

EDITORIAL POLICY

OF THE JOURNAL *ARHEOLOGIJA I PRIRODNE NAUKE* (*ARCHAEOLOGY AND SCIENCE*)

The journal *Arheologija i prirodne nauke* (*Archaeology and Science*) is dedicated to the topics in the humanistic scientific disciplines: archaeology, history, classical philology, history of art and architecture, social and cultural anthropology; the topics from multidisciplinary research that connect archaeology and sciences: physical (biological) anthropology, archaeological science, geosciences in archaeology, technologies in archaeological survey; the topics dealing with protection and presentation of archaeological heritage: conservation and restoration of cultural heritage, experimental archaeology, interpretation of archaeological heritage, digital archaeology, computing and information technologies and archaeological documentation; and other topics connected to archaeology.

The journal *Arheologija i prirodne nauke* (*Archaeology and Science*) has been published from 2006 as a periodical publication issued by the Institute of Archaeology, Belgrade and the Centre for New Technology Viminacium.

The journal *Arheologija i prirodne nauke* (*Archaeology and Science*) publishes original manuscripts that have not been published previously: research articles, review articles, report articles, methodology articles, case study articles and book (or other publication) reviews.

Arheologija i prirodne nauke (*Archaeology and Science*) is an Open Access journal.

The journal does not charge any fees at submission, reviewing, and production stages.

Manuscripts can be submitted in English, German or French. The summary needs to be in Serbian (for authors from Serbia) or in English (for international authors).

Manuscripts have to be submitted to the editorial secretary and must be formatted in accordance with the SUBMISSION INSTRUCTIONS for authors.

Arheologija i prirodne nauke (*Archaeology and Science*) is issued once a year.

The journal *Arheologija i prirodne nauke* (*Archaeology and Science*) is indexed in ERIH+.

Digital copies of the journal *Arheologija i prirodne nauke* (*Archaeology and Science*) are archived on website *Viminacium – Roman City and Legionary Fort* (<http://viminacium.org.rs/en/e-biblioteka/archaeology-and-science/>), as well as in the National Library of Serbia, to which a mandatory copy is given; separate articles are archived in RAI – Repository of the Institute of Archaeology (<https://rai.ai.ac.rs/>).

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The Editorial Board is responsible for deciding which articles submitted to *Arheologija i prirodne nauke* (*Archaeology and Science*) will be published. The Editorial Board is guided by the EDITORIAL POLICY and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

The Editorial Board 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 Board will inform the authors whether the manuscript is accepted for publication within 120 days from the date of the manuscript submission.

The Editorial Board must not have any conflict of interest regarding the manuscripts they are considering. If there is a conflict of interest among one or more members of the Editorial Board, those members are excluded from the process of selecting reviewers and deciding on the fate of the manuscript. The Editor-in-Chief, Editors, and members of the Editorial Board are obliged to report the existence of conflicts of interest promptly.

Editorial Board shall evaluate manuscripts for their intellectual content free from any racial, gender, sexual, religious, ethnic, or political bias.

The Editor-in-Chief, Editors and members of Editorial Board 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.

The journal *Arheologija i prirodne nauke (Archaeology and Science)* applies the system of *double-blind* peer review. The Editor-in-Chief, Editors and members of Editorial Board 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.

Manuscripts prepared for publishing should be submitted to the editorial secretary until April 30th, for the volume that will be published by the end of the current year. The Editorial Board meets after the submission of all manuscripts. At the first meeting, reviewers are selected and assigned manuscripts for review.

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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 manuscript to another journal constitutes a misconduct and eliminates the manuscript from consideration.

The Authors also warrant that the manuscript will not be published elsewhere (after the publication in *Arheologija i prirodne nauke (Archaeology and Science)*) in any other language without the consent of the Publisher.

If a manuscript has previously been submitted elsewhere, authors should provide information about the previous reviewing process and its outcome. This provides an opportunity for authors to detail how subsequent revisions have taken into account previous reviews, and why certain reviewer comments were not taken into account. Information about the author's previous reviewing experience is to the author's advantage: it often helps the editors select more appropriate reviewers.

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 front of the first footnote and it should be marked with a star. A manuscript that has already been published in another journal cannot be reprinted in *Arheologija i prirodne nauke (Archaeology and Science)*.

It is the responsibility of each author to ensure that manuscripts submitted to *Arheologija i prirodne nauke (Archaeology and Science)* 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.

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Arheologija i prirodne nauke (Archaeology and Science) is committed to serving the research community by ensuring that all articles include enough information to allow others to reproduce the work. A submitted manuscript should contain sufficient detail and references to permit reviewers and, subsequently, readers to verify the claims presented in it - e.g. provide complete details of the methods used, including time frames, etc. Authors are required to review the standards available for many research applications from Equator Network and use those that are relevant for the reported research applications. The deliberate presentation of false claims is a violation of ethical standards. Publication reviews and technical papers should be accurate and they should present an objective perspective.

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Authorship

Authors must make sure that 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 Acknowledgements section.

As a guide, authors should refer to the criteria for authorship that have been developed by the International Committee of Medical Journal Editors (ICMJE). In order to be named on the author list one must have:

- made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; and
- contributed to the drafting the work, or revising it critically for important intellectual content; and
- provided final approval of the version to be published; and
- agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved; and
- agreed to be named on the author list, and approved of the full author list.

Each author's contribution must be detailed by selecting CRediT roles on the article submission form.

The addition or removal of authors during the editorial process will only be permitted only if a justifiable explanation is provided to the Editorial Board and the Publisher. Attempts to introduce 'ghost', 'gift' or 'honorary' authorship will be treated as cases of misconduct.

Acknowledgement of sources

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Please note that all submissions are thoroughly checked for plagiarism. Any manuscript which shows obvious signs of plagiarism will be automatically rejected and authors will be temporarily permitted to publish in *Arheologija i prirodne nauke (Archaeology and Science)*.

In case plagiarism is discovered in a manuscript 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 temporarily permitted to publish in *Arheologija i prirodne nauke (Archaeology and Science)*.

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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. If there is no conflict of interest to declare, the following standard statement should be added: 'No competing interests were disclosed'.

A competing interest may be of non-financial or financial nature. Examples of competing interests include (but are not limited to):

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- political, religious, or ideological competing interests.

Authors from companies, or commercial organizations that sponsor clinical or field trials or other research studies, should declare these as competing interests on submission. The relationship of each author to such an organization should be explained in the 'Competing interests' section. Publications in the journal must not contain content advertising any commercial products.

Funding information

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ORCID

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By submitting a manuscript the authors agree to abide by the *Arheologija i prirodne nauke (Archaeology and Science)*'s Editorial Policy.

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 problem or purpose statement; contribution to the scientific discipline; abstract clarity and quality of concision; organization of the manuscript; consistency of the research methodology; clarity and efficiency of discussion; development of conclusions; relevancy of the cited literature; unity and precision of presentation style and scholarly apparatus; clarity and comprehensibility of figures, tables and supplementary material.

Reviewers should alert the Editor 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 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 to a parallel submission of the same manuscript 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 Editors 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 without delay.

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

Any manuscript received for review must be treated as confidential document. Reviewers must not use unpublished materials disclosed in sub-

mitted 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

All submitted manuscripts are subject to a peer review process. The purpose of peer review is to assist the Editorial Board in making editorial decisions and through the editorial communications with the author it may also assist the author in improving the manuscript.

To every manuscript submitted to Editorial Board of *Arheologija i prirodne nauke (Archaeology and Science)* two reviewers are assigned. Reviewers could be the associates of the Institute of Archaeology or external associates, competent in the field of the manuscript's topic. The suggestions on who the reviewers are made by the Editorial Board, and are adopted by the Editor-in-Chief.

All manuscripts are reviewed by using the *double-blind* peer review system: the identity of the author is not known to the reviewers and vice versa.

Reviewers shall send their reviews within the period of 30 days after the receipt of the manuscript. Reviewers are not paid for this work.

If a reviewer requires a revision of a manuscript, authors shall send a revised version with changes made in accordance with the reviewer's suggestions within the period of 30 days. In case they consider the revision request unfounded, the authors should send their arguments explaining why they did not make the required revision. The same timeframe applies to revisions of manuscripts that are not written in accordance with the SUBMISSION INSTRUCTIONS.

The decision of acceptance of the manuscript is made by the Editorial Board of *Arheologija i prirodne nauke (Archaeology and Science)* by majority vote based on the peer reviews and the evaluation of the authors' revision or their arguments, if they did not make changes to the manuscript.

After the final decision on the content of a volume is made, manuscripts are sent for editing and proofreading, and then to a graphic designer, who is responsible for computer layout, design and

prepress. Before printing, the authors will have the opportunity to proofread their manuscript twice in the PDF format. The final approval for printing is given by the Editor-in-Chief. The whole volume should be sent to the printing press by December 20th of the current year.

The reviewers selected by the Editorial Board, receive a peer review form with questions that they should answer. The purpose of the questions is to indicate all aspects that they should consider in order to make a decision on the destiny of a manuscript. After that, they chose between four options: accept in the present form; accept after minor revisions; major revisions needed; or reject. In the final part of the form, reviewers are supposed to write their opinion and suggestions how to improve the manuscript. The identity of reviewers is unknown to authors, before, during and after the review procedure. The identity of authors is unknown to reviewers before, during and after the review procedure (until the manuscript is published). It is suggested to authors to avoid formulations that could reveal their identity. The Editorial Board shall ensure that before sending a manuscript to a reviewer, all personal details of the author (name, affiliation, etc.) will be deleted and that all measures will be undertaken in order to keep the author's identity unknown to the reviewer during the review procedure.

The choice of reviewers is at the Editorial Board's discretion. The reviewers must be knowledgeable about the subject area of the manuscript; and it is preferred they do not have recent joint publications with any of the authors.

All of the reviewers of a manuscript 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 Editors 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 Board 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.

Members of the Editorial Board/guest editors are permitted to submit their own papers to the journal. In cases where an author is associated with the journal, they will be removed from all editorial tasks for that paper and another member of the Board will be assigned responsibility for overseeing peer review.

POST PUBLICATION DISCUSSIONS

The journal *Arheologija i prirodne nauke (Archaeology and Science)* encourages post-publication debate either through letters to the Editor-in-chief, or on an external moderated site, such as PubPeer.

USE OF LARGE LANGUAGE MODELS AND GENERATIVE ARTIFICIAL INTELLIGENCE (AI) TOOLS

The journal *Arheologija i prirodne nauke (Archaeology and Science)* conforms to the World Association of Medical Editors (WAME) recommendations on chat bots, ChatGPT and scholarly manuscripts and the Committee on Publication Ethics (COPE)'s position statement on Authorship and AI tools.

AI bots such as ChatGPT cannot be listed as authors on your submission.

Authors must clearly indicate the use of tools based on large language models and generative AI in the manuscript (which tool was used and for what purpose), preferably in the methods or acknowledgements sections.

Authors are responsible for the accuracy, validity, and appropriateness of any content generated by tools based on large language models and generative AI and they must ensure that the cited references are correct and that the submission is free from plagiarism.

Editor-in-chief, the Editors and the reviewers must ensure the confidentiality of the peer review process. Editors must not share information about submitted manuscripts or peer review reports with

any tools based on large language models and generative AI. Reviewers must not use any tools based on large language models and generative AI to generate review reports.

PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR

Anyone may inform the Editor-in-Chief, the Editors, and/or the members of the Editorial Board 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 Editors and the members of 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 major.

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 Editors and the members of 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 Board will rely on the guidelines and recommendations provided by the *Committee on Publication Ethics - COPE*: <https://publicationethics.org/guidance/Flowcharts>.

RETRACTION POLICY

The infringement of the legal limitations of the publisher, copyright holder or author(s), the violation of professional ethical codes and research misconduct, such as multiple submissions, duplicate or overlapping publication, bogus claims of authorship, plagiarism, autoplagerism, fraudulent use of data and data fabrication, undisclosed use of tools based on large language models and generative AI, honest errors reported by the authors (for example, errors due to the mixing up of samples or use of a scientific tool or equipment that is found subsequently to be faulty), unethical research 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.

For any retracted article, the reason for retraction and who is instigating the retraction will be clearly stated in the Retraction notice. 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 *Arheologija i prirodne nauke (Archaeology and Science)*: 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.”

RESEARCH DATA POLICY

Journal encourages authors to share research data that are required for confirming the results published in the manuscript and/or enhance the published manuscript under the principle ‘as open as possible, as closed as necessary’. We accept supporting software applications, high-resolution images, background datasets, sound or video clips, large appendices, data tables and other relevant items that cannot be included in the article.

Alternatively, authors may deposit relevant data in a FAIR-compliant repository – institutional, disciplinary, or general-purpose. If you need assistance in finding a FAIR compliant repository, check this link: <https://repositoryfinder.datacite.org/>. Authors should also provide via the repository any information needed to replicate, validate, and/or reuse the results / your study and analysis of the data. This includes details of any software, instruments and other tools used to process the results. Where possible, the tools and instruments themselves should also be provided.

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If data access is restricted for ethical or security reasons, the manuscript must include: a description of the restrictions on the data; what, if anything, the relevant Institutional Review Board (IRB) or equivalent said about the data sharing; and all necessary information required for a reader or reviewer to apply for access to the data and the conditions under which access will be granted.

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Where human data cannot be effectively de-identified, data must not be shared in order to protect participant privacy unless the individuals have given explicit written consent that their identifiable data can be made publicly available.

In instances where the data cannot be made available, the manuscript must include: an explanation of the data protection concern; any intermediary data that can be de-identified without compromising anonymity; what, if anything, the relevant Institutional Review Board (IRB) or equivalent said about data sharing; and where applicable, all necessary information required for a reader or peer reviewer to apply for access to the data and the conditions under which access will be granted.

In addition, data should be linked to from a *Data Accessibility Statement* within the submitted paper, which will be made public upon publication. If data is not being made available within the journal publication, a statement from the author should be provided to explain why. When depositing data for a submission, the below should be considered:

The repository the data is deposited in must be suitable for this subject and have a sustainability model. The data must be deposited under an open license that permits unrestricted access (e.g., CC0, CC-BY). More restrictive licenses should only be used if a valid reason (e.g., legal) is present. The deposited data must include a version that is in an open, non-proprietary format. The deposited data must have been labeled in such a way that a 3rd party can make sense of it (e.g., sensible column headers, descriptions in a readme text file).

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A *Data Accessibility Statement* should be added to the submission, prior to the reference list, providing the details of the data accessibility, including the DOI linking to it. If the data is restricted in any way, the reasoning should be given.

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* * *

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Principles of transparency and best practice in scholarly publishing. Directory of Open Access Journals. <https://doaj.org/apply/transparency/> (accessed 2023-01-06).

Core practices. COPE: Committee on Publication Ethics. <https://publicationethics.org/core-practices> (accessed 2022-12-10).

Policies. Open Research Europe. <https://open-research-europe.ec.europa.eu/about/policies> (accessed 2022-11-08).

Journal Policies. Glossa: a journal of general linguistics. <https://www.glossa-journal.org/site/journal-policies/> (accessed 2023-01-06).

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This Editorial Policy applies from the next issue of the journal *Arheologija i prirodne nauke* (*Archaeology and Science*).