

Ethical Principles of the Magazine School Consultancy Work

The magazine School Consultancy Work is published by the National Education Institute Slovenia, and edited by the editor and the editorial board consisting of faculty representatives, consultant workers from kindergartens and schools, and members of the Consultancy Subject Group at the National Education Institute Slovenia. The editor and editorial board members are appointed by the Director of the National Education Institute Slovenia.

The magazine, published since 1996, is intended for participants in the field of school consultancy work and largely contributes to the professional development of consultants. In publishing the articles, its objective is to ensure professionalism and follow the ethical principles and standards recommended by the Committee on Publication Ethics (COPE) – COPE's Best Practice Guidelines for Journal Editors: https://publicationethics.org/files/Principles_of_Transparency_and_Best_Practice_in_Scholarly_Publishingv3.pdf.

Editor-in-chief's and editorial board's obligations

The editor-in-chief evaluates the adequacy of the submitted articles for the publication in the magazine, following the editorial board's and the reviewers' guidelines, and observing scientific and professional standards.

The editor-in-chief is responsible for the magazine's content, and considers readers' and authors' interests.

The editor-in-chief submits each article in the review process by delivering it to two reviewers who are, as a rule, experts in the topic discussed by the article, and defines a timeframe for the review. The review process is confidential.

The editor-in-chief and the editorial board are not allowed to disclose any information about the submitted texts to any third party other than the author, the reviewers and the publisher if there is a justified reason.

The editor-in-chief and the editorial board decide whether or not the article will be accepted and published, provided that there is no conflict of interest between them.

The editorial board monitors the implementation and compliance with the magazine's ethical standards.

The editor-in-chief must immediately respond to any complaints. In cases where there is a suspicion of a violation or a doubt with respect to authorship, the editor-in-chief will follow the guidelines given by the Committee on Publication Ethics (COPE).

Reviewers' obligations

The first review of the submitted articles is performed by the editor-in-chief. If the articles comply with the magazine's editorial policy and scientific and professional standards, the editor-in-chief submits the article to two reviewers.

Reviewers' professional evaluation helps the editor-in-chief in editorial decision-making and the author in improving the article.

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-in-chief who then assigns a different reviewer.

Reviewers must remain objective in their article evaluation, and must formulate their comments and opinions clearly. They must inform the editor-in-chief of any content similarity with any other material they are familiar with.

Reviewers must treat all manuscripts received for review as confidential documents. They are not allowed to show them to others, discuss them with others or use them for personal benefit.

The editor-in-chief informs the author of the review results and any suggestions as to how the article could be improved.

Authors' obligations

The authors of the articles must respect the magazine's ethical principles and abide by them. The ethical principles are available to the public on the magazine's website.

The authors of the articles for the magazine must follow the Instructions for the Authors of the Articles available on the website.

The authors guarantee that the articles are their original professional or scientific work and the result of their own research and experience.

The author must consistently cite or refer to all used third-party works, sources and literature in accordance with the Instructions for the Authors of the Articles. Authors should cite all publications that have influenced their work.

If there are other co-authors, the consent to publish the article must be acquired from all authors; additionally, all persons contributing in an important way to the article must be stated as co-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 must follow the reviewers' recommendations as to how the article can be improved.

If the author discovers a mistake after the article has been published, he/she must notify the editor-in-chief and help correct it.

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