

Code of Ethics of the Pharmaca Editorial Board

The Code of Ethics has been compiled in accordance with the Guidelines of the Committee on Publication Ethics (COPE) available at: <https://publicationethics.org/resources>, and the Council of Science Editors (CSE) available at:

https://www.councilscienceeditors.org/wp-content/uploads/entire_whitepaper.pdf.

In its work, the Pharmaca editorial board adheres to the recommendations of the International Committee of Medical Journal Editors (ICMJE), available at:

<http://www.icmje.org/recommendations/>, and the World Association of Medical Editors (WAME) available at <http://www.wame.org>.

Duties and responsibilities of the editor and editorial board

Pharmaca is the official journal of the Croatian Society for Clinical Pharmacology and Therapeutics (Hrvatsko društvo za kliničku farmakologiju i terapiju- HDKFIT). The editor is elected by the HDKFIT board of directors, and the editor convenes the editorial board. The editor-in-chief is responsible for deciding on the topics and types of articles to be published in the journal. The editor makes decisions based on the quality criteria and relevance of the article to readers. In addition to the editor-in-chief, the responsibility lies with the editorial secretary.

Manuscripts are graded according to their intellectual content regardless of race, gender, sexual orientation, religious beliefs, nationality, citizenship, or political beliefs of the authors. Freedom of expression is respected, the integrity of scientific ideas are respected, while respecting regulations relating to defamation, copyright infringement and plagiarism. In the event of the publication of erroneous, inaccurate or ambiguous statements, the editorial board will take due care to ensure the timely publication of the correction. The editor-in-chief consults with editorial board members and reviewers. The editorial board must not disclose information about the received manuscripts to anyone other than the author, reviewers, potential reviewers, other editorial advisors, and the publisher, in an appropriate manner. The editorial board may not use unpublished material contained in the received manuscript, except with the special written consent of the author. The editor-in-chief is accountable to the authors for maintaining the integrity and confidentiality of the author's work during the evaluation of the work for publication. The editor-in-chief must not have personal, financial or other relationships that would bring him into a conflict of interest with regard to his editorial decisions. The tasks and duties of the members of the editorial board are to support and promote the journal, pre-review the submitted papers for publication in the journal, search for the best authors and papers, write editorials as needed, attend and contribute to joint meetings. The Editor-in-chief is obliged to consult with the members of the editorial board at least once a year

to consult on the management of the journal and possible changes and improvements in the journal's policy, taking into account new professional and scientific criteria for editing and publishing the journal. The editorial board should strive to meet the needs of readers and authors, plan the future of the journal and maintain a high standard of paper quality.

Duties and obligations of the reviewer

Reviewers assist the editor-in-chief in making an editorial decision and can help the author to improve the content of the article through the editor's communication with the author. Each selected reviewer, who is considered qualified to revise the submitted manuscript, should respond to the invitation within a reasonable time and send a review of the accepted manuscript within the agreed time. If he knows that this will not be possible, he should inform the editorial board and exclude himself from the review process. The reviewer should inform the Editorial Board in cases where there may be a conflict of interest (for example, employment in the same organizational unit of the institution, personal connections or financial interests, or any other circumstance that may call into question the reviewer's impartiality). The possible conflict of interest is then decided by the editor-in-chief.

Manuscripts received should be treated as confidential by reviewers. Manuscripts may not be displayed or discussed with other persons, except with the permission of the editorial board, and they may in no case be used for personal gain. All scientific and professional articles have an anonymous, double peer-reviewed review. Reviewers may not contact the authors directly, but through the journal's editorial board. The review process should be conducted objectively. Reviewers should express their opinion clearly and argumentatively and, if necessary, add constructive comments to help the authors improve the papers. The reviewer should warn the Editorial Board of any significant similarities or overlaps between the text of the manuscript in question and the published articles that are known to him.

Duties and obligations of the author

The author of an individual journal contribution may be one or more persons who have significantly contributed to the design and interpretation of the main ideas of the paper and all research results. Authors should present accurate data, objectively discuss the research problem and point out the importance of the research subject. The article should contain enough details and sources used, so that other scientists can verify the claims and research results. Deliberately presenting incorrect data is unethical and not acceptable. Authors must make available all data used for review purposes as necessary and keep them for a reasonable period after the publication of the article. Authors should be given freedom of expression, and they must ensure the authenticity of the content of the article. If they have used the works and / or content of articles by other authors in the

preparation of the article, they must cite them appropriately. An author should not publish a manuscript, relating to the same research, in more than one journal at a time. There may be an exception, with editorial approval and with a note where the paper was originally published. Authors must be familiar with the standards of publishing in the journal and edit and submit their manuscript in accordance with the Guidelines for Authors which are available on the journal's website: www.e-pharmaca.com and in the printed sample of the journal.