

EDITORIAL POLICY OF COMMUNICATION AND CULTURE ONLINE

GENERAL INFORMATION

The journal *Communication and Culture Online* is dedicated to linguistics, literature, communication, culture, interculturality and related scientific fields. It was founded in 2010.

The journal *Communication and Culture Online* publishes original papers that have not been published previously. (scientific articles, reviews, communications, etc.). *Communication and Culture Online* is an Open Access journal.

Contributions to journal shall be submitted in Serbian, English or any other international language. The journal can publish papers in other languages if it is technically possible. The summary of each paper shall be in English.

The Journal is issued once a year in December. Special issues published sporadically.

The journal is indexed in ERIH PLUS. *Communication and Culture Online* is also indexed by the list prescribed by the Academic Council of Social and Humanistic Sciences of Belgrade University upon the proposal of the Faculty of Philology (N^o 2217-4257) and is of M51 national category.

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Editor-in-Chief is responsible for deciding which articles submitted to *Communication and Culture Online* will be published. Editor-in-Chief is guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

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

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Reviewers are required to provide written, competent and unbiased feedback in a timely manner on the scholarly merits and the scientific value of the manuscript.

The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the originality and scientific relevance of information presented in the manuscript, the presentation style and scholarly apparatus.

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 Reviewers must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors.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

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The submitted manuscripts are subject to a peer review process. The purpose of peer review is to assist the Editor-in-Chief in making editorial decisions and through the

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Reviews in *Communication and Culture Online* are double-blind, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa. Every paper is reviewed by two referees. referees shall receive no payment for their work.

The choice of reviewers is at the Editors-in-Chief's' and/or Section Editor's discretion. The reviewers must be knowledgeable about the subject area of the manuscript; they must not be from the authors' own institution and they should not have recent joint publications with any of the authors.

During the review process Editor may require authors to provide additional information (including raw data) if they are necessary for the evaluation of the scholarly merit of the manuscript. These materials shall be kept confidential and must not be used for personal gain.

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PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR

Anyone may inform the editors and/or Editorial Staff at any time of suspected unethical behaviour or any type of misconduct by giving the necessary information/evidence to start an investigation.

INVESTIGATION

- Editor-in-Chief will consult with the Editorial Board on decisions regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as strictly confidential and only made available to those strictly involved in investigating.
- 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

Minor misconduct will be dealt directly with those involved without involving any other parties, e.g.:

- Communicating to authors/reviewers whenever a minor issue involving misunderstanding or misapplication of academic standards has occurred.
- A warning letter to an author or reviewer regarding fairly minor misconduct.

MAJOR MISCONDUCT

Editor-in-Chief, in consultation with the Editorial Board, and, when appropriate, further consultation with a small group of experts should make any decision regarding the course of action to be taken using the evidence available. The possible outcomes are as follows (these can be used separately or jointly):

- Publication of a formal announcement or editorial describing the misconduct.
- Informing the author's (or reviewer's) head of department or employer of any misconduct by means of a formal letter.

- The formal, announced retraction of publications from the journal in accordance with the Retraction Policy (see below).
- A permanent ban on submissions from the author.
- Referring a case to a professional organization or legal authority for further investigation and action.

When dealing with unethical behaviour, the Editorial Staff will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <http://publicationethics.org/resources/>.

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This Editorial Policy shall be applied as of November 1, 2016.