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CATHOLIC FACULTY OF THEOLOGY IN ĐAKOVO
"DIACOVENSIA - Theological Contributions"
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THE CODE OF CONDUCT AND PREVENTION OF ABUSE IN THE JOURNAL *DIACOVENSIA - THEOLOGICAL CONTRIBUTIONS*

The journal *Diacovesia - Theological Contributions*, is a scientific journal published by the Catholic Faculty of Theology in Đakovo, Josip Juraj Strossmayer University of Osijek.

The Code governs the relations and defines the ethical behaviour of all parties involved in the publication: author(s), editor(s), reviewer(s), publisher(s) and the institutional holder/founder. The Code of Conduct and Prevention of Abuse in the Journal *Diacovensia - Theological Contributions* is based on the examples of good practice recommended by the Committee on Publication Ethics (COPE), according to the COPE Conduct for Journal Editors.

The Code aims to ensure editorial responsibility, fairness, equality, the protection of privacy and transparency regarding the publishing of scientific publications in the journal *Diacovensia*.

1. GENERAL PROVISIONS

1.1. Reception and publication of articles

The editorial board meets once a month to discuss the submitted articles and peer reviews.

The editorial board makes decisions on scientific and theological appropriateness of articles submitted for publication, according to the defined methodological requirements. Every article that is submitted to the editorial board for the journal, will be taken into account if it meets basic methodological, scientific and theological criteria that are published in the journal.

After accepting the article, the editorial board sends in the article for two anonymous peer reviews. The reviewers are selected by the editorial board by taking into account the scientific qualifications of the reviewers, and the correspondence of their knowledge and research field with the field of the article that is sent in for a review.

The editorial board ensures that the reviewer is not in "the conflict of interest" with the author of the submitted article.

The editorial board does not have to agree with the recommendations of the reviewers, and may refuse, during the publishing process, to forward an article for a review if they determine that the article does not meet the defined criteria of the journal or if they determine scientific dishonesty or plagiarism.

If the reviewer determines that the article needs more revision, the article is forwarded to the author through an expert associate of the journal *Diacovensia*, without revealing the name of the reviewer.

1.2. The confidentiality of article submission and the reviewing process

The confidentiality is ensured for all authors and their articles from the time of receiving the articles until their publication.

The editorial board will not notify any other party, except the editorial board, about the reviewers assigned, they will not publicly discuss any possible reviewers they intend to engage in the process of peer review, and the information will not be available to any other parties involved in the process of publication.

The editorial board also ensures that the potential reviewer, in the case of rejecting an article for a review or an untimely submission of a review, keeps the unpublished contents confidential.

The unpublished materials and articles submitted to the journal will be marked with special numerical designations to safeguard the privacy and anonymity of authors and reviewers assigned.

The editorial board may not use the data from the submitted articles for personal benefit until those articles become publicly available, and will not in any way use the privileged information contained in the articles.

The data which the author acquired through their research will be considered particularly classified.

1.3. The equality of access

The editor will treat each author equally, regardless of any prejudice based on race, religion, sex, gender, age, political affiliation or geographical origin of the author.

The terms used in this Code, which carry gender meaning, regardless of whether they are used in the masculine or feminine gender form include in the same way masculine and feminine gender.

2. OBLIGATIONS OF REVIEWERS

Reviewers, after accepting to participate in the reviewing process, in accordance with the existing knowledge and with an as objective as possible process of article assessment, will approach making a review. They will explain their judgement in the reviewing form.

Article assessment must not be based on criteria that are not directly relevant to the published article.

If the reviewer at any time assesses that they lack knowledge or that they will not be able to finish the appointed task within the set time frame, in order to continue with the reviewing process, they are obliged to report to the editorial board as soon as possible.

The reviewer will not give any public information about the reviewing process and the subject of the article for which they need to write a review, and they will not speak publicly about the article or the data from the article.

Reviewers will pay special attention to any possible misquotation or plagiarism of data and statements found in the article, and will report every such case to the editor, on the basis of clearly substantiated facts and data, the direct insight and the description of the above.

Reviewers will avoid conflicts of interest, and in a special way, any possible connection with the author or institutions that are associated with the article.

3. OBLIGATIONS OF AUTHORS

Authors need to answer for their intellectual property, and in the submitted article list in detail all possible co-authors.

The authorship of the article refers to people who have contributed to its creation. The authors who submitted the article for publication undertake that all that are listed as authors of the article were involved in its creation with all mentioned affiliates.

Authors are required to take account of scientific correctness and awareness that they have not published the article somewhere previously.

Authors undertake to submit a work of authorship, and they must pay special attention to data accuracy, as well as to references and people mentioned in their work.

Authors undertake that they have written and submitted an original work. If they have used someone else's data, words, statements, quotations, or if they have relayed other people's words or sentences, they undertake to use consistent citations.

Authors undertake to submit original research results, along with custom images, graphs, tables, etc., in order to allow reviewers transparency and to facilitate the preparation of data for publishing.

If the article includes research pertaining to children and socially vulnerable groups, the authors undertake that in doing research they adhered to all laws and regulations, as well as codes of ethics, which define the obligations and responsibilities of researchers.

Authors must avoid conflicts of interest of any kind, especially one that could have affected the results of their work.

If the author subsequently establishes a big mistake in their work (e.g. misquotes, incorrect data...), they undertake to notify the editor as soon as possible, regardless of the stage of publication of the article in question.

4. OBLIGATIONS OF THE PUBLISHER

The publisher undertakes to ensure the anonymity of the reviewing process during the publication of the journal, and that during the process of data processing and preparation for printing they will not disclose in any way the contents of each particular issue before the process of printing and distribution is finished.

The publisher undertakes to seek to publish an annual circulation of the journal within the current year, and to timely notify the authors of submitted articles about the peer review assigned classification, and about the publication time of the article.

The members of the editorial council will not abuse their position in the editorial council and not receive any form of material or some other benefit, as well as not abuse their power and position to achieve some benefit for themselves or another person.

The members of the editorial and scientific council undertake to report any noted inconsistencies and departures from the provisions specified in this Code.

The editorial board undertakes to adhere to all the items defined by this Code, and to seek to adjust any new possible ethical dilemmas in its improved version.

Assoc. Prof. Ivica Raguž, Ph.D.

Editor in Chief

Đakovo, October 9, 2015.