

# JOURNAL POLICIES BULLETIN OF MINES

## (General info)

The journal *Bulletin of Mines* is dedicated to publishing original scientific and professional articles in the field of mining, geology and related fields, and is addressed to all researchers and experts in the domain of technical and technological sciences.

The journal *Bulletin of Mines* publishes original papers that have not been published previously. **(Scientific articles: Original scientific papers, Review, Preliminary Report, Critical reviews; Professional articles: Expert papers, Informative articles, Expert Review, Expert Criticism), books, important events, etc.).**

*Bulletin of Mines* is an Open Access journal.

Contributions to the journal shall be submitted in **Serbian (Cyrillic) and English**.

The Journal is published as a double-issue, once a year.

The journal is indexed in SCIndeks and Dimensions.

In accordance with law, digital copies of journal volumes are archived in the legal deposit library of the National Library of Serbia and concurrently in the Repository of SCIndeks - The Serbian Citation Index as the primary full text database. Digital copies of journal volumes are archived on the website of the Mining Institute Ltd. Belgrade.

## Editorial Policies

### Editorial responsibilities

The Editorial Board is responsible for deciding which articles submitted to *Bulletin of Mines* 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, which informs the author. The Editorial Staff will inform the authors whether the manuscript is accepted for publication within two months from the date of the manuscript submission (i.e. after the review is completed).

Editorial Board must hold no conflict of interest with regard to the articles they consider for publication. In case one or more members of the Editorial Staff hold a conflict of interest regarding

a submitted manuscript, these members of the Editorial Staff shall withdraw from the selection of reviewers and all decisions related to the manuscript.

Editorial Board shall evaluate manuscripts for their scientific 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.

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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 misconduct and eliminates the manuscript from consideration by *Bulletin of Mines*. A article that has already been published in one journal cannot be published in journal *Bulletin of Mines*. Please note that posting of preprints on preprint servers or repositories is not considered prior publication. Authors should disclose details of preprint posting upon submission of the manuscript. This must include a link to the location of the preprint. Should the submission be published, the authors are expected to update the information associated with the preprint version on the preprint server/repository to show that a final version has been published in the journal, including the DOI linking directly to the publication.

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 a footnote.

It is the responsibility of each author to ensure that manuscripts submitted to *Bulletin of Mines* are written with ethical standards in mind. Authors affirm that the manuscript 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.

By submitting a manuscript the authors agree to abide by the Editorial Policies of **Bulletin of Mines**.

## **Reporting standards**

*Bulletin of Mines* 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. Book reviews and technical papers should be accurate and they should present an objective perspective.

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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 team and publisher. Attempts to introduce 'ghost', 'gift' or 'honorary' authorship will be treated as cases of misconduct.

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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.

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.

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When citing or making claims based on data, authors should provide the reference to data in the same way as they cite publications. We recommend the format proposed by [the FORCE11 Data Citation Principles](#).

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Plagiarism includes the following:

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Please note that all submissions are thoroughly checked for plagiarism. To prevent plagiarism the manuscripts are submitted to a plagiarism detection process using iThenticate/CrossRef within SCIndex 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 manuscript that shows obvious signs of plagiarism will be automatically rejected and authors will not be allowed to publish their work in the journal for the next year.

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 reprimanded in the next issue of 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. 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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Publications in the journal must not contain content advertising any commercial products.

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

By submitting a manuscript the authors agree to abide by the *Bulletin of Mines* Editorial Policies.

## **ORCID**

The journal asks that all authors submitting a paper register an account with **Open Researcher and Contributor ID (ORCID)**. ORCID numbers for all authors and co-authors should be added to the author data upon submission and will be published in the publication, should it be accepted.

ORCID registration provides a unique and persistent digital identifier for the account that enables accurate attribution and improves the discoverability of published papers, ensuring that the correct author receives the correct credit for their work.

## **Funding information**

If a paper is a result of the funded project, authors are required to specify funding sources according to their contracts with the funder in the acknowledgements.

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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 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 Editor without delay.

Any selected reviewer 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 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. Manuscripts are submitted for review only after an initial assessment by the editorial board as to whether they are suitable for publication in the journal, given their form and thematic scope. Special attention is paid to ensuring that the initial editorial assessment does not take longer than necessary. The purpose of peer review is to assist the Editorial Board in making editorial decisions and through the editorial communication with the author it may also assist the author in improving the manuscript.

Review in the journal is single blind. All of the reviewers of a manuscript remain anonymous to the authors before, during and after the evaluation process. Each paper is reviewed by two reviewers. The review process takes up to 30 days, and in the event of major disagreements, it can take up to 90 days.

The choice of reviewers is the discretion of the Editor. 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 sends submitted manuscripts to the two reviewers experts in the field. The reviewers' evaluation form contains a checklist in order to help reviewers 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 act independently and they are not aware of each other's identities.

During the review process, the Editor 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. If the decisions of the two reviewers are not the same (accept/reject), the Editor may assign additional reviewers.

Members of the editorial team/board/guest editors are permitted to submit their own papers to the journal *Bulletin of Mines*. 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 team will be assigned responsibility for overseeing peer review.

### **Post-publication discussions**

*Bulletin of Mines* encourages post-publication debate through letters to the editor.

### **Use of Large Language Models and generative Artificial Intelligence (AI) tools**

*Bulletin of Mines* 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](#).

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Editors and 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

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## **Procedures for dealing with complaints and appeals**

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.

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 complaints and appeals, the editorial team will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <https://publicationethics.org/guidance/Flowcharts>.

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