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SCIENTIFIC POLICY AND INSTRUCTIONS TO AUTHORS

The Western Balkan Journal of Agricultural Economics and Rural Development (WBJAERD) is an international scientific journal, published semi-annually by the Institute of Agricultural Economics (IAE) from Belgrade. Journal is generally oriented to the topics linked to agricultural economics and rural development. It mainly includes original scientific articles, as well as technical and review articles.

The Western Balkan Journal of Agricultural Economics and Rural Development (WBJAERD) accepts only articles on English language submitted electronically to the e-mail address marko_j@iep.bg.ac.rs

Submission of articles to the WBJAERD implies that their content has not been previously published, or they are not under the consideration for publication elsewhere. Publication of article has to be approved by all authors with signed declaration (avoiding the conflict of interests). Publisher reserves right to verify originality of submitted article (testing by antiplagiarism software).

Review process

The articles submitted to the WBJAERD will be reviewed (double blind review). Article readiness for publication requires two positive reviews that are in line to the generally accepted scientific standards (assigned reviewers independently evaluate the article giving the positive or negative review). Throughout the positive review they could require from author(s) or suggest certain level of corrections. In case of antagonistic reviews the final decision will be on the Editor-in-Chief.

Technical requirements for the article preparation

Article has to be prepared in Word for Windows.

Paper format: Envelope B5 or B5 (ISO) - width 176 mm x height 250 mm

Page margins: top/bottom/left/right 2,5 cm.

Font: Times New Roman (TNR), size 12, alignment Fully Justified, spacing single, spacing between the paragraphs 6 pt, without indentation the first line of paragraph.

Article size: Article should be no less than 6 pages, or it should maximally has 30.000 characters (without spaces). According to articles' quality, Editorial board could accept longer or shorter articles.

Title of the article: TNR size 12, capital letters, bold, cantered, maximally in two lines.

Subtitles of the article: TNR size 12, bold, cantered, only first letter capital, maximally in two lines.

Name and surname of the author (co-authors): one line below the article's title, TNR size 12, bold, cantered, only first letter capital (e.g. Anđela Marković). In footnote must be specified: academic/scientific title, institution, full address, phone no. and e-mail address.

Footnotes: TNR size 10, spacing single.

Abstract: one line below the (co)authors' name, TNR size 12, italic, maximally 250 words. It could include all essential elements of the article (goals, used methodology, significant results and conclusions).

Key words: one line below the abstract, TNR size 12, maximally 5 words.

JEL classification: one line below the key words, TNR size 12, maximally three JEL codes (http://www.aeaweb.org/jel/jel_class_system.php).

Tables/graphs/figures/schemes: should be entered within text and properly numerated. Title must be one line below the last paragraph and one line above the table/graph/figure/scheme, TNR size 12, and alignment justified. Text within the table should be TNR size 10. Source of data shown in table/graph/figure/scheme should be one line below table, in TNR size 10, alignment justified.

Literature: List of used literature should be set at the end of article, alphabetically by the surname of first author. It should include only references that are really used/quoted within the article. All references should be in original. Properly mark all parts within the article that includes used/quoted part of certain literature source (e.g. Marković, 2019; Marković, Janković, 2019; Marković et al., 2019).

Presentation of used literature references (examples):

a) Journals and other periodical publications:

Marković, A., Janković, B., Marković, A. (2019). Title of article. *Title of the journal*, volume (number), pages.

b) Books:

Marković, A., Janković, B., Marković, A. (2019). *Title*. Publisher, publishers' location (city/country).

c) Chapters in book, Articles in proceedings

Marković, A., Janković, B., Marković, A. (2019). *Title of chapter; article*. In: Title of book/proceedings, Editor(s), date and location of the scientific meeting, Publisher, publishers' location, pages.

d) Master/doctoral thesis

Marković, A. (2019). *Title*. Unpublished master/doctoral dissertation, Publisher, publishers' location.

e) Institution as an author of the publication

Title of institution (2019). *Title of publication*. Publisher, publishers' location.

If used/quoted literature source has been accessible at the internet, after presentation of literature source in one of previously defined form, full link to the webpage (published material) could be also specified.

JOURNAL'S SCOPE AND EDITORIAL POLICY

Journal's Scope

Main thematic field of the journal is defined by the scientific field of agroecology and rural development. In journal are mainly published original and review scientific articles, as well as professional articles and short reviews of significant books from the domain of agroecology and rural development. Published papers are strongly linked to one of the following themes:

- economics of agricultural production and processing
- rural development
- agricultural policy and sustainability of agriculture
- agro-tourism
- strategic planning in agriculture
- agro-marketing
- association in agriculture
- use of new, clean technologies in agriculture
- organization of agricultural production
- education and knowledge transfer in agro-complex
- extension services in agriculture
- market of agro-food products

Reviewing procedure

Peer reviewers

Western Balkan Journal of Agricultural Economics and Rural Development uses double-blind review system for all papers. Each manuscript is reviewed by at least two reviewers. The reviewers act independently and they are not aware of each other's identities. The reviewers are selected solely according to whether they have the relevant expertise for evaluating a manuscript. They must not be from the same institution as the author(s) of the manuscript, nor be their co-authors in the recent past. No suggestions of individual reviewers by the author(s) of the manuscript will be accepted.

The purpose of peer review is to assist the Editorial Board in making decision of whether to accept or reject a paper. The purpose is also to assist the author in improving papers.

Peer review process

Manuscripts are sent for review only if they pass the initial evaluation regarding their form and thematic scope. A special care is taken that the initial evaluation does not last more than necessary.

Under normal circumstances, the review process takes up to four weeks, and only exceptionally up to three months. The total period from the submission of a manuscript until the moment of its accepting for publication takes an average of 90 days.

During the review process the Editor-in-Chief may require authors to provide additional information (including raw data) if they are necessary for the evaluation of the manuscript. These materials shall be kept confidential and must not be used for any other purposes.

Resolving inconsistencies

In the case that the authors have serious and reasonable objections to the reviews, the Editorial Board makes an assessment of whether a review is objective and whether it meets academic standards. If there is a doubt about the objectivity or quality of review, the Editor-in-Chief will assign additional reviewer(s).

Additional reviewers may also be assigned when reviewers' decisions (accept or reject) are contrary to each other or otherwise substantially incompatible.

The final decision on the acceptance of the manuscript for publication rests solely with the Editor-in-Chief.

Responsibilities

Authors' responsibilities

Authors warrant that their manuscripts are their original works, that they have not been published before, and are not under consideration for publication elsewhere. Parallel submission of the same paper to another journal constitutes a misconduct and eliminates the manuscript from further consideration. The work that has already been published elsewhere

cannot be reprinted in the Western Balkan Journal of Agricultural Economics and Rural Development.

Authors are exclusively responsible for the contents of their submissions. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of third parties.

Authors must make sure that their author team listed in the manuscript includes all and only those authors who have significantly contributed to the submitted manuscript. 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.

It is the responsibility of the authors to specify the title and code label of the research project within which the work was created, as well as the full title of the funding institution. In case a submitted manuscript has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the conference shall be provided in the same place.

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Parts of the manuscript, including text, equations, pictures and tables that are taken verbatim from other works must be clearly marked, e.g. by quotation marks accompanied by their location in the original document (page number), or, if more extensive, given in a separate paragraph.

Full references of each quotation (in-text citation) must be listed in the separate section (Literature or References) in a uniform manner, according to the citation style used by the journal. References section should list only quoted/cited, and not all sources used for the preparation of a manuscript.

When authors discover a significant error or inaccuracy in their own published work, it is their obligation to promptly notify the Editor-in-Chief (or publisher) and cooperate with him/her to retract or correct the paper.

Authors should disclose in their manuscript any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation.

By submitting a manuscript the authors agree to abide by the Editorial Policies of Western Balkan Journal of Agricultural Economics and Rural Development.

Editorial responsibilities

The Editor-in-Chief is responsible for deciding which articles submitted to the journal will be published. The decisions are made based exclusively on the manuscript's merit. They must be free from any racial, gender, sexual, religious, ethnic, or political bias. When making decisions the Editor-in-Chief's also guided by the editorial policy and legal provisions relating to defamation, copyright infringement and plagiarism.

Members of the Editorial Board including the Editor-in-Chief must hold no conflict of interest with regard to the articles they consider for publication. Members who feel they might be perceived as being involved in such a conflict do not participate in the decision process for a particular manuscript.

The information and ideas presented in submitted manuscripts shall be kept confidential. Information and ideas contained in unpublished materials must not be used for personal gain without the written consent of the authors.

Editors and the editorial staff shall take all reasonable measures to ensure that the authors/reviewers remain anonymous during and after the evaluation process in accordance with the type of reviewing in use.

Reviewers' responsibilities

Reviewers are required to provide the qualified and timely assessment of the scholarly merits of the manuscript. The reviewer takes special care of the real contribution and originality of the manuscript. The review must be fully objective. The judgment of the reviewers must be clear and substantiated by arguments.

The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the scientific relevance of information presented in the manuscript, the presentation style and scholarly apparatus. The review has a standard format.

The reviewer must not be in a conflict of interest with the authors or funders of research. If such a conflict exists, the reviewer is obliged to promptly notify the Editor-in-Chief. The reviewer shall not accept for reviewing papers beyond the field of his/her full competence.

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 considered in the manuscript. They may recommend specific references for citation, but shall not require to cite papers published in Western Balkan Journal of Agricultural Economics and Rural Development, or their own papers, unless it is justified.

The reviewers are expected to improve the quality of the manuscript through their suggestions. If they recommend correction of the manuscript prior to publication, they are obliged to specify the manner in which this can be achieved.

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.

Ethical publishing

Dealing with unethical behaviour

Anyone may inform the Editor-in-Chief and/or Editorial Board at any time of suspected unethical behaviour or any type of misconduct by giving the necessary credible information/evidence to start an investigation.

- Editor-in-Chief makes the decision regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as confidential and only made available to those strictly involved in the process.
- 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 (with no influence on the integrity of the paper and the journal, for example, when it comes to misunderstanding or wrong application of publishing standards) will be dealt directly with authors and reviewers without involving any other parties. Outcomes include:

- Sending a warning letter to authors and/or reviewers.
- Publishing correction of a paper, e.g. when sources properly quoted in the text are omitted from the reference list.
- Publishing an erratum, e.g. if the error was made by editorial staff.

In the case of major misconduct the Editorial Board may adopt different measures:

- Publication of a formal announcement or editorial describing the misconduct.
- Informing officially the author's/reviewer's affiliating institution.
- The formal, announced retraction of publications from the journal in accordance with the Retraction Policy.
- 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.

The above actions may be taken separately or jointly. If necessary, in the process of resolving the case relevant expert organizations, bodies, or individuals may be consulted.

When dealing with unethical behaviour, the Editorial Board will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE).

Plagiarism prevention

Western Balkan Journal of Agricultural Economics and Rural Development does not publish plagiarised papers. The Editorial Board has adopted the stance that 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:

- Verbatim (word for word), or almost verbatim copying, or purposely paraphrasing portions of another author's work without clearly indicating the source or marking

the copied fragment (for example, using quotation marks) in a way described under Authors' responsibilities;

- 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.

Any manuscript which shows obvious signs of plagiarism will be automatically rejected. 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 under Retraction policy.

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 numerous serious errors, which cannot be covered by publishing corrections. A retraction may be published by Editorial Board, the author(s), or both parties consensually.

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