

## **Ethical Principles of the Magazine History in School**

The magazine History in School is published by the National Education Institute Slovenia, edited by the editor and ten editorial board members represented by primary and secondary school teachers and scientific institution representatives. The editor and editorial board members are appointed by the Director of the National Education Institute Slovenia upon the proposal by the relevant group responsible for history and the National Education Institute's publications.

The purpose of the magazine issued since 1992 is to follow and offer didactic support for updated history classes in primary and secondary schools by publishing articles on didactic theory and practice as it relates to history classes as well as to publish the recent research findings from all historical periods and the highlights of current topics concerning the content of the school curricula and history catalogues.

The magazine's vision is scientific and professional integrity and excellence based on ethical principles and standards recommended by the Committee on Publication Ethics (COPE) and the Slovenian and European legislation on copyright.

### **Editor**

- The editor undertakes to respect the freedom of speech, the magazine's editorial policy and the scientific and professional standards. He/she evaluates the adequacy of the submitted articles in consultation with the editorial board members or reviewers.
- The editor is responsible for the magazine's content, for ensuring continual quality improvements of the magazine and for considering readers' and authors' interests.
- The editor manages the submission of individual articles for review by delivering them to at least two reviewers who are experts in the subject of the article and defines the timeframe for the review.
- The review process is confidential – the information included in the submitted articles must not be disclosed to any third party other than the author with the purpose of improving the article.
- The editor and the editorial board decide whether or not the article is accepted and will therefore be published, provided that there is no conflict of interest.
- Upon a suspicion of a violation or upon a violation of the magazine's ethical standards, the editor must conduct an investigation and act appropriately.
- If it is determined that any of the articles includes false or misleading information or interpretation, the editor must ensure that the correct information is published. In cases of fraudulent use of information, the article is withdrawn from publication. In this case, the reason for article withdrawal must be given and the article withdrawal must be included in bibliographic databases.

### **Editorial Board**

- The editorial board undertakes to respect the freedom of speech, follow the magazine's editorial policy and ensure the integrity of scientific and professional work.
- The editorial board monitors the realisation and compliance with the magazine's ethical standards and ensures their periodic updates.
- The editor informs the editorial board of any suspicion of a violation or of any violation of the magazine's ethical standards.
- If there is a critical response or controversy concerning any of the published articles, the editorial board provides the author of the article with the opportunity to respond.
- The editorial board decides on the typologisation of the published articles in the bibliographic database SICRIS/COBISS.

### **Reviewers**

- The first review of the submitted articles is performed by the editor. If the articles comply with the magazine's editorial policy and scientific and professional standards, the editor submits the article to two reviewers (blind review).
- The reviewers must respect the confidentiality of the review process as the reviewed articles are confidential documents that the reviewer is not allowed to use for personal benefit or reveal the information contained therein to the general public. The reviewers' and authors' names are in the review process also confidential.
- In the review process, the reviewer must observe scientific and professional standards as well as the magazine's editorial policy.
- The reviewers complete the form for the review of History in School articles, where they enter their evaluation result, justify their evaluation and give any comments and suggestions that might help improve the article. The reviewer has the following options:
  - The article is accepted as submitted;
  - The article is modified in terms of the content according to the given comments and a re-evaluation is not required;
  - The article is modified in terms of the content according to the given comments and is resubmitted for review.
  - The article is rejected.
- If the reviewer feels that he/she is not qualified for reviewing the assigned article or if he/she cannot complete the review within the given timeframe, the reviewer informs the editor who then assign a different qualified reviewer.
- The editor informs the author of the review results and any suggestions as to how the article could be improved.
- During the time of the review process, the authors' and reviewers' names are confidential.

### **Authors**

- The authors of the articles must respect the magazine's ethical principles and abide by them. The ethical principles are available to the public at the magazine's website: <https://www.zrss.si/strokovne-resitve/revije/zgodovina-v-soli>

- The authors of the articles for the magazine must follow the Instructions for the Authors of the Articles published in each issue and at the website.
- The authors guarantee that the articles are their original professional or scientific work based on their own research and experience from good school practices in teaching history.
- The authors must present their research findings or pedagogical experiences objectively, clearly, without falsifying or adjusting the information.
- The authors must consistently cite or refer to third party works used in their articles (sources and literature) in accordance with the Instructions for the Authors of the Articles.
- Any information obtained privately can be used with the original author's consent and the author of the article must properly state other authors' contributions to the article.
- The authors are not allowed to include comments or references from the works they have not read themselves and cannot copy them from other works.
- The information provided in the article must be precise and accurate and must include references that can be verified.
- If there are other co-authors, the consent to publish the article must be acquired from all authors.
- The author of the article guarantees that the article has not been published anywhere else and that it is not in the process of being published in any other publication, except as a translation in a foreign language.
- The author guarantees that the information contained in the article is accurate and assumes full responsibility for their validity.
- The author of the article must follow the reviewers' recommendations as to how the article can be improved.
- The magazine's editor is responsible for acquiring permissions to publish copyrighted images and other materials.
- The articles must comply with international ethical standards.

The editors, editorial board, authors and reviewers must reveal any conflict of interest concerning any connections with persons, organisations or financial sources that might lead to the violation of the magazine's ethical standards.

### **Publisher**

- The publisher of the magazine, the National Education Institute Slovenia, guarantees the observation and compliance with the scientific, professional and ethical standards in the publication of the magazine History in School.

### **Unethical Behaviour**

- When there is a reasonable suspicion of unethical behaviour or a violation of the magazine's or other generally accepted ethical principles, any person can report it to the editor anonymously. A suspicion of unethical behaviour must be documented and proven.

- Every report of unethical behaviour or violation of ethical standards is treated equally by the editor and the editorial board while at the same time ensuring the confidentiality of the process.
- Minor cases of unethical behaviour or violation of ethical standards are resolved by the editor who reports to the editorial board, while serious violations are treated by the editor and the editorial board.
- When the procedure is started, the editor informs the person responsible for the violation and, if a major violation has been proven, also his/her employer or financial source.
- If unethical behaviour or violation of the magazine's and generally accepted ethical principles is proven, the following measures are taken:
  - A written notice to the person violating the ethical principles if there is a minor violation of ethical principles.
  - A written warning against the person violating the ethical principles regarding unethical behaviour and violation of ethical standards.
  - A notice of unethical behaviour and violation of ethical standards to the employer.
  - The article is withdrawn from the magazine with a notice for the readers, the employer and the relevant information database administrators.