



Publication Ethics and Publication Malpractice Statement

Libri & Liberi: Journal of Research on Children's Literature and Culture follows best practices to ensure ethics in publication and the high quality of published papers.

In the process of selecting, evaluating, reviewing, editing, preparing for publication and publishing manuscripts, the journal is guided by ethical principles and best practice to achieve and maintain a high standard of scholarly literature, as expressed in the Guidelines and Codes of Conduct issued by the Committee on Publication Ethics (COPE) (www.publicationethics.org) and in the document "Standard uredničkog rada: uredničke odgovornosti i prava" (Standard of Editorial Work: Responsibilities and Rights of Editors (<http://public.mzos.hr/Default.aspx?art=6587>)), based on the Recommendations on Publication Ethics Policies for Medical Journals of the World Association of Medical Editors (WAME) (<http://www.wame.org/>).

Full conformity with the standards of ethical behaviour is expected from all parties involved: editors, reviewers, authors and the publisher.

1. DUTIES OF EDITORS

1.1. Publication decisions

All submitted manuscripts are considered for publication. The editorial board evaluates the manuscript for originality and appropriateness of content and form as required in the Guidelines for Contributors (www.librietliberi.org). Manuscripts deemed satisfactory are subjected to double-blind peer review.

The editor-in-chief asks two or more individuals who possess relevant expertise to act as referees, provides them with clear guidelines regarding the reviewing process and is also responsible for the peer review process being objective and completed in a timely fashion. Reviewers are given special forms on which to write their own evaluation and suggest classification of the manuscript.

The decision concerning which of the articles submitted for publication should be published is made by the editor-in-chief, based on the reviewers' evaluations and potentially guided by the opinions of the members of the editorial board and reviewers.

The final responsibility for all editorial decisions, as well as for everything published in *Libri & Liberi*, rests with the editor-in-chief.

The editor-in-chief informs the authors of the submitted manuscripts about the results of the peer review process within six months of their submission. If the manuscript is rejected, the editor-in-chief provides a clear explanation to the author.

1.2. Impartiality

Each manuscript is evaluated impartially for its intellectual content, without regard to the gender, race, citizenship, ethnicity, religious, ideological or political beliefs, academic title, institutional affiliation, academic reputation, etc., of the author(s).

1.3. Confidentiality and disclosure

The editor-in-chief is responsible for ensuring the integrity and confidentiality of each manuscript submitted to the editorial board of *Libri & Liberi* during the reviewing process. All manuscripts received are treated as confidential documents by all the members of the editorial board.

Since each manuscript is subject to a double-blind peer review, the identities of both authors and reviewers are protected.

The editor-in-chief and the members of the editorial board do not disclose any content presented in submitted and unpublished manuscripts, or use it in their own research or in any other way, without the explicit written consent of the author(s).

1.4. Conflicts of interest

The editor-in-chief requires all members of the editorial board, authors and reviewers to disclose all potential conflicts of interest regarding submitted manuscripts, such as competitive, collaborative or other relationships with any of the parties.

Should a conflict of interest appear that involves the editor-in-chief or any of the members of the editorial board, this person should excuse him/herself from the reviewing and decision-making process and delegate it to the deputy editor or another member of the editorial board.

1.5. Ethical misconduct and errors

The editor-in-chief will respond to all allegations of ethical misconduct and take appropriate steps to rectify possible errors and omissions. The said steps primarily include contacting the author(s) of the paper in question, but may extend to referring the case to appropriate academic or research institutions. If allegations refer to an unpublished manuscript, its publication will be postponed until the case has been satisfactorily resolved.

Should substantial errors or inaccuracies be determined in a submitted manuscript or published paper, the editor-in-chief will cooperate with the author(s) in amending the manuscript in question or, in the case of published papers, prepare and publish a correction. In the most severe cases, the editor-in-chief can, upon conferring with the author(s) and publisher, decide to retract the paper from the journal.

2. DUTIES OF REVIEWERS

2.1. The role of reviewer

Peer review assists the editor-in-chief in making editorial decisions. The reviewer may also – through editorial communication with the author(s) – help improve the quality of submitted manuscripts.

The reviewer should evaluate submitted manuscripts in a critical but constructive way and make a list of detailed comments and suggestions regarding the research itself and the way it is presented in the manuscript. Reviewers should also identify relevant published work that has not been cited by the author(s) and warn the editor-in-chief of possible cases of plagiarism, copyright infringement, etc. Finally, the reviewer should advise the editor-in-chief on whether or not a given manuscript is suitable for publication in *Libri & Liberi*.

2.2. The peer review process

Reviews should be conducted objectively and strictly on scholarly grounds. Reviewers are expected to express their views in a clear and constructive way, and support them with arguments. Inappropriate comments and personal criticism are deemed unacceptable.

2.3. Promptness and conflict of interest

Invited referees who feel unqualified to review a given manuscript or are aware that its timely review will not be possible should immediately notify the editor-in-chief.

Reviewers should excuse themselves from reviewing manuscripts in which they have conflicts of interests and should notify the editor-in-chief if such a case occurs.

2.4. Confidentiality and disclosure

Manuscripts received for review must be treated as confidential documents. The reviewer must not show or discuss the manuscripts with others, except with special permission from the editor-in-chief. Content presented in the submitted manuscripts must not be publicly disclosed, used for one's own research, or used in any other way.

3. DUTIES OF AUTHORS

3.1. Reporting standards

Authors of reports of original research should present an accurate account of the work performed in the context of previous research, as well as an objective discussion of its significance. Authors should describe their methods and present their findings clearly and unambiguously. They should represent the work of others accurately in citations and quotations from the original publications they have consulted.

Authors submitting their manuscripts to the editorial board of *Libri & Liberi* are held accountable for the originality of their work, as well as for the accuracy of the information and references contained therein.

Submitted manuscripts should follow the Guidelines for Contributors available on the website of the journal (www.librietliberi.org).

Papers should be submitted in English, German or Croatian. The accuracy and appropriateness of the language used are also the responsibility of the author(s).

3.2. Originality and plagiarism

Libri & Liberi publishes previously unpublished academic papers related to children's and young adult literature and culture. Papers that have previously been presented at a conference, but are not to be published in the conference proceedings, may also be considered (the author should notify the editorial board about this in advance). Manuscripts submitted to *Libri & Liberi* should not have been submitted to other publications at the same time. An authorial statement claiming the status of the manuscript in these respects should be sent to the official email address of the journal (librietliberi@gmail.com) upon the submission of a manuscript.

Authors should ensure that they have written entirely original works and that any data, quotations, etc., taken from the works of others is appropriately recognised and cited. Authors are responsible for obtaining copyright clearance for illustrations, photographs, tables and other material protected by copyright laws. Copyright materials should only be reproduced with appropriate permission and acknowledgement.

3.3. Authorship of a manuscript

Only those individuals who have made a significant contribution to the manuscript and taken part in its production can be regarded as its authors. The author submitting the manuscript for publication in *Libri & Liberi* should ensure that everyone who has taken part in the production of the manuscript is included in the list of authors. The submitting author should also make sure that all co-authors have seen and approved the final version of the manuscript and have agreed to its submission to the journal.

3.4. Communicating with editors and reviewers

Authors should respond to editorial and reviewers' comments in a professional and timely manner. If authors decide to withdraw a manuscript that has already been submitted for review or if they are not willing to accept reviewers' suggestions, they should immediately notify the editor-in-chief.

3.5. Disclosure and conflicts of interest

In their manuscripts, authors should disclose any financial or other substantial conflict of interest that might be construed to influence their research or the interpretation of its results. All organisations that have supported the research and all sources of financial support, as well as their role in conducting the research and processing and publishing its results, should be clearly indicated in the manuscript. If the source of funding has not been explicitly stated, this will be taken as a sign that the author him/herself bears the financial burden for conducting the research and producing the manuscript.

3.6. Errors in manuscripts and published works

If at any time the author(s) discover(s) a significant error or inaccuracy in the submitted manuscript, that error or inaccuracy must immediately be reported to the editor-in-chief. In the case of errors or inaccuracies detected in already published papers, the author(s) must promptly notify the editor-in-chief and cooperate with him/her on publishing an appropriate correction or erratum, or, in the case of extremely severe errors, retract the paper from the journal.