

## Publication Ethics and Publication Malpractice Statement / Izjava o spoštovanju založniških in akademskih etičnih standardov

<p>The publication of an article in a peer-reviewed journal or a monograph of Annales ZRS is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. It is therefore necessary to agree upon standards of expected ethical behaviour for all parties involved in the act of publishing: the author, the editor (and the editorial board), the peer reviewer and the publisher.</p>	<p>Objava prispevka v recenzirani reviji ali monografiji založbe Annales ZRS je bistveni gradnik prepletene mreže znanja, ki neposredno odraža kakovost uredništev, avtorjev in ustanove. Zato je nujen dogovor o standardih pričakovanega etičnega vedenja vseh, ki so vključeni v proces objave: to so avtorji, uredniki, uredniški odbor, recenzenti ter izdajatelj in založnik.</p>
<p>Our Publication Ethics and Publication Malpractice Statement is based on COPE's Best Practice Guidelines for Journal Editors and on other existing policies. The statement was developed between 2004-2008 and it was replaced by the so-called <a href="#">Core Practices</a> in 2017. We regularly monitor the updates.</p>	<p>Izjava o etiki objavljanja temelji na Smernicah za dobro prakso urednikov revij Odbora za etiko objavljanja COPE in na veljavnih politikah drugih založb. Izjava je nastala med letoma 2004 in 2008, leta 2017 pa so jo nadomestila tako imenovana Osnovna načela (<a href="#">Core Practices</a>). Dopolnila redno spremljamo.</p>
<p><b>Duties of authors</b></p>	<p><b>Dolžnosti avtorjev in avtoric</b></p>
<p><b>Reporting standards:</b> authors of reports of original research should 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. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.</p>	<p><b>Standardi pisanja znanstvenih del:</b> avtorji morajo v izvornih znanstvenih delih predložiti natančno poročilo o svojem delu in objektivno razpravo o njegovem pomenu. Podatki, na katerih temelji raziskovalno delo in so predstavljeni v prispevku, morajo biti točni in natančni. Prispevek mora vsebovati dovolj podrobnosti in referenc, da jih lahko nato navajajo drugi avtorji. Napačne ali zavestno netočne izjave so neetične in niso sprejemljive.</p>

<p><b>Data access and retention:</b> the journal/monograph requires authors to provide access to the research data used in the preparation of the article prior to submission, according to the following principles: open as much as possible, closed as much as necessary and FAIR (findability, accessibility, interoperability and reusability).</p>	<p><b>Dostop do raziskovalnih podatkov in njihovo hranjenje:</b> Revija/monografija zahteva, da avtorji pred oddajo rokopisa zagotovijo dostop do raziskovalnih podatkov, ki so bili uporabljeni pri pripravi članka, v skladu z načeli: odprti kolikor je mogoče, zaprti, kolikor je nujno in FAIR (najdljivost, dostopnost, interoperabilnost in uporabljivost).</p>
<p><b>Originality and plagiarism:</b> the authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. 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 behaviour and is unacceptable.</p>	<p><b>Izvirnost in plagiatorstvo:</b> avtorji zagotavljajo, da so napisali izvirno znanstveno delo in so pravilno navedli delo drugih. Plagiatorstvo ima veliko oblik, od tega, da nekdo prikaže prispevek nekoga drugega kot svoje delo, do tega, da kopira ali parafrazira daljše dele prispevka drugega avtorja (ne da bi ga navedel) ali da si prisvaja rezultate raziskav, ki so jih izvajali drugi. Plagiatorstvo v vseh svojih oblikah je neetično in ni sprejemljivo.</p>
<p><b>Multiple, redundant or concurrent publication:</b> an author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal or publisher concurrently constitutes unethical publishing behaviour and is unacceptable. In general, an author should not submit for consideration a previously published paper. Publication of some kinds of articles (e.g. translations) in more than one journal or publisher is sometimes justifiable, provided certain conditions are met. The authors and editors of the journals must agree to the secondary publication, which must reflect the same data and interpretation as the</p>	<p><b>Večkratno, ponavljajoče se in hkratno objavljanje:</b> v splošnem velja, da avtor ne sme objaviti besedil z istimi raziskovalnimi rezultati v več kot eni reviji ali primarni publikaciji. Oddaja istega rokopisa dvema ali več revijam ali založbam hkrati velja za neetično ravnanje pri objavljanju in ni sprejemljiva. Avtor v objavo tudi ne sme predložiti besedila, ki je že bilo objavljeno nekje drugje. Objave nekaterih vrst prispevkov (npr. prevodi) v več revijah ali založbah so včasih opravičljive, a se morajo s takšno ponovno objavo strinjati tako avtorji kot uredništvo. Podatki in interpretacije, ki so navedeni v takšni ponovni objavi, morajo biti isti kakor</p>

<p>primary document. The primary reference must be cited in the secondary publication.</p>	<p>v prvi objavi, prav tako mora biti prva objava ustrezno omenjena.</p>
<p><b>Acknowledgement of sources:</b> 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.</p>	<p><b>Navedbe virov:</b> avtor mora vedno ustrezno navesti delo drugih. Citira naj vse objave, ki so vplivale na njegovo delo. Informacij, ki jih pridobi zasebno, na primer v pogovoru, dopisovanju ali razpravi s tretjimi osebami, ne sme uporabiti ali o njih poročati brez izrecnega pisnega dovoljenja vira. Informacij, ki jih pridobi med zaupnim delom, na primer ko je recenziral rokopise ali prijave na različne razpise, avtor v postopke predloženega prispevka ne sme uporabiti brez izrecnega pisnega dovoljenja avtorja/jev uporabljenega vira/ov.</p>
<p><b>Authorship of the paper:</b> 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.</p>	<p><b>Avtorstvo prispevka:</b> avtorstvo je omejeno na tiste sodelavce, ki so pomembno prispevali k zasnovi, oblikovanju, izvedbi ali interpretaciji študije, o kateri se razpravlja. Kot soavtorji morajo biti navedeni vsi, ki so pomembno prispevali k prispevku. Če so k raziskovalnemu projektu v določenih pomembnih vidikih prispevali tudi drugi, se jim mora avtor za to zahvaliti oziroma jih navesti kot sodelavce, ki so prispevali k prispevku. Avtor, ki predloži prispevek v objavo oz. v največji meri sodeluje z uredništvom, mora zagotoviti, da so v prispevku navedeni vsi ustrezni avtorji, neustrezni pa ne, in da so vsi soavtorji videli in odobrili končno različico prispevka ter soglašajo, da se ga odda za objavo.</p>

<p><b>AI tools:</b> AI can greatly facilitate scientific research, but we need to develop a critical attitude towards it and take responsibility for its use. The use of AI tools must be transparent and ethical. The author guarantees that this paper has been prepared in accordance with the <a href="#">The Use of Generative AI Policy at Annales ZRS Scientific Publishing House</a>.</p>	<p><b>Orodja UI:</b> UI lahko zelo olajša znanstvenoraziskovalno delo, vendar moramo do nje vzpostaviti kritična stališča in prevzeti odgovornost za njeno uporabo. Uporaba orodij UI mora biti uporabljena transparentno in etično. Avtor jamči, da je prispevek pripravljen v skladu s <a href="#">Politika uporabe generativne umetne inteligence (GenAI) v založbi Annales ZRS</a>.</p>
<p><b>Hazards and human subjects:</b> if the work involves the use of 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 subject must always be observed.</p>	<p><b>Tveganje za ljudi/živali:</b> če delo vključuje raziskave z ljudmi/živalmi oziroma na ljudeh/živalih, mora avtor zagotoviti, da v objavo predloženi rokopis vsebuje izjavo, da so bili vsi postopki izvedeni v skladu z veljavnimi zakoni in institucionalnimi smernicami ter da so jih odobrile ustrezne ustanove. V rokopis mora biti vključena tudi izjava, da so bila za raziskave, v katere so vključeni/e ljudje/živali, pridobljena vsa potrebna dovoljenja in privoljenja. Vedno je treba upoštevati tudi pravico do zasebnosti ljudi in zagotavljati varstvo njihovih osebnih podatkov.</p>
<p><b>Disclosure and conflicts of interest:</b> 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. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible.</p>	<p><b>Razkrivanje in konflikti interesov:</b> vsi avtorji morajo v svojem rokopisu razkriti morebitni finančni ali drug bistveni konflikt interesov, ki bi lahko vplival na rezultate ali na interpretacijo njihovega rokopisa. Vsi viri finančne podpore projekta morajo biti jasno navedeni, možni konflikti interesov pa razkriti takoj, ko so znani. Primeri možnega konflikta interesov so povezani z zaposlitvijo, svetovanjem, lastništvom, honoriranjem, plačanim strokovnim pregledom, prijavo/registracijo patenta, štipendijami in drugimi oblikami podpore plačnikom raziskave.</p>

<p><b>Fundamental errors in published works:</b> 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 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.</p>	<p><b>Bistvene napake v objavljenih delih:</b> če avtor odkrije bistveno napako ali netočnost v lastnem objavljenem delu, je njegova dolžnost, da o tem takoj obvesti urednika ali izdajatelja/založnika ter da sodeluje z urednikom pri umiku oziroma popravi prispevek. Če urednik ali izdajatelj/založnik od tretje osebe izve, da objavljeno delo vsebuje bistveno napako, mora avtor prispevek popraviti ali uredniku predložiti dokaze o pravilnosti izvirnega prispevka.</p>
<p><b>Duties of the editors and editorial boards</b></p>	<p><b>Dolžnosti urednikov in uredniških odborov</b></p>
<p><b>Publication decisions:</b> the Annales ZRS editor of the journal or monograph or series is responsible for deciding which of the articles submitted to the editorship should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editor may be guided by the policies of the editorial boards and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editor may consult with editorial board or reviewers in making this decision or may use various plagiarism checking programs.</p>	<p><b>Odločitev glede objave:</b> o objavi odloča urednik Annales ZRS, zadolžen za posamezno številko revije ali posamezno monografijo oziroma zbirko. Osnovno vodilo je pomen prispevka za raziskovalce in bralce. Urednik se ravna po usmeritvah politike uredniških odborov, omejujejo pa ga pravila in predpisi, ki urejajo kazniva dejanja zoper čast in dobro ime (npr. obrekovanje, žaljivo obdolžitev), kršitve avtorskih pravic ali posege v osebne pravice. Pri svojih odločitvah se lahko posvetuje z uredniškim odborom ali recenzenti, za odkrivanje plagiatorstva pa lahko uporablja različne programe.</p>
<p><b>Fair play:</b> the editor evaluates manuscripts solely for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, and ideological or political orientation of the authors.</p>	<p><b>Načelo poštenosti:</b> urednik oceni primernost intelektualne vsebine rokopisov ne glede na raso, spol, spolno usmerjenost, versko prepričanje, etnični izvor, državljanstvo in ideološko ali politično usmeritev avtorjev.</p>

<p><b>Confidentiality:</b> the editor and any editorial staff do not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers and others, involved in journal publishing process.</p>	<p><b>Načelo zaupnosti:</b> urednik in člani uredniškega odbora ne smejo razkrivati informacij o oddanem rokopisu nikomur drugemu razen ustreznemu avtorju, recenzentom in drugim, ki sodelujejo pri pripravi publikacij.</p>
<p><b>Disclosure and conflicts of interest:</b> unpublished materials disclosed in a submitted manuscript are not used in an editor's own research without the express written consent of the author. Editors should recuse themselves (i.e. should ask another 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. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.</p>	<p><b>Razkrivanje in konflikti interesov:</b> urednik ne sme uporabiti neobjavljenih podatkov, razkritih v za objavo predloženem rokopisu, za svoje lastno raziskovalno delo brez izrecnega dovoljenja avtorja. Urednik naj se vzdrži vsebinskega ocenjevanja rokopisov, če je njegovo delo z njimi v konfliktu interesov, pa najsi bo to zaradi tekmovalnosti, sodelovanja ali drugih razmerij in povezav s katerim od avtorjev, družb in ustanov, povezanih s prispevkom in naj npr. pri takem prispevku delo preloži na drugega člana uredništva. Če se konflikt interesov razkrije po objavi, uredniki od vseh sodelujočih zahtevajo, da jih razkrijejo. Če je potrebno, je treba sprejeti druge primerne ukrepe, kot je objava umika ali izražanja zaskrbljenosti.</p>
<p><b>Complaints and appeals:</b> an editorship should take reasonably responsive measures when ethical or other complaints appeals have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher and the issuer within 30 days. 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 institution and research bodies, and if the complaint is upheld, the publication of a correction, retraction, expression</p>	<p><b>Pritožbe in zahtevki:</b> če se v zvezi z v objavo predloženim rokopisom ali objavljenim prispevkom pojavijo etične ali drugačne pritožbe oziroma zahtevki, se mora uredništvo skupaj z založnikom in izdajateljem ustrezno odzvati najkasneje v 30 dneh. Takšen odziv običajno obsega premišljeno presojo tehtnosti pritožb ali zahtev ter kontaktiranje avtorja rokopisa ali prispevka, morda pa celo kontaktiranje relevantnih institucij in raziskovalnih teles. Če je pritožba utemeljena, mora urednik poskrbeti za popravo ali umik rokopisa ali prispevka ter za ustrezno izjavo ali sporočilo o tem, objavljeno na</p>

<p>of concern, or other note, as may be relevant. Every reported act of unethical publishing behaviour must be looked into, even if it discovered years after publication.</p>	<p>primernem mestu. Vsaka prijava neetičnega obnašanja pri objavljanju mora biti obravnavana, tudi če je to odkrito več let po objavi.</p>
<p><b>Duties of reviewers</b></p>	<p><b>Dolžnosti recenzentov</b></p>
<p><b>Contribution to editorial decisions:</b> 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.</p>	<p><b>Prispevek k uredniškim odločitvam:</b> strokovna ocena recenzenta pomaga uredniku pri sprejemanju uredniških odločitev. Uredništvo Annalles ZRS si prizadeva, da bi recenzije pred objavo pomembno izboljšale prispevke.</p>
<p><b>Promptness:</b> 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.</p>	<p><b>Odzivnost:</b> vsak izbrani recenzent, ki se ne čuti usposobljenega za pregledovanje raziskave, o kateri poroča rokopis, ali ki ve, da recenzije ne bo mogel opraviti v roku, je dolžan o tem obvestiti urednika in odstopiti od recenziranja.</p>
<p><b>Confidentiality:</b> 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.</p>	<p><b>Načelo zaupnosti:</b> recenzenti morajo vse rokopise, ki so jih prejeli v pregled, obravnavati kot zaupne dokumente. Ne smejo jih na kakršenkoli način razkriti drugim ali o njih razpravljati z drugimi.</p>
<p><b>Standards of objectivity:</b> reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.</p>	<p><b>Standardi objektivnosti:</b> recenziranje rokopisov mora biti objektivno. Osebno kritiziranje avtorja ni primerno. Recenzenti morajo svoja stališča izraziti jasno in argumentirano.</p>
<p><b>Acknowledgment of sources:</b> 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</p>	<p><b>Navedbe virov:</b> vsaka izjava, da se je o nekem opažanju, sklepanju ali dokazovanju poročalo že prej, mora biti podprta z ustreznimi citati. Recenzent mora identificirati ustrezna objavljena dela, ki jih avtorji niso citirali. Urednika mora tudi opozoriti na vsako večjo podobnost ali vsebinsko prekrivanje v</p>

<p>substantial similarity or overlap between the manuscript under consideration and any other paper of which they have personal knowledge.</p>	<p>objavo predloženega rokopisa s katerim koli drugim prispevkom, ki ga pozna.</p>
<p><b>Disclosure and conflict of interest:</b> 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 recuse themselves (i.e. should ask another 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.</p>	<p><b>Razkrivanje informacij in konflikti interesov:</b> recenzent mora zaščitene informacije ali ideje, za katere izve med recenziranjem, ohraniti kot zaupne in jih ne sme uporabiti v osebno korist ali za lastne raziskave brez izrecnega dovoljenja avtorja. Če je mogoče, naj se recenzenti vzdržijo pregledovanja rokopisov, če gre za konflikt interesov, ki izvira iz konkurenčnega razmerja, razmerja sodelovanja ali drugega razmerja ali povezave s katerim koli avtorjem, organizacijo ali institucijo, povezano s prispevkom.</p>