

Publication Ethics; List of Reviewers; Instructions for Authors

1. Publication Ethics

The Journal of Information and Organizational Sciences (JIOS) upholds the highest standards of publication ethics and takes all possible measures against any publication malpractices.

1.1. Duties of the Editor

The editor is responsible for maintaining the integrity of the academic record, for having processes in place to assure the quality of the published material as well as for precluding business needs from compromising intellectual and ethical standards.

The editor selects reviewers for papers, decides on the required revisions and the acceptance of the paper in accordance with the reviewers' recommendation.

1.1.1. Publication Decisions

The editor is responsible for deciding which manuscripts submitted to JIOS will be accepted for publication. This decision is based on the reviewers' recommendation. The main selection criteria are the contribution's importance, originality and clarity, as well as the study's validity and its relevance. The decision will not be influenced by the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. The editor may confer with reviewers while making this decision.

1.1.2. Confidentiality

The editor must not disclose any information about a manuscript submitted to anyone other than the corresponding author, reviewers, potential reviewers, other advisory board members, and the publisher, as appropriate.

1.1.3. Disclosure and Conflicts of Interest

Unpublished materials disclosed in a submitted manuscript will not be used in the editor's own research without the express written consent of the author.

1.2. Duties of Reviewers

1.2.1. *Contribution to Editorial Decisions*

Papers will be published in JIOS after a double-blind peer-reviewed process. Reviewers advise the editor. Reviewers do not know the author's identity and their comments to the editor are confidential and will be made anonymous before they are passed on to the author. The names of the reviewers remain strictly confidential, with their identities known only to the editor.

1.2.2. *Promptness*

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 and withdraw from the review process.

1.2.3. *Confidentiality*

Any manuscripts received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by the editor.

1.2.4. *Standards of Objectivity*

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

1.2.5. *Acknowledgement of Sources*

Reviewers should identify relevant published work that has not been cited by the authors. They should point out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify track directors or the editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

1.2.6. *Disclosure and Conflict of Interest*

Privileged information or ideas obtained through the review process must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the papers.

1.3. Duties of Authors

1.3.1. Reporting Standards

Authors of manuscripts should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the manuscript. A manuscript should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

1.3.2. Data Access and Retention

Authors may be asked to provide the raw data in connection with a manuscript for review and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

1.3.3. Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Plagiarism takes many forms, including the touting of material contained in another paper (of the same authors or some other author) with cosmetic changes as a new paper, copying or paraphrasing substantial parts of another's paper (without attribution), and claiming results from research conducted by others. In all its forms plagiarism constitutes unethical publishing behaviour and is unacceptable.

1.3.4. Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

1.3.5. Multiple, Redundant or Concurrent Publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal or conference concurrently constitutes unethical publishing behavior and is unacceptable.

1.3.6. Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are

others who have participated in certain substantive aspects of the manuscript, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the manuscript, and that all co-authors have seen and approved the final version of the manuscript and have agreed to its submission for publication.

1.3.7. Fundamental Errors in Published Work

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

If the editor or the publisher learn from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

1.3.8. Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the paper should be disclosed.

1.3.9. Publisher's Confirmation

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the paper in question. This includes the prompt publication of an erratum or, in the most severe cases, the complete retraction of the affected work.

2. List of Reviewers

Marguerite Helen Albro - Clemson University, USA
Sevdie Alshiqi - University of Prishtina, Kosovo
Dilmurod Azimov - Tashkent State University of Economics, Uzbekistan
Miroslav Bača - University of Zagreb, Croatia
Igor Balaban - University of Zagreb, Croatia
Pawel Baranowski - Military University of Technology, Poland
Ana Barbarić - University of Zagreb, Croatia
Dajana Barbić - University of Zagreb, Croatia
Slađana Barjaktarović Rakočević - University of Beograd, Serbia
Ivana Batarello Kokić - University of Split, Croatia
Helena Belchior-Rocha - University of Lisboa, Portugal
Dragana Bjekić - Faculty of Technical Sciences, Serbia
Goran Bubaš - University of Zagreb, Croatia
Chiranjil Lal Chowdhary - Vellore Institute of Technology, India
Blaženka Divjak - University of Zagreb, Croatia
Jasminka Dobša - University of Zagreb, Croatia
Robert Fabac - University of Zagreb, Croatia
Karol Furdik - Technical University of Košice, Slovakia
Vjekoslav Galzina - University of Osijek, Croatia
Klemen Grm - University of Ljubljana, Slovenia
Ivan Gančev Ivanov - University of "St. Kl. Ohridski", Bulgaria
Goran Hajdin - University of Zagreb, Croatia
Marina Ivasic-Kos - University of Rijeka, Croatia
Maria Jakovljevic - University of South Africa
Danijela Jakšić - University of Rijeka, Croatia
Zuzana Jankova - Brno University of Technology, Czech Republic
Veljko Jeremić - University of Bwelgrade, Serbia
Hamed Daei Kasmaei - Islamic Azad University Teheran, Iran
Marina Klačmer Čalopa - University of Zagreb, Croatia
Mario Konecki - University of Zagreb, Croatia
Pawel Kossecki - Panstwowa Wyzsza Szkola Filmowa Telewizyjna i teatralna im
Leona Schillera w Lodzi, Poland
Anatolii A. Kosolapov - Dnipro National University of Railway Transport, Ukraine
Amelia Kovačević - National and University Library in Zagreb, Croatia
Radoslava Stankova Krалеva - South-West University "Neifit Rilski", Bulgaria
Michael Lang - University of Ireland
Alen Lovrenčić - University of Zagreb, Croatia
Ivan Malbašić - University of Zagreb, Croatia
Renata Mekovec - University of Zagreb, Croatia
Dijana Oreški - University of Zagreb, Croatia
Elisabeth Pergler - Karl-Franzens University Graz, Austria
Athanasios Podaras - Technical University of Liberec, Czech Republic
Kornelije Rabuzin - University of Zagreb, Croatia

Behrang Samadi - Asia Pacific University of Technology and Innovation, Malaysia
Snežana Savoska - University Sveti Kliment Ohridski, North Macedonia
Liudmyla Shkulipa - Institute of Agrarian Economics, Lithuania
Vjeran Strahonja - University of Zagreb, Croatia
Diana Šimić - University of Zagreb, Croatia
Katarina Teplička - Technical University in Košice, Slovakia
Katarina Tomičić Pupek - University of Zagreb, Croatia
Violeta Vidaček Hainš - University of Zagreb, Croatia
Borut Werber - University of Maribor, Slovenia
Andrei Yermolenko - Pitirim Sorokin Syktyvkar State University, Russia
Nikolina Žajdela Hrustek - University of Zagreb, Croatia
Gintarė Žemaitaitienė - Mykolas Romeris University, Lithuania

3. Instructions for Formatting JIOS Articles

Alen Lovrenčić

*Faculty of Organization and Informatics
University of Zagreb, Varaždin, Croatia*

alen.lovrencic@foi.hr

Goran Hajdin

*Faculty of Organization and Informatics
University of Zagreb, Varaždin, Croatia*

goran.hajdin@foi.hr

First Name Middle Name Last Name

*Full Institution/Organization/Company Name
City/Town, Country*

email.address@domain

Abstract

This document describes the required formatting of JIOS papers, including margins, fonts, citation styles, and figure placement. While the format requirements are only compulsory for final submissions, we strongly encourage authors to adopt this template, as well as its recommendations throughout the submission process. Abstract must not exceed 150 words. The abstract appears at the beginning of the paper, indented 0,5 cm from the left and right margins. The title "Abstract" should appear in bold face 11 pt, centered above the body of the abstract. The abstract body should be in 10 pt. Spacing between Abstract and author(s) affiliations is 36 pt, and spacing between "Abstract" title and abstract text is 6pt.

Keywords: formatting instructions, Microsoft word template, JIOS

3. Introduction

To ensure that all articles published in the journal have a uniform appearance, authors must produce a PDF document that meets the formatting specifications outlined in this document. The same document will be used for digital and hard copy version of the journal. Paper submission must be made in one ZIP archive which must include source document (ie. MS Word file) and PDF. When crating PDF make sure all fonts are embedded.

This document briefly describes and illustrates format used by JIOS journal. Your article should look as similar as possible to this document. This template can be obtained form journal web site at the address <http://www.jios.foi.hr>. Below the basic specifications, including font sizes, margins, etc. will be outlined. We encourage you to use this sample in case of any dilemma. For any questions you cannot decide, feel free to contact JIOS.

JIOS is published twice a year. 1st volume is published 30th of June, and 2nd volume 31st of December. All papers that enter copyediting process at least one month before publishing date will be included in current volume. All papers that enter

copyediting process less than one month from the publishing date will be included in the next volume.

4. Format and Margins

Papers must be in the single column format as shown in the enclosed sample. The page format should be set to B5. Left, right and top margin should be set to 2,2 cm while bottom margin should be set to 2,5 cm. Headers should be 1,27 cm from top and footer should be 2,18 cm from bottom of page. Title should be 36 pt below the header.

4.1. Fonts

You should use Times Roman style fonts. Please, do not use any non-standard fonts in your paper. They could make problems in formatting of the paper, as well as in printing.

4.2. Authors

Authors' names should appear in designated areas below the title of the paper in 12 pt bold type. Authors' affiliations and complete addresses should be in italics 11 pt, and their email addresses in 10 pt italic. If author is part of institution, organization or company, information should include full author name, full institution/organization/company name, town/city and country. If author is publishing as a private person, information should include full author name, full address (street address and number), town/city and country. Authors' affiliations and email address must be aligned according to the left and right paper margin.

4.3. Title, Headings and Sections

The title of the paper should be in 14 pt bold. When necessary, headings should be used to separate major sections of your paper. First headings should be in 12 pt bold and second headings should be in 11 pt bold. The text and body of the paper should be in 11 pt. Third-level headings should also be in 11 pt italic. Each heading should have 18 pt spacing above and 6 pt spacing below it. Do not skip a line between paragraphs. After a heading, the first sentence should not be indented.

Paper title and all headings should be capitalized. Please refer to Rules for Capitalization in Titles regarding capitalization of paper title and section headings.

References to sections (as well as figures, tables, theorems and so on), should be capitalized, as in "In Section 4, we show that...".

4.4. Figures and Tables

Figures and tables should be inserted in proper places throughout the text. Do not group them together at the beginning of a page, nor at the bottom of the paper. Number figures sequentially, e.g., Figure 1, and so on.

The figure or table number and the caption should appear under the illustration. Spacing around caption should be 6 pt above and 11 pt below. Captions, labels, and other text in illustrations must be at least 9 pt.

	CPU Speed	Wage
A		
B		
C		

Table 1. Note well that JIOS expects table captions below the table. >= 9pt font.

We strongly suggest not to use color figures and pictures. Authors are responsible for providing grayscale figures and pictures without any loss of information.

When placing figures and tables in the paper please keep in mind possible blank spaces which might appear at the bottom of some pages. Please relocate paper elements (tables, figures and text) to fill existing blanks. While doing so pay attention not to create new ones.

4.5. Headers and Footers

Headers and Footers should be in 9 pt. All information in headers should be in small caps, respecting capital first letters. The first page of your article should include the short journal name, volume, number and year in the upper left corner, and the submission date and acceptance date in the upper right corner. The editor will let you know the volume, number, year, submission date and acceptance date.

On the even numbered pages, the header of the page should be the authors' names in the upper left corner and short title of the paper in the upper right corner. If paper title is too long to fit in the header (maximum 40 characters), please shorten the title and add three dots (...) at the end. Please do not abbreviate any title words. On the odd pages, starting with page 3, the header should be the full name of the journal, aligned right.

4.5.1. Page Numbering

Please do not add any page numbers in the article. They will be assigned by the publishing board at the bottom of the page in the center, as well as added in the footer of the article.

4.5.2. Footnotes

We encourage authors to use footnotes sparingly, especially since they may be difficult to read online. Footnotes should be numbered sequentially and should appear at the bottom of the page, as shown below.¹

4.6. References

The reference section should be labeled "References" and should appear at the end of the paper. References must be ordered according to their appearance in the paper. Please prepare complete and accurate citations. References should be formatted according to the IEEE Citation reference. Do not include references that are not cited in the text of the paper.

Citations within the text should include the number of the reference in the reference section in the brackets, for example [1]. Multiple citations should be separated by a colon, as in [1], [2].

Acknowledgements

The acknowledgments section, if included, appears after the main body of the text and is headed "Acknowledgments." The section should not be numbered. This section includes acknowledgments of help from associates and colleagues, financial support, and permission to publish..

Appendix A: Title of the Appendix

Appendices, if included, follow the acknowledgments. Each appendix should be lettered, e.g., "Appendix A".

References

- [1] IEEEDataPort, "How to Cite References: IEEE Documentation Style" [Online]. Available: http://jios.foi.hr/guidelines/IEEE_Documentation_Style.pdf [Accessed: Jun. 5, 2018].
- [2] References should be indented on the left side by 0,63 cm and hanging must be set to 0,83 cm.
- [3] Hyperlinks should be formatted as plain text and without underline formatting.
- [4] All references should be aligned left.

¹ A footnote should appear like this. Please ensure that your footnotes are complete, fully punctuated sentences.