

Publication Ethics and Publication Malpractice Statement

For all parties involved in the act of publishing (the author, the journal editor(s), the peer reviewer and the publisher) it is necessary to agree upon standards of expected ethical behavior. Southeastern European Medical Journal (SEEMEDJ) is committed to maintaining the highest standards of publication ethics and preventing any form of malpractice in the publishing process. This Publication Ethics and Malpractice Statement outlines the ethical guidelines for all parties involved in the publication of research articles in the field of biomedicine and health.

Author Responsibilities

Authors submitting manuscripts to Southeastern European Medical Journal must fill out, sign and deliver the SEEMEDJ authorship statement by which they accept rights and responsibilities of both parties in the process of the manuscript evaluation and its possible publication in the SEEMEDJ. An "author" is considered to be someone who has made substantive intellectual contributions to the submitted work. Co-authors are persons who have made significant contributions to the research and both authors and co-authors have agreed to the final version of the manuscript. Authors take collective responsibility for determining who should be listed as an author and the order in which they should appear. Individuals who have contributed to the article, but do not meet the full criteria for authorship, should be credited by name and affiliation in the 'Acknowledgments' section. All acknowledgment is obligatory, as it is defined in the authorship statement. Authors and co-authors of submitted manuscripts must describe their contribution to the research through the authorship statement. Contributions are listed at the end of each published article. Authors affirm that the submitted work is original and has not been published elsewhere and it is not under consideration for publication elsewhere. Data and results are presented accurately, and any potential conflicts of interest are declared. All sources of financial support and conflicts of interest are disclosed in the ICMJE COI form and the SEEMEDJ authorship statement. An author may change their name during their career, SEEMEDJ lists the ORCID ID of the authors when they provide it.

Authors are encouraged to provide access to raw data associated with their manuscripts, and Southeastern European Medical Journal supports initiatives promoting transparency and reproducibility in research.

Reviewer Responsibilities

Reviewers for Southeastern European Medical Journal are expected to conduct reviews objectively and provide constructive feedback. Reviews assist the editor in making editorial decisions. They can be used to guide the author in the improvement of the manuscript. Experts invited to review manuscripts in SEEMEDJ must notify the editor if they are aware they are not able to review in the expected period and if the manuscript is not in their field of expertise, so that suitable reviewers could be contacted. They also must disclose any conflicts of interest that may affect the impartiality of their review. The reviewers must maintain the confidentiality of the review process. Manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others. Reviews should be objective, clear and argued. Peer reviewers are asked to comment on any ethical problems perceived within submissions, identify relevant published work that has not been cited by the authors, report any substantial similarity or overlap between the manuscript under consideration and any other published data.

SEEMEDJ Editor Responsibilities

The editor of a SEEMEDJ is responsible for deciding which of the submitted articles should be published and is accountable for everything published in the journal, by deciding on the acceptance, rejection, or modification of manuscripts based on the review process and editorial board input as well as by legal requirements regarding label, copyright infringement and plagiarism.

The editor will retain the academic integrity, prioritize intellectual and ethical standards and be inclined to publish corrections, clarifications, retractions and apologies when necessary. This applies to potential misconduct or alleged research concerning all parties involved in the act of publishing.

The editor should evaluate manuscripts solely on their intellectual content without regard to the author's race, gender, sexual orientation, religious beliefs, or institutional affiliation. The editor and any editorial staff will not reveal any information about materials received for consideration to be published in SEEMEDJ, except to the author(s), reviewers, potential reviewers, and to editorial board members, when necessary. It also must not be used in an editor's own research. Advertising, reprint or other commercial revenue must have no bearing on editorial decisions.

The editor ensures a fair and unbiased peer review process in SEEMEDJ. Editor should recuse themselves (for example ask other editorial board instead to review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative or any other relationships or connections

with any of the authors. Editors should require all contributors to disclose relevant competing interests and publish connections if competing interests are revealed after publication.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. Southeastern European Medical Journal uses plagiarism detection software to identify and prevent plagiarism. Manuscripts found to be in violation of ethical standards, including plagiarism or duplicate submission, will be rejected.

Hazards and human or animal subjects

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

Ethical conduct of research

Work involving humans should comply with the principles laid down in the Declaration of Helsinki, as revised in 2013. At the end of the main text, the manuscript should contain a statement that the study has been approved by the Ethical Committee of the institution where the study was performed, and that the study subjects, or their legal guardians, gave informed consent for participation in the study. When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were followed.

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 journal's editor or

publisher and cooperate with them to either retract the paper or to publish an appropriate erratum.

Publisher's Confirmation

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum or, in the most severe cases, the complete retraction of the affected work. To submit a complaint or raise an issue of potential misconduct to a journal, or to appeal an editorial decision contact the editorial board via email: seemedj@mefos.hr with an explanation of your complaint or appeal.