

RSD journal

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ISSN 1820-7480 (Print Issue)

ISSN 2560-3132 (Online Issue)

RECYCLING AND SUSTAINABLE DEVELOPMENT

Published by University of Belgrade, Technical faculty in Bor, V.J. 12, 19210 Bor, Serbia

POLICY

AIMS AND SCOPE

The RECYCLING AND SUSTAINABLE DEVELOPMENT Journal publishes original papers that have not been published previously: research articles and expanded conference papers, review articles.

RECYCLING AND SUSTAINABLE DEVELOPMENT Journal is an Open Access journal.

Contributions to journal may be submitted in English only.

The Journal is issued one time a year and journal is indexed and abstracted in Chemical Abstracts and SCIndeks. Also, the Journal is digitally archived at the National Library of Serbia.

The papers should cover topics in one of the following areas: generation and characterization; recycling and reuse; mechanical, biological, chemical, thermal and other treatment; landfill disposal; environmental engineering; material flow analysis, waste and resource management and related areas.

REVIEWING PROCEDURE

Peer reviewers

RECYCLING AND SUSTAINABLE DEVELOPMENT Journal uses single-blind review system for all papers. Each manuscript is reviewed by at least two reviewers. The reviewers act independently and they are not aware of each other's identities. The reviewers are selected solely according to whether they have the relevant expertise for evaluating a manuscript. They must not be from the same institution as the author(s) of the manuscript, nor be their co-authors in the recent past. No suggestions of individual reviewers by the author(s) of the manuscript will be accepted.

The purpose of peer review is to assist the Editorial Board in making decision of whether to accept or reject a paper. The purpose is also to assist the author in improving papers.

Peer review process

Manuscripts are sent for review only if they pass the initial evaluation regarding their form and thematic scope. A special care is taken that the initial evaluation does not last more than necessary.

Under normal circumstances, the review process takes up to four weeks, and only exceptionally up to three months. The total period from the submission of a manuscript until its publication takes an average of 90 days.

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During the review process the Editor-in-Chief may require authors to provide additional information (including raw data) if they are necessary for the evaluation of the manuscript. These materials shall be kept confidential and must not be used for any other purposes.

Resolving inconsistencies

In the case that the authors have serious and reasonable objections to the reviews, the Editorial Board makes an assessment of whether a review is objective and whether it meets academic standards. If there is a doubt about the objectivity or quality of review, the Editor-in-Chief will assign additional reviewer(s).

Additional reviewers may also be assigned when reviewers' decisions (accept or reject) are contrary to each other or otherwise substantially incompatible.

The final decision on the acceptance of the manuscript for publication rests solely with the Editorial board.

RESPONSIBILITIES

Authors' responsibilities

Authors warrant that their manuscripts are their original works, that they have not been published before, and are not under consideration for publication elsewhere. Parallel submission of the same paper to another journal constitutes a misconduct and eliminates the manuscript from further consideration. The work that has already been published elsewhere cannot be reprinted in the RECYCLING AND SUSTAINABLE DEVELOPMENT Journal.

Authors are exclusively responsible for the contents of their submissions. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of third parties.

Authors must make sure that their author team listed in the manuscript includes all and only those authors who have significantly contributed to the submitted manuscript. 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 Acknowledgments section.

It is the responsibility of the authors to specify the title and code label of the research project within which the work was created, as well as the full title of the funding institution. In case a submitted manuscript has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the conference shall be provided in the same place.

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Parts of the manuscript, including text, equations, pictures and tables that are taken verbatim

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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.

Full references of each quotation (in-text citation) must be listed in the separate section (Literature or References) in a uniform manner, according to the citation style used by the journal. References section should list only quoted/cited, and not all sources used for the preparation of a manuscript.

When authors discover a significant error or inaccuracy in their own published work, it is their obligation to promptly notify the Editor-in-Chief (or publisher) and cooperate with him/her to retract or correct the paper.

Authors should disclose in their manuscript any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation.

By submitting a manuscript the authors agree to abide by the Editorial Policies of RECYCLING AND SUSTAINABLE DEVELOPMENT Journal.

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The Editorial Board is responsible for deciding which articles submitted to the journal will be published. The decisions are made based exclusively on the manuscript's merit. They must be free from any racial, gender, sexual, religious, ethnic, or political bias. When making decisions the Editorial Board is also guided by the editorial policy and legal provisions relating to defamation, copyright infringement and plagiarism.

Members of the Editorial Board including the Editor-in-Chief must hold no conflict of interest with regard to the articles they consider for publication. Members who feel they might be perceived as being involved in such a conflict do not participate in the decision process for a particular manuscript.

The information and ideas presented in submitted manuscripts shall be kept confidential. Information and ideas contained in unpublished materials must not be used for personal gain without the written consent of the authors.

Editors and the editorial staff shall take all reasonable measures to ensure that the authors/reviewers remain anonymous during and after the evaluation process in accordance with the type of reviewing in use.

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Reviewers are required to provide the qualified and timely assessment of the scholarly merits of the manuscript. The reviewer takes special care of the real contribution and originality of the manuscript. The review must be fully objective. The judgment of the reviewers must be clear and substantiated by arguments.

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The reviewers are expected to improve the quality of the manuscript through their suggestions. If they recommend correction of the manuscript prior to publication, they are obliged to specify the manner in which this can be achieved.

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Anyone may inform the Editorial Board at any time of suspected unethical behaviour or any type of misconduct by giving the necessary credible information/evidence to start an investigation.

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- During an investigation, any evidence should be treated as confidential and only made available to those strictly involved in the process.
- 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 (with no influence on the integrity of the paper and the journal, for example, when it comes to misunderstanding or wrong application of publishing standards) will be dealt directly with authors and reviewers without involving any other parties. Outcomes include:

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- Sending a warning letter to authors and/or reviewers.
- Publishing correction of a paper, e.g. when sources properly quoted in the text are omitted from the reference list.
- Publishing an erratum, e.g. if the error was made by editorial staff.

In the case of major misconduct the Editorial Board may adopt different measures:

- Publication of a formal announcement or editorial describing the misconduct.
- Informing officially the author's/reviewer's affiliating institution.
- The formal, announced retraction of publications from the journal in accordance with the [Retraction Policy](#).
- 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.

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Any manuscript which shows obvious signs of plagiarism will be automatically rejected. 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 under [Retraction policy](#).

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