

## Publishing Policies for Annual of Natural Sciences Department

### IV. Publishing ethics and actions in case of malpractice

#### IV.1. General terms

Annual of Natural Sciences Department follows best practices and ethical standards in correcting omissions and errors, as well as downloading content when necessary. Preventing misuse of publications is one of the most important responsibilities of our editorial board. Any unethical action is unacceptable to us and plagiarism is not tolerated. The author declares the originality of the publication by submitting his manuscript.

The following duties outlined for editors, authors, and reviewers are based on the [COPE Code of Conduct for Journal Editors](#).

#### IV.2. Duties of Editors:

1. **Publication Decisions:** Based on the review report of the editorial review board, the editor can accept, reject, or request modifications to the manuscript.
2. **Review of Manuscripts:** Each editor must ensure that each manuscript is initially evaluated by the editor for originality, making use of appropriate software to do so. Following desk review, the manuscript is forwarded for blind peer review to the editorial review board who will make a recommendation to accept, reject, or modify the manuscript.
3. **Fair Review:** The editors must ensure that each manuscript is reviewed for its intellectual content without regard to race, gender, sex, , religion, citizenship, etc. of the authors.
4. **Confidentiality:** The editors must ensure that information regarding manuscripts submitted by the authors is kept confidential.
5. **Disclosure and Conflicts of Interest:** The editors of the journal declare that they will not use unpublished data and achievements from received manuscripts without the written consent of the author.

#### IV.3. Duties of authors:

1. **Reporting Standards:** Authors should present an accurate account of their original research as well as an objective discussion of its significance. Manuscripts will follow the submission guidelines of Annual of Natural Sciences Department. (See submission guideline policies)
2. **Originality:** The authors guarantee the originality of their material.
3. **Repeatability, multiplication and competition of documents:** The authors undertake not to send their manuscript to several editions at once. They must not publish different versions or other publications with the same scientific results in several different journals.
4. **Contribution:** The authors duly indicate all data and information used in their publication and indicate the sources used, which were essential for the implementation of the current study.
5. **Authorship:** Authors are required to provide basic data about their manuscript for editorial evaluation and they must have such
6. **Fundamental Errors in Published Works:** If at any point of time, the authors discover inaccuracy in the submitted manuscript, they must be reported to the editors.

#### IV.4. Duties of Reviewers:

1. **Confidentiality:** Information regarding manuscripts received shall be treated as confidential and treated as such
2. **Contribution:** Reviewers certify that the authors have indicated all data sources and information used in the study. Any similarity or overlap between manuscripts or an already published document must be brought to the attention of the editors immediately.
3. **Objectivity:** The evaluation of the manuscripts must be carried out objectively and the reviewers must present their position clearly and with arguments.
4. **Compliance with deadlines:** If a reviewer considers that he /she will not be able to complete the review of the manuscript within the specified time, he /she must notify the editor (s) so that the manuscript can be sent to another reviewer.