

## **Journal Editors' Code of Ethics**

### **Poredbeno pomorsko pravo = Comparative Maritime Law**

The Journal **Poredbeno pomorsko pravo = Comparative Maritime Law** is the key periodical in the field of maritime law and the law of the sea in Croatia, but also in the region. As an open access law periodical it is focused on publishing peer-reviewed academic and professional articles, and some other important papers: professional translations of the international legal instruments and documentation, digests of the leading domestic, foreign and international court and arbitral decisions, book reviews, reports from the relevant meetings, conferences, symposia and similar events.

The Journal is published annually by the Croatian Academy of Sciences and Arts – Adriatic Institute.

The aim of this Code is to support all those involved in publishing our journal: Editor in Chief, Editorial Board, authors and peer reviewers.

This Code of Ethics has been established in accordance with the COPE Code of Conduct and Best Practice Guidelines for Journal Editors (2011), the COPE Guidelines on Principles of Transparency and Best Practice in Scholarly Publishing (2015) and the Rules for Publishing of the Croatian Academy of Sciences and Arts (2007).

#### **1. GENERAL DUTIES AND RESPONSIBILITIES OF EDITORS**

The Publisher nominates the Editor-in-chief who elects the Editorial Board as a body consisting of the members qualified actively contribute to the development and quality management of the Journal.

The Editor-in-chief is responsible for the choice of articles and other materials submitted for publishing in the Journal.

His/her decision is based on the paper's importance, originality and clarity, and the study's validity and its relevance to the remit of the journal. The Editor-in-chief's deputy has the same responsibility while executing the Editor-in-chief's functions.

Editorial decisions are not affected by the origins of the manuscript, including the nationality, ethnicity, political beliefs, race or religion of the authors.

The Journal supports the freedom of expression, with consideration to the legal requirements regarding libel, copyright infringement and plagiarism.

As to the integrity of the academic record: any mistakes, incorrect or misleading statements must be corrected immediately and with due regard.

The Editor-in-chief consults with the members of the Editorial Board and the peer reviewers nominated by the Department of Social Sciences of the Croatian Academy of Sciences and Arts.

The Editor-in-chief, the members of the Editorial Board and any editorial staff must not disclose any information about submitted manuscripts to anyone other than the corresponding authors, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate. They must not make use of any unpublished material without an express written approval by the author.

The Editor-in-chief is responsible for the integrity and confidentiality of the author's work during the review procedure and the preparation for publishing.

The Editor-in-chief must not have any personal, financial or other relations placing him/her in a conflict of interest regarding his/her editorial decisions.

The tasks and duties of the editors: support to and promotion of the Journal, preliminary review of the manuscripts submitted for publication, pursuit for the best authors and materials, the writing of the editorials, attending and contributing to the editors' meetings.

The Editor-in-chief must hold consultations with the members of the Editorial Board at least once a year to discuss the management of the Journal and any changes or improvements in the Journal policies, with consideration to the new professional and scientific criteria in editing and publishing.

The editors should strive to meet the needs of the readers and authors, maintaining a high standard of journal quality.

The procedures regarding the nomination of the peer-reviewers and the publishing of the individual submissions in the Journal are regulated under the Rules of Publishing of the Croatian Academy of Sciences and Arts, which must be observed by the editors.

Best practice of editing includes the notice of the date of the paper submission and the date of its acceptance for publication. The Editorial Board provides and regularly reviews the Guidelines for authors and the Peer-review Form. It also authorizes a person to publish the relevant information about the Journal on the designated web site, as well as to cater for the electronic backup and preservation of access to the Journal's content. The information about the Journal published on the Internet clearly notes the copyright and licence terms.

## **2. DUTIES AND RESPONSIBILITIES OF REVIEWERS**

The peer reviewers (in continuation: the reviewers) assist the Editor-in-chief in making editorial decisions and through the editorial communications with the authors assist the authors in improving their papers too.

The reviewers should respond in a reasonable time, and only agree to review a manuscript if they are confident they can return a review within a mutually agreed time-frame. They should inform the Editorial Board if this might not be the case. The reviewers have to inform the Editorial Board if there were any reason for a conflict of interest (for instance, the employment in the same organisational unit, personal relations, financial interests or any other circumstance that might affect the reviewers' impartiality). The final decision about the conflict of interest

lies upon the Editor-in-chief. The manuscripts received for the review and the information or ideas obtained through peer review must be kept confidential. They must not be shown to or discussed with others except as authorized by the Editorial Board., and in no case can be used for personal advantage.

All academic and professional papers undergo double-blind peer review process in accordance with the Rules for publishing of the Croatian Academy of Sciences and Arts. The reviewers are not allowed to contact the authors directly but only through the Journal's Editorial Board.

The reviewers should express their views clearly with supporting arguments. They should be objective and constructive in their views that will help the authors to improve their manuscripts.

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 that they have personal knowledge.

### **3. DUTIES AND RESPONSIBILITIES OF AUTHORS**

Each individual material submitted for publication presents a work by one or more authors who have substantially contributed to the forming and interpretation of the main work ideas and research results.

The authors should present their ideas, statements and results clearly, honestly and without falsification or inappropriate data manipulation.

The authors have to describe their methods clearly and unambiguously, and cite information sources so that others could confirm them.

Whilst the authors are given the freedom of expression, they must ensure the originality of the contents of their papers. If in the writing of their papers the authors used any texts, results or work of other authors, they must appropriately refer to the original sources according to the customary rules of citation.

The author should not publish a manuscript concerning the same research, simultaneously in more than one journal. There may be an exception, with the permission of the Editorial Board and with a clear reference to where the work was originally published.

The authors must be familiar with the standards of journal publishing, licensing and open access, and edit and submit their manuscripts in accordance with the Guidelines for Authors, of which they can be informed on the designated web site.