

## **Publishing policy of Annual of Natural Sciences Department**

### **Review policy**

All manuscripts are refereed, with research manuscripts being subject to a double-blind peer review process within two-four weeks. Reviewers may be members of the editorial board or external in compliance with the policy to avoid and treat conflicts of interest. Reviewers may be members of the editorial board or external in compliance with the policy to avoid and treat conflicts of interest. Each manuscript submitted for publication in the Annual of Natural Sciences Department is checked for plagiarism, duplication and re-use before being submitted for initial editorial review and peer review.

It is possible to implement two review systems in the Annual of Natural Sciences Department:

- anonymous review, which guarantees the anonymity of reviewers and authors;
- a system of explicit evaluation, which allows the reviewer to choose whether to remain anonymous or to make public his name and review, together with the published work. The reviewer may allow his name to be announced or remain anonymous and his review publicly available.

The peer reviewers should follow the Peer Review Policy and the [COPE Ethical Guidelines for Peer Reviewers](#) and the Policy for Avoiding and Treating Conflicts of Interest when evaluating publications for the Annual of Natural Sciences Department.

Submitting a manuscript means that:

- the manuscript has not been published, is not being prepared for publication elsewhere and will not be sent to another edition unless it is refused or withdrawn;
- the author(s) agree with the necessary checks for originality that the manuscript may undergo during the editorial review, peer review and production processes.

In the first stage of the process of publishing manuscripts, an initial decision is made as to whether it is suitable for publication in the Annual of Natural Sciences Department. Manuscripts that are incompatible with the editorial goals of the Annual of Natural Sciences Department or do not comply with the requirements, will be rejected at this stage.

A manuscript that has passed the first stage of editorial review is sent in an appropriate form to a reviewer at the discretion of the editorial team (hidden or overt review). After evaluating the manuscript, the reviewer sends a completed Review Form, with recommendations, to the editorial board. The reviews, based on the Review Policy of the Annual of Natural Sciences Department, are prepared within 14-28 days. The evaluation period takes a maximum of four to six weeks.

When the review of the manuscript is completed, the comments of the reviewers and editors are sent to the author, together with the editorial decision. Authors may need to make corrections or substantially change the content and resubmit the manuscript, along with their comments, to reviewers for further evaluation. Accepted manuscripts are still subject to editorial review and evaluation.

The Editor-in-Chief, together with the editorial board of the Annual of Natural Sciences Department, makes the final decision on whether to approve a manuscript for publication. Editorial decisions are not influenced by the origin of the manuscript, including the authors' nationality, political beliefs, racial, ethnic or religious affiliation. Materials dedicated to special thematic or collection volumes submitted by editors or members of the editorial board are subject to the same conditions for initial selection, verification of originality and review, according to the Policy for Prevention and Treatment of Conflict of Interest ([hyperlink to policy](#)) of Annual of Natural Sciences Department.

### **Conflict of interest**

Authors, reviewers and members of the editorial team comply with the rules and requirements of the Policy for avoidance and treatment of conflicts of interest regarding the procedures for reviewing the received manuscripts. The Conflict of Interest Policy applies to all material published in including research articles, reviews, and commentaries.

### **Plagiarism statement**

Every manuscript submitted for publication to Annual of Natural Sciences Department is checked for plagiarism, duplicate publication and text recycling after submission and before being sent for initial editor screening and double-blind peer review. We use Plagscan to detect plagiarism

### **Malpractice Statement**

Annual of Natural Sciences Department is dedicated to following best practices on ethical matters, errors and retractions. The prevention of publication malpractice is one of the important responsibilities of the editorial board. Any kind of unethical behavior is not acceptable, and plagiarism in any form is not tolerated. The author declares the originality of the publication by submitting his manuscript.

Read our [Publication Ethics and Malpractice Statement](#)