviews should be conducted objectively; personal criticism of the author is inappropriate.
- Referees should express their views clearly with supporting arguments.

### *Acknowledgement of sources*

- Reviewers are encouraged to comment on the originality of submissions.
- Reviewers should identify relevant published work that has not been cited by the authors.
- Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation.
- A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### *Disclosure and conflict of interest*

- Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the author.
- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

- Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

### *How peer review is organized*

- The process of peer review must satisfy principles of autonomy, and therefore follow lines of democratic and unprejudiced evaluation in order to be objective.
- In practical terms it is structured as follows:
  - firstly, there is the editor-in-chief, with his specific competences and direct obligations, followed by the viceeditor; this, in order to balance any demands which might arise regarding possible conflict of interest relating to the editor-in-chief himself;
  - there then follows a list of editorial assistants, scholars of consolidated personal and scientific rigor, whose corresponding backgrounds, skills and experience must respond to the different scientific areas covered in the Journal's aspects of interdisciplinarity;
  - the editor-in-chief evaluates manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors;
  - the editor-in-chief's decision may be constrained by such legal requirements regarding libel, copyright infringement and plagiarism;
  - the editor-in-chief provides guidance to authors that encourage accuracy, completeness and clarity of research reporting, including technical editing and the use of appropriate guidelines and checklists;
  - the editor-in-chief has a system to ensure that material submitted to their Journal remains confidential while under review; confidentiality of individual information obtained in the course of research or professional interactions is guaranteed;
  - the editor-in-chief has a duty to act if he suspects misconduct or if an allegation of misconduct is brought to him; this duty extends to both published and unpublished papers;
  - the editor-in-chief has a system for managing his own conflicts of interest as well as those of the all editorial staff and of the authors;
  - the editor-in-chief has a process for handling submissions from the components of the all editorial Staff to ensure unbiased review.

### *How a paper submitted for publication is evaluated*

- After a preliminary assessment, based on the established objectives of the journal, in the event of a positive evaluation, the editor-in-chief will send the paper to the journal editorial assistant responsible for the relevant field the paper covers. It is then sent to a reviewer belonging to the same field of competence for "peer review". In the three days following receipt of the submitted paper, they will determine whether to accept the work or not. If the paper is accepted, over the next 20 days reviewer will proceed to make comments and suggestions, if necessary, to assist the author in correcting and improving the text. The author will subsequently revise the paper, which is then returned to the editorial assistant, who checks if requested suggestions have been taken into account.
- In the case that paper is classified "original scientific article", it is additionally peer-reviewed by the group composed of three editorial assistants accompanied by the editor-in-chief.
- The editor-in-chief and editorial assistants guarantee that errors, inaccurate or misleading statements are corrected promptly and with due prominence.

- The editor-in-chief will publish corrections, clarifications, retractions and apologies when needed.
- The editor-in-chief will respond promptly to complaints and will ensure there is a way for dissatisfied complainants to take complaints further.
- The editor-in-chief ensures that content is published on a timely basis, following the stated frequency.
- The possible decisions include acceptance, acceptance with revisions but without re-review, or rejection. Articles that are rejected include those that are outside the aims and scope of the journal and do not measure up to scientific standards, are poorly written or organized or written in poor language. If authors are encouraged to revise and resubmit a submission, there is no guarantee that the revised submission will be accepted.
- Rejected articles will not be re-reviewed. Articles may be rejected without review if the editor-in-chief considers the article obviously not suitable for publication.

*The factors that are taken into account in review*

- Relevance: is this paper relevant for the topics of this journal?
- Soundness: is this paper technically sound and complete?
- Are the claims supported by research results?
- Significance: is the paper interesting for other researchers?
- Originality: are the results/ideas novel and previously unknown?
- Readability: is the paper well-organized and easy to understand?
- Language: is the paper written in correct language and style?
- The main factors taken into account are significance and originality.

## 4. DUTIES OF THE EDITORIAL BOARD

### *Publication decisions*

- The editor-in-chief of a peer-reviewed journal *Bogoslovni vestnik* is responsible for deciding which of the articles submitted to the journal should be published.
- The editor-in-chief takes all reasonable steps to ensure the quality of the material published in the journal.
- The editor-in-chief's decision to accept or reject a paper for publication in the journal is based on subject relevance and originality, and is guided by the review of suitably qualified reviewers.
- The editor-in-chief will ensure that appropriate reviewers are selected for submissions.
- The editor-in-chief may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism.
- The editor-in-chief may confer with other editors or reviewers in making this decision.
- A description of the peer review process is published, and editorial assistants are ready to justify any important deviation from the described process.

### *Fair play*

- The editor strives to ensure that peer review at the journal is fair, unbiased and timely.
- The editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

### *Confidentiality*

- The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### *Disclosure and conflicts of interest*

- Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.
- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
- Editors should recuse themselves (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.
- Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.

### *Involvement and cooperation in investigations*

- An editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher.

- Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, and if the complaint is upheld, the publication of a correction, retraction, expression of concern, or other note, as may be relevant.
- Every reported act of unethical publishing behavior must be looked into, even if it is discovered years after publication.

## 5. PUBLISHER'S RESPONSIBILITIES

- *Theological Faculty of the University of Ljubljana* as the publisher of *Bogoslovni vestnik* encourages the editors to follow contemporary scientific editorial policies and publication ethics.
- Publisher defines the relationship between publisher, editor and other parties, protects intellectual property and copyright, and fosters editorial independence.
- Publisher works with journal editors to set journal policies appropriately and aim to meet those policies, particularly with respect to:
  - editorial independence,
  - research ethics, including confidentiality, consent, and the special requirements for human research,
  - authorship,
  - transparency and integrity (for example, conflicts of interest, research funding, reporting,
  - standards,
  - peer review and the role of the editorial team beyond that of the journal editor,
  - appeals and complaints.
- Publisher works with journal editors to:
  - communicate journal policies (for example, to authors, readers, peer reviewers),
  - review journal policies periodically,
  - maintain the integrity of the academic record,
  - assist the parties responsible for the investigation of suspected research and publication misconduct and, where possible, facilitate in the resolution of these cases.

## SOURCES

### Norms prepared on the basis of standards used by:

A Journal on Islamic and Religious Studies. S. a. Publication ethics and publication malpractice statement.

[Http://www.ilahiyatstudies.org/index.php/journal/announcement/view/13](http://www.ilahiyatstudies.org/index.php/journal/announcement/view/13) (accessed January 15, 2013).

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