

EDITORIAL POLICY

Yugoslav Journal of Operations Research (YUJOR) is an international journal dealing with all aspects of operations research, systems science, and management science. YUJOR publishes refereed papers describing significant results in the above areas whether theoretical or empirical, mathematical or descriptive. The international composition of YUJOR's Editorial Board particularly welcomes manuscripts devoted to applications involving novel ideas and relations with other relevant disciplines such as artificial intelligence, soft computing and computer science.

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Contributions to YUJOR shall be submitted in English.

YUJOR is issued quarterly. It is also the Journal's policy to publish special issues that contain papers presented at selected international conferences with the same status as current issues in terms of the blind review.

YUJOR is included in IFOR's list of primary journals, and is abstracting and indexing in

- Scopus
- SJR rank (Q rank)
- Directory of Open Access Journals - DOAJ
- doiSerbia
- International Abstracts in Operations Research
- Mathematical Reviews
- Zentralblatt für Mathematik
- Referativnyi Zhurnal
- EBSCO

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Members of the Editorial Board including the Editor-in-Chief and Area Editors 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.

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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.

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Reviewers should alert the Editor-in-Chief or Area 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-in-Chief or Area 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-in-Chief or Area Editor to a parallel submission of the same paper to another journal, in the event they are aware of such.

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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-in-Chief or Area Editor without delay.

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PEER REVIEW

The submitted manuscripts are subject to a peer review process. The purpose of peer review is to assist the Editor-in-Chief in making editorial decisions and through the editorial communications with the author it may also assist the author in improving the paper. Reviews are blind-peer review with two, or more, reviewers working without any fee. As it is difficult to get an appropriate reviewer, we usually agree to dates which suit the referee, though not longer than four months.

In the main review phase, the Editor-in-Chief assigns submitted manuscripts to Area Editors, who then send manuscripts to two experts in the field to review. The reviewers' evaluation form contains a checklist in order to help referees 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.

The choice of reviewers is at the Editors' discretion. 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.

All of the reviewers of a manuscript act independently and they are not aware of each other's identities. If the decisions of the two reviewers are not the same (accept/reject), the Editor may assign additional reviewers, or he can bring the decision himself.

During the review process 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.

PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR

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 Area Editors 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 Area Editor, 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.

When dealing with unethical behaviour, the Editorial Staff will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <http://publicationethics.org/resources/>.

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Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and this practice has been adopted for article retraction by KOBSON: in the electronic version of the retraction note, a link is made to the original article. In the electronic version of the original article, a link is made to the retraction note where it is clearly stated that the article has been retracted. The original article is retained unchanged save for a watermark on the PDF indicating on each page that it is “retracted.”

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