

EDITORIAL POLICY

The journal *Južnoslovenski filolog* (*South Slavic Philologist*) publishes papers on linguistic theory, Slavic philology, history, and dialectology of Southern and other Slavic languages, history of linguistics and related fields. The journal was started in 1913 and is now jointly published by the Serbian Academy of Sciences and Arts and the Institute for the Serbian Language of SASA.

The journal *Južnoslovenski filolog* publishes original papers that have not been published previously: original research articles, critical reviews, book and event reviews, etc. The journal *Južnoslovenski filolog* is an Open Access journal.

Contributions to the journal shall be submitted in Serbian or any other Slavic language. A paper may be published in English, German, or French with the consent of the Editorial Board. If the submitted manuscript is in Serbian, the author is to provide a summary in Russian and English. If the submitted manuscript is written in any other language, one of the summaries must be in Serbian.

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tent and formal aspects. In practice, the Editor-in-Chief informs the Editorial Board of each manuscript submitted to the journal and explains the decision regarding acceptance/rejection. Normally, the Editor-in-Chief will inform the authors of submitted manuscripts on the final decision no later than 90 days since submission. The Editor-in-Chief, the members of the Editorial Board and reviewers must hold no conflict of interest with regard to the articles considered for publication. The Editor-in-Chief, the members of the Editorial Board and reviewers must duly disclose any conflict of interest. The members of the Editorial Board who have a conflict of interest will be excluded from the process of selecting reviewers and deciding the fate of the manuscript.

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Reviewers must not have conflict of interest with respect to the research reported in the manuscript, the authors of the manuscript and/or the funding sources for the research. If such conflicts exist, the reviewers have to report them to the editor without delay.

Any selected reviewer who feels unqualified to review the research reported in a manuscript is obliged to notify the editor without delay.

Reviews must be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

The 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, whereas the information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

PEER REVIEW

The submitted manuscripts are subject to a peer review process. The purpose of peer review is to assist the editor in making the decision regarding acceptance/rejection of a manuscript and to assist the authors in improving the manuscript through editorial communication.

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Each paper submitted to *Južnoslovenski filolog* is reviewed by two competent reviewers. If necessary, the Editor-in-Chief may assign a third reviewer. Reviewers are expected to provide their reports within a month. Reviewers are not paid for peer review.

The choice of reviewers is at the editors' discretion. The reviewers must be knowledgeable about the subject area of the manuscript and preferably they should not be affiliated with the same institution as the authors. Persons who have recent joint publications with the authors are not eligible as reviewers. The Editor-in-Chief shall ensure that the author's personal details (especially the name and affiliation) are removed from the manuscript before sending it to reviewers and shall take all reasonable measures to ensure that the authors remain anonymous to the reviewers until the end of the peer review procedure.

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Throughout the review process, the reviewers of a paper act independently and they are not aware of each other's identities. If the decisions of the two reviewers are not the same (accept/reject), the editor may assign additional reviewers.

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

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Any individual or institution may inform the editors and/or the Editorial Board at any time of suspected unethical behaviour or any type of misconduct by providing the information/evidence necessary to start an investigation.

Investigation

The Editor-in-Chief will consult with the Editorial Board regarding the launch of an investigation.

During the investigation, any evidence should be treated as strictly confidential and made available only to those directly involved in the investigation.

The parties accused of misconduct will be given a chance to respond to any charges made against them.

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Minor misconduct

Minor misconduct will be resolved through direct communication with the individuals 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;
- sending a warning letter to an author or reviewer regarding minor misconduct.

Major misconduct

Decisions regarding major misconduct shall be made by the Editor-in-Chief in consultation with the Editorial Board, and, when appropriate, with a small group of experts. Possible measures include (these can be used separately or jointly):

- publication of a formal notice 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;
- a formal retraction of publications from the journal in accordance with the *Retraction Policy*;
- a ban on submissions from an individual for a specified period of time;
- referring a case to a professional organization or legal authority for further investigation and action.

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