

## Editorial Policy

*Serbian Journal of Electrical Engineering (SJEE)* is an open access, peer-reviewed journal that publishes results of the fundamental and applied research in the field of electrical engineering.

The Journal covers a wide scope of problems in the following scientific fields: Applied and Theoretical Electromagnetics, Instrumentation and Measurement, Power Engineering, Power Systems, Electrical Machines, Electrical Drives, Electronics, Telecommunications, Computer Engineering, Automatic Control and Systems, Mechatronics, Electrical Materials, etc. Such conception adds up to the uniqueness of the journal, thus bringing into relation different scientific topics.

Serbian Journal of Electrical Engineering publishes original papers (scientific articles or reviews) that have not been published previously. The Journal is issued three times a year in English language.

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## Editorial Responsibilities

The Editor-in-Chief is responsible for deciding which articles submitted to *Serbian Journal of Electrical Engineering* 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.

The Editor-in-Chief reserves the right to decide not to publish submitted manuscripts in case it is found that they do not meet relevant standards concerning the content and formal aspects.

Editor-in-Chief and Editorial Board must hold no conflict of interest with regard to the articles they consider for publication. In case one or more members of the Editorial Staff hold a conflict of interest regarding a submitted manuscript, these members of the Editorial Staff shall withdraw from the selection of reviewers and all decisions related to the manuscript.

Editor-in-Chief and Editorial Board shall evaluate manuscripts for their intellectual content free from any racial, gender, sexual, religious, ethnic, or political bias.

The Editor-in-Chief and the Editorial Staff must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors.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.

Editors and the Editorial Staff shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors before, during and after the evaluation process.

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Authors warrant that their manuscript is their original work, that it has not been published before and is not under consideration for publication elsewhere. Parallel submission of the same paper to another journal constitutes a misconduct and eliminates the manuscript from consideration by *Serbian Journal of Electrical Engineering (SJEE)*.

The Authors also warrant that the manuscript is not and will not be published elsewhere (after the publication in *SJEE*) in any language without the consent of the Publisher.

In case a submitted manuscript is a result of a research project, under the same or similar title, detailed information about the project shall be provided in the Acknowledgments section at the end of the manuscript. A paper that has already been published in another journal cannot be reprinted in *Serbian Journal of Electrical Engineering*.

It is the responsibility of each author to ensure that papers submitted to *Serbian Journal of Electrical Engineering* are written with ethical standards in mind. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of third parties. The Publisher will not be held legally responsible should there be any claims for compensation.

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A submitted manuscript should contain sufficient detail and references to permit reviewers and, subsequently, readers to verify the claims presented in it. The deliberate presentation of false claims is a violation of ethical standards.

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Authors must make sure that all only contributors who have significantly contributed to the submission are listed as authors and, conversely, that all contributors who have significantly contributed to the submission are listed as authors. If persons other than authors were involved in important aspects of the research project and the preparation of the manuscript, their contribution should be acknowledged in the Acknowledgments section.

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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.

### **Fundamental errors in published works**

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 Editor-in-Chief or publisher and cooperate with the Editor-in-Chief to retract or correct the paper.

By submitting a manuscript the authors agree to abide by the *Serbian Journal of Electrical Engineering's* Editorial Policies.

## **Reviewers' responsibilities**

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

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-in-Chief without delay.

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

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.

## Peer review

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 editorial communications with the author it may also assist the author in improving the paper.

All papers will be single-blind reviewed.

In the main review phase, the Editor-in-Chief sends submitted papers to two experts in the field. The reviewers' evaluation form contains a checklist in order to help referees cover all aspects that can decide the fate of a submission. In the final section of the evaluation form, the reviewers must include observations and suggestions aimed at improving the submitted manuscript; these are sent to authors, without the names of the reviewers.

The choice of reviewers is at the Editor-in-Chief'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.

All of 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-in-Chief may assign additional reviewers.

During the review process Editor-in-Chief 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.

The Editorial team shall ensure reasonable quality control for the reviews. With respect to reviewers whose reviews are convincingly questioned by authors, special attention will be paid to ensure that the reviews are objective and high in academic standard. When there is any doubt with regard to the objectivity of the reviews or quality of the review, additional reviewers will be assigned.

## 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**

The Editor-in-Chief, in consultation with the Editorial Board 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.

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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Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and this practice has been adopted for article retraction by *Serbian Journal of Electrical engineering*: in the electronic version of the retraction note, a link is made to the original article. In the electronic version of the original article, a link is made to the retraction note where it is clearly stated that the article has been retracted. The original article is retained unchanged, save for a watermark on the PDF indicating on each page that it is "retracted."

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