

Publication policy of the journal Studies in Teaching and Education

Reviewing procedure

Peer reviewers

Studies in Teaching and Education uses a double-blind review system for all papers. Each manuscript is reviewed by at least two reviewers. The reviewers act independently and they are not aware of each other's identities. The reviewers are selected solely according to whether they have the relevant expertise to evaluate a manuscript. They must not be from the same institution as the author(s) of the manuscript, nor have been their co-authors in the recent past. No suggestions of individual reviewers by the author(s) of the manuscript will be accepted.

Peer review process

Manuscripts are sent for review only if they pass the initial evaluation regarding their form and thematic scope. The editor-in-chief reserves the right to reject manuscripts after the initial review, if they are considered: not to meet the content, formal and ethical criteria pertaining to scientific and professional papers published in journals; not to be in accord with the Instruction for Authors; not to match the concept and the thematic area of the magazine. All authors will be informed on the outcome of the initial manuscript assessment and entry into the review process.

The purpose of peer review is to assist the Editorial Board in making the decision whether to accept or reject a paper and also to assist the author in improving their manuscript.

Under normal circumstances, the review process takes up to four weeks, and only exceptionally up to three months.

Upon receiving the reviews, the editor-in-chief makes a decision on publication, revision or rejection of the manuscript. All authors receive information about the decision, and authors whose manuscripts are rejected or authors whose manuscripts are returned for revision will receive the reviews for inspection.

In case of objections or doubt as to the quality of a review, and in cases where the decisions of the reviewers conflict (as described in Resolving inconsistencies), the editor-in-chief will engage additional reviewers. If additional review is deemed unnecessary, the editor-in-chief can make a decision without seeking additional reviewers, giving an explanation to the author.

During the review process the editor-in-chief may require authors to provide additional information (including raw data) if they are necessary for the evaluation of the manuscript. These materials shall be kept confidential and must not be used for any other purposes.

Resolving inconsistencies

If the authors have serious and reasonable objections to the reviews, the Editorial Board will assess whether a review is objective and whether it meets academic standards. If there is any

doubt about the objectivity or quality of a review, the editor-in-chief will assign an additional reviewer or reviewers.

Additional reviewers may also be assigned when reviewers' decisions (to accept or reject) are contrary to each other, or otherwise substantially incompatible.

The final decision on the acceptance of the manuscript for publication rests solely with the editor-in-chief.

Responsibilities

By signing the Authorship Statement, provided with the manuscript, authors guarantee that the manuscript represents their original contribution, that the copyright and intellectual property of other persons have not been violated, that the manuscript has not been published earlier and that it has not been considered for publication elsewhere. Violating any of the above prerequisites is considered a violation of ethical standards, which will exclude the manuscript from further consideration for publication in the journal.

Authors are exclusively responsible for the contents of their submissions. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of third parties. Authors are obliged to adhere to the ethical standards related to scientific research.

Authors must make sure that their author team listed in the manuscript includes all and only those authors who have significantly contributed to the submitted manuscript. If persons other than the authors were involved in important aspects of the research project and the preparation of the manuscript, their contribution should be acknowledged in a footnote or the Acknowledgments section.

It is the responsibility of the authors to specify the title and code label of the research project within which the work was created, as well as the full title of the funding institution.

In case a submitted manuscript has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the conference shall be provided in the same place.

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Parts of the manuscript, including text, equations, pictures and tables that are taken verbatim from other works must be clearly marked, e.g. by quotation marks accompanied by their location in the original document (page number), or, if more extensive, given in a separate paragraph.

Full references for each quotation (in-text citation) must be listed in the separate section (Literature or References) in a uniform manner, according to the citation style used by the journal. The References section should list only quoted/cited, and not all sources used for the preparation of the manuscript.

When preparing a manuscript, authors are obliged to avoid formulations that could reveal their identity, for example recognizable auto-reference, such as: "In our previous work ...", "Our previous research...."

In case of manuscript revision, the authors are obliged to inform the editorial board of the changes they have made to the text in writing, stating the page number of the change and explanation of the change. In the corrected manuscript, the authors are obliged clearly to indicate the changes made in accordance with the suggestions of the reviewers.

When authors discover a significant error or inaccuracy in their own published work, it is their obligation to promptly notify the editor-in-chief (or publisher) and cooperate with him/her to retract or correct the paper.

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

By submitting a manuscript the authors agree to abide by the Editorial Policies of Studies in Teaching and Education.

Editorial responsibilities

The editor-in-chief is responsible for deciding which articles submitted to the journal will be published. The decisions are made based exclusively on the manuscript's merit. They must be free from any racial, gender, sexual, religious, ethnic, or political bias. When making decisions the editor-in-chief is also guided by editorial policy and legal provisions relating to defamation, copyright infringement and plagiarism.

Members of the Editorial Board, including the editor-in-chief must hold no conflict of interest with regard to the articles they consider for publication. Members who feel they might be perceived as being affected by such a conflict will not participate in the decision-making process for a particular manuscript.

The information and ideas presented in submitted manuscripts shall be kept confidential. Information and ideas contained in unpublished materials must not be used for personal gain without the written consent of the authors.

The Editorial Board also guarantees, before sending the manuscript to the reviewer, to remove the personal data of the author (above all, the name and affiliation). Editors and the editorial staff shall take all reasonable measures to ensure that the authors/reviewers remain anonymous during and after the evaluation process in accordance with the type of reviewing in use.

The choice of reviewers falls under the discretion of the Editorial Board.

Editors and editorial staff of the journal are obliged to: provide professional support in the development of the journal, participate in the promotion of the journal and encourage experts from relevant areas to contribute to the quality of the journal as authors and/or reviewers, provide suggestions for reviewers for incoming manuscripts and participate in the review of works.

Reviewers' responsibilities

Reviewers are required to provide a qualified and timely assessment of the scholarly merits of the manuscript. The reviewer should take special care of the real contribution and originality of the manuscript. The review must be fully objective. The judgment of the reviewers must be clear and substantiated by argument. Comments that insult the personality and work of the author are considered inappropriate.

The reviewers assess manuscripts for compliance with the profile of the journal, the relevance of the investigated topic and the methods applied, the scientific relevance of the information presented in the manuscript, the presentation style and scholarly apparatus. The review has a standard format which includes ratings of separate dimensions of the manuscript, a written explanation of the ratings given and suggestions for authors, a final recommendation for editors and a final grade (publish, publish with minor corrections, major corrections and re-reviews are needed, do not publish), as well as comments on the manuscript sent to the Editor.

The reviewer must not be in a conflict of interest with the authors or funders of the research. If such a conflict exists, the reviewer is obliged to promptly notify the editor-in-chief. The reviewer shall not accept for papers for review which are beyond the field of his/her full competence.

Reviewers should alert the editor-in-chief to any well-founded suspicions or knowledge of possible violations of ethical standards by the authors. Reviewers should identify relevant published works that have not been considered in the manuscript. They may recommend specific references for citation, but shall not require citation of papers published in *Studies in Teaching and Education*, or their own papers, unless this is justified. The reviewer should warn the editor if they see any significant coincidence between the manuscript being discussed and other published works, or if they know that the same manuscript is under review by another magazine.

The reviewers are expected to improve the quality of the manuscript through their suggestions. If they recommend revision of the manuscript prior to publication, they are obliged to specify the manner in which this can be achieved.

Any manuscripts received for review must be treated as confidential documents. Reviewers must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors.

Ethical publishing

Dealing with unethical behavior

Anyone may inform the editor-in-chief / Editorial Board at any time of suspected unethical behavior or any type of misconduct by presenting the credible information/evidence necessary to start an investigation. The procedure for assessing the credibility of information/evidence is as follows:

- The editor-in-chief makes the decision regarding the initiation of an investigation.

- During an investigation, any evidence should be treated as confidential and only made available to those directly involved in the process.
- 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 with no influence on the integrity of the paper and the journal, for example when it comes to misunderstanding or wrong application of publishing standards, will be dealt with directly, with the authors and reviewers without involving any other parties. Outcomes include:

- Sending a warning letter to authors and/or reviewers.
- Publishing correction of a paper, e.g. when sources properly quoted in the text are omitted from the reference list.
- Publishing an erratum, e.g. if the error was made by editorial staff.

In the case of major misconduct the editor-in-chief/Editorial Board may adopt a variety of measures:

- Publication of a formal announcement or editorial describing the misconduct.
- Informing officially the author's/reviewer's affiliating institution.
- The formal, announced retraction of publications from the journal in accordance with the Retraction Policy.
- 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.

The above actions may be taken separately or jointly. If necessary, in the process of resolving the case, relevant expert organizations, bodies, or individuals may be consulted.

When dealing with unethical behavior the Editorial Board will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE).

Prevention of plagiarism

Studies in Teaching and Education does not publish plagiarized papers. The Editorial Board has adopted the stance that 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 includes the following:

- Verbatim (word for word), or almost verbatim 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) in the manner described under Authors' responsibilities;

- 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 which shows obvious signs of plagiarism will automatically be rejected. If plagiarism is discovered in a paper that has already been published by the journal, it will be retracted in accordance with the procedure described under Retraction policy.

Retraction policy

Publishing restrictions, copyright infringement and infringement of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or any major misconduct require the retraction of the article in question.

Occasionally a retraction can be used to correct numerous serious errors, which cannot be covered by publishing corrections. A retraction may be published by the editor-in-chief / Editorial Board, the author(s), or both parties consensually.

The retraction takes the form of a separate item listed in the contents and labeled as "Retraction". In the SCIndeks, as the journals' primary full-text database, a two-way communication (HTML link) between the original work and the retraction is established. The original article is retained unchanged, except for a watermark on the PDF indicating on each page that it is "retracted".

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