

ETHICAL GUIDELINES FOR PROCEEDING PUBLICATION

Proceedings of Central European Conference on Information and Intelligent Systems is published by the University of Zagreb Faculty of organization and informatics. To enhance the overall quality of the proceeding, the publisher has introduced the following guidelines:

Editors and Track Directors

Duties of Editors and Track Directors

Editors are responsible for maintaining the integrity of the academic record, for having processes in place to assure the quality of the material they publish and for precluding business needs from compromising intellectual and ethical standards.

Track Directors are responsible that appropriate reviewers are selected for submissions (i.e. individuals who are able to judge the work and are free from disqualifying competing interests).

Publication decisions

Editors and track directors are responsible for deciding which of manuscripts submitted to CECIIS will be accepted for presentation and for publication of the final paper in the Conference Proceedings. This decision is based on the recommendation of reviewers. Main selection criteria are the contribution's importance, originality and clarity, and the study's validity and its relevance. Decision will not be influenced by the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. Editors and track directors may be guided by the policies of the CECIIS Program Committee and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. Editors and track directors may confer with reviewers in making this decision.

Confidentiality

Editors and track directors must not disclose any information about a manuscript submitted to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript will not be used in an editors' or track directors' own research without the express written consent of the author.

Reviewers

Contribution to editorial decisions

Papers will be published in the Conference Proceedings after double-blind peer-reviewed process. The reviewers advise track directors and editors. Track directors communicate with authors, as required, and help them in improving quality of their manuscript. The reviewers don't know the author's identity and reviewers' comments to track directors and editors are confidential and before passing on to the author will be made anonymous. The names of the reviewers remain strictly confidential; with their identities known only to editors and corresponding track director.

Promptness

Any selected reviewer who feels unqualified to review the research reported in manuscript or knows that its prompt review will be impossible, should notify the track director and withdraw from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by editors.

Standards of objectivity

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

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by authors. They should point out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify track directors or editors of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

Privileged information or ideas obtained through the review process must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the papers.

Authors

Reporting standards

Authors of manuscripts should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the manuscript. A manuscript should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Data access and retention

Authors could be asked to provide the raw data in connection with a manuscript for review and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and plagiarism

Authors should ensure that they have written entirely original works, and if authors have used the work and/or words of others that this has been appropriately cited or quoted. Plagiarism in any form, including the touting of material contained in another paper (of the same authors or some other author) with cosmetic changes as a new paper; copying or paraphrasing substantial parts of another's paper (without attribution), and claiming results from research conducted by others are among the numerous forms of plagiarism. In all its forms plagiarism constitutes unethical publishing behavior and is unacceptable.

Acknowledgement of sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

Multiple, redundant or concurrent publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal or conference concurrently constitutes unethical publishing behaviour and is unacceptable.

Authorship of the paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the manuscript, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the manuscript, and that all co-authors have seen and approved the final version of the manuscript and have agreed to its submission for publication.

**Central European
Conference
on Information and Intelligent Systems**

Publisher: University of Zagreb Faculty of organization and informatics



Fundamental errors in published work

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify editors or publisher and cooperate with editors to retract or correct the paper.

If editors or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to editors of the correctness of the original paper.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the paper should be disclosed.

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 paper in question. This includes the prompt publication of an erratum or, in the most severe cases, the complete retraction of the affected work.