



Editorial Policy

The journal *Teaching Innovations* is academic peer-reviewed journal dedicated to scientific disciplines that deal with the educational process at all levels of education with a view to its improvement and modernization. *Teaching Innovations* focus on education and finding optimal solutions and effective strategies for teaching innovations from preschool education through primary, secondary and university education to lifelong learning.

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The journal *Teaching Innovations* publishes original papers that have not been published previously (**scientific articles - original scientific articles, reviews, short scientific articles, book reviews, useful websites**).

1. Original scientific article (reporting previously unpublished results of the author's original research based on the IMRAD (Introduction, Methods, Results and Discussion) scientific method scheme);
2. Review (presenting original, detailed and critical review of the issue under study including the author's personal contribution, proved by self-citation);
3. Short scientific paper (original scientific paper which summarizes the results of one's original research work or work that is still in progress);
4. Book Review;
5. Useful Websites.

Apart from scientific articles, the *Teaching Innovations* periodical publishes, in lesser extent, translations of papers, informative reviews and general reviews (computer programmes, educational software, scientific events, etc.), as well as professionally-related information.

Teaching Innovations is an Open Access journal.

Contributions to journal shall be submitted in **Serbian, English, Russian or French**, with summaries in **Serbian, English, Russian or French and extended summaries in English**.

The Journal is issued **four times** a year (March, Jun, September, and December).

The journal is indexed in **DOAJ, ERIHPLUS, EBSCO, SCIndeks**.

Articles should be sent by e-mail. The electronic address of the editorial board of *Teaching Innovations* is: inovacije@uf.bg.ac.rs.

EDITORIAL RESPONSIBILITIES

The Editor-in-Chief is responsible for deciding which articles submitted to *Teaching Innovations* 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 basic criteria for the choice of papers are thematic adjustment of papers to the Periodical concept and paper submission guidelines. Secretary of the editorial board informs the authors about the status of their papers by e-mail.

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. The Editorial Staff will inform the authors whether the manuscript is accepted for publication within 3 (three) months from the date of the manuscript submission.

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 Editorial Board.

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

The Editor 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 and the authors remain anonymous to reviewers until the end of the review procedure.

The whole process of making decision of Editorial Board for publishing articles after manuscript received is taking of 3 (three) months.

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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 *Teaching Innovations*.

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In case a submitted manuscript is a result of a research project, or its previous version has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the project, the conference, etc. shall be provided in footnote in the beginning of the submitted manuscript. A paper that has already been published in another journal cannot be reprinted in *Teaching Innovations*.

It is the responsibility of each author to ensure that papers submitted to *Teaching Innovations* 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.

The author is obliged to inform the editorial board in writing about any changes made in the text after peer review process (number of the page which includes the changes with all the changes highlighted) according to the reviewers' comments and recommendations.

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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. Book reviews and technical papers should be accurate and they should present an objective perspective.

Authors are exclusively responsible for the contents of their submissions and must make sure that they have permission from all involved parties to make the data public.

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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 a footnote or the Acknowledgments section.

Authors must send a scanned signed **Statement of the author** (the template can be taken from inovacije@uf.bg.ac.rs) attached to the submitted scientific articles.

Acknowledgment of Sources

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Information received in a private conversation or correspondence with third parties, in reviewing project applications, manuscripts and similar materials, must not be used without the express written consent of the information source.

Plagiarism

Plagiarism, where someone assumes another's ideas, words, or other creative expression as one's own, is a clear violation of scientific ethics. Plagiarism may also involve a violation of copyright law, punishable by legal action.

Plagiarism includes the following:

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- Copying equations, figures or tables from someone else's paper without properly citing the source and/or without permission from the original author or the copyright holder.

Please note that all submissions are thoroughly checked for plagiarism. **The entire process takes place under the supervision of the Editor-in-Chief, within the SCIndeks Assistant, a system based on the OJS platform (by SCIndeks).** To prevent plagiarism the manuscripts are submitted to a plagiarism detection process using [iThenticate/CrossRef](#) within SCIndeks Assistant. The results obtained are verified by the Editorial Board in accordance with the guidelines and recommendations of the [Committee on Publication Ethics \(COPE\)](#).

Any paper which shows obvious signs of plagiarism will be automatically rejected and **authors will be permanently banned from publishing in the journal.**

In case plagiarism is discovered in a paper that has already been published by the journal, it will be retracted in accordance with the procedure described below under Retraction policy, and **authors will be permanently banned from publishing in the journal.**

Conflict of interest

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 journal Editor or publisher and cooperate with the Managing Editor to retract or correct the paper in the form of an erratum.

By submitting a manuscript the authors agree to abide by the *Teaching Innovations'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.

Reviewers should alert the Editor-in-Chief 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-in-Chief 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-in-Chief to a parallel submission of the same paper to another journal, in the event they are aware of such.

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 are anonymously reviewed by two competent reviewers. The reviewers do not know authors' identities and vice versa.

The whole process of reviewing is taking within one months. It is free of charge.

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

In the main review phase, the Editor-in-Chief sends submitted papers to two competent 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. All of the reviewers of a manuscript remain anonymous to the authors before, during and after the evaluation process.

Apart from marking different aspects of paper (quality of the title and abstract, thematic-theoretical frame, methodological approach, description of results and conclusion, contribution to scientific area), the reviews give the suggestions for improving the paper and suggest paper category.

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, 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.

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/>.

RETRACTION POLICY

Legal limitations of the publisher, copyright holder or author(s), infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or any major misconduct require retraction of an article. Occasionally a retraction can be used to correct errors in submission or publication. The main reason for withdrawal or retraction is to correct the mistake while preserving the integrity of science; it is not to punish the author.

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 ***Teaching Innovations***: 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.”

The retraction takes the form of a separate item listed in the contents and labeled as "Retraction". In SCIndexs, as the journals' primary full-text database, and Journal page via Publisher Teacher Education Faculty a two-way communication (HTML link) between the original work and the retraction is established. The original article is retained unchanged, except for a watermark on the PDF indicating on each page that it is “retracted”.

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