EDITORIAL POLICY


The journal Balkan Journal of Dental Medicine publishes original papers, reviews/metaanalyses, case reports, perspective articles, medical history articles, short communications that have not been published previously. Balkan Journal of Dental Medicine is an Open Access journal.

Contributions to journal shall be submitted in English.

The Journal is issued three times a year.

The journal is indexed in Baidu Scholar, Case, Celdes, CNKI Scholar (China National Knowledge Infrastructure), CNPIEC, EBSCO Discovery Service, Google Scholar, J-Gate, JournalTOCs, KESLI-NDSL (Korean National Discovery for Science Leaders), Naviga (Softweco), Primo Central (ExLibris), ReadCube, Sherpa/RoMEO, Summon (Serials Solutions/ProQuest), TDOne (TDNet), WorldCat (OCLC).

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The Editor-in-Chief is responsible for deciding which articles submitted to the Balkan Journal of Dental Medicine will be published. The 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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Editor-in-Chief must hold no conflict of interest with regard to the articles they consider for publication. If an Editor feels that there is likely to be a perception of a conflict of interest in relation to their handling of a submission, the selection of reviewers and all decisions on the paper shall be made by the Editor-in-Chief.

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The Editorial Council is an advisory body that actively contributes to the development of the journal. The tasks and duties of the Editorial Council include: the support to the development of the journal, its promotion, encouraging experts in the area of to get involved as journal’s authors and/or reviewers, writing editorials, reviews and commentaries.

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When an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal Editor or publisher and cooperate with the Editor to retract or correct the paper.

By submitting a manuscript the authors agree to abide by the Balkan Journal of Dental Medicine’s Editorial Policies.

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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.

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Reviewers should alert the Editor to any well-founded suspicions or the knowledge of possible violations of ethical standards by the authors. Reviewers should recognize relevant published works that have not been cited by the authors and alert the Editor to substantial similarities between a reviewed manuscript and any manuscript published or under consideration for publication elsewhere, in the event they are aware of such. Reviewers should also alert the Editor to a parallel submission of the same paper to another journal, in the event they are aware of such.

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Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the Editor without delay.

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The choice of reviewers is at the Editors' 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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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.

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- 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
The 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 ban on submissions from an individual for a defined period.
- Referring a case to a professional organization or legal authority for further investigation and action.

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http://publicationethics.org/resources/.

RETRACTION POLICY

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