

EDITORIAL POLICY

ABOUT THE JOURNAL

Publications of the Astronomical Observatory of Belgrade (hereinafter, “the Journal”) publish original observational and theoretical research in all branches of astronomy. The Journal publishes proceedings of conferences and meetings which include:

- Invited Reviews - review article on some up-to-date topic in astronomy, astrophysics and related fields,
- Original Scientific Papers - article in which are presented previously unpublished author's own scientific results,
- Preliminary Reports - original scientific paper, but shorter in length and of preliminary nature,
- Professional Papers - articles offering experience useful for the improvement of professional practice i.e. article describing methods and techniques, software, presenting observational data, etc. and

the Journal also publishes:

- Monographs dedicated to some important contemporary astronomical/ astrophysical topic and also to history of Serbian astronomy.

In some cases the Journal may publish other contributions, such Editorials, Addenda, Errata, Corrigenda, Retraction notes, etc.

Publications of the Astronomical Observatory of Belgrade are published when interesting material becomes available (in general, one or two volumes per year). Submissions are accepted on a continuous basis throughout the year. Contributions to Journal shall be submitted in English, with rare exceptions in Serbian (with abstract in English).

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The Journal is available in print (ISSN 0373-3742) and online (<http://publications.aob.rs>). The Journal abbreviation is Publ. Astron. Obs. Belgrade (ADS abbr.: POBeo).

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The Editor-in-Chief is responsible for deciding which articles and monographs submitted to Publications of the Astronomical Observatory of Belgrade will be published. The Editor-in-Chief is guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

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

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Reviewers should alert the Editor 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 cited by the authors and alert the Editor to substantial similarities between a

reviewed manuscript and any manuscript published or under consideration for publication elsewhere, in the event they are aware of such. Reviewers should also alert the Editor to a parallel submission of the same paper to another journal, in the event they are aware of such.

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The submitted manuscripts are subject to a peer review process. Peer review is a purely voluntary service and there is no monetary compensation involved. The purpose of peer review is to assist the Editor, Editor-in-Chief or Editorial Board in making editorial decisions and through the editorial communications with the author it may also assist the author in improving the paper.

The review is single-blind, keeping the identity of the reviewer anonymous to the authors before, during and after the evaluation, but the authors name and affiliation are given in the manuscript. By default, one reviewer is engaged in the process. The reviewer is expected to send the report about the manuscript in one month from receiving the latest version or longer if necessary. The choice of reviewers is at the Editors' discretion. The reviewers must be knowledgeable about the subject area of the manuscript and it is desirable that they are not from the authors' own institution and that they do not have recent joint publications with any of the authors.

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these are sent to authors, without the name of the reviewer. The reviewer's general suggestion to the Editor is usually one of the following: accept/reject in its present form, or major/ moderate/minor revision is required. If revised manuscript has not been received within six months it will be considered withdrawn.

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Anyone may inform the Editors and/or Editorial Staff at any time of suspected unethical behaviour or any type of misconduct by giving the necessary information/evidence to start an investigation.

Investigation

- Editor / Editor-in-Chief will consult with the Editorial Board on decisions regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as strictly confidential and only made available to those strictly involved in investigating.
- 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 misconduct

Minor misconduct will be dealt directly with those involved without involving any other parties, e.g.:

- Communicating to authors/reviewers whenever a minor issue involving misunderstanding or misapplication of academic standards has occurred.

- A warning letter to an author or reviewer regarding fairly minor misconduct.

Major misconduct

The Editor / Editor-in-Chief, in consultation with the Editorial Board, and, when appropriate, further consultation with a small group of experts should make any decision regarding the course of action to be taken using the evidence available. The possible outcomes are as follows (these can be used separately or jointly):

- Publication of a formal announcement or editorial describing the misconduct.
- Informing the author's (or reviewer's) head of department or employer of any misconduct by means of a formal letter.
- The formal, announced retraction of publications from the Journal in accordance with the Retraction Policy (see below).
- A ban on submissions from an individual for a defined period.
- Referring a case to a professional organization or legal authority for further investigation and action.

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

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