



## Author guidelines

Geološki anali Balkanskoga poluostrva is issued two times per year and publishes original scientific contributions over a wide range of topics in any field of the geological sciences. Journal welcomes original scientific papers, as well as notes and reviews interesting to a wider audience (e.g. review papers, book reviews, and notes) are welcome. Manuscripts should be written in English, with abstracts in both English and Serbian and summaries in Serbian.

## General instructions

All authors wishing to submit their manuscript to Geološki anali Balkanskoga poluostrva should send an e-mail to Editorial office (gabp@rgf.bg.ac.rs) with their affiliation and a valid e-mail.

After receiving username and password by e-mail, authors should register on journal [web page](#) as authors.

To submit new paper several easy steps should be followed in "New submission" section.

The new submission file (First submission) should be a single Microsoft Word file with tables and figures in the required positions, ready for convenient review process.

In the case of troubles during submitting, contact [Managing Editor](#).

Double-spaced manuscript typed on one side of A4 paper, prepared in word with font size 12 points, 2.5 cm margins, limited to a maximum of 16 printed journal pages will be published without charge. Three manuscript pages are then equal to one journal page (1 journal page = ca. 1000 words). Please take into consideration that every inserted Figure and Table will reduce the amount of text.

Larger manuscripts can also be accepted but expense involved will be charged to the authors account (40 EUR for each printed page over the limit).

The colour figures in the electronic version are published at no charge. Please ask Editorial office (gabp@rgf.bg.ac.rs) about the possibility to publish the color figures in printed version.

Authors of the submitted MS will receive a form assigning the copyright of the paper to the journal. If previously published figures occur in the paper, it is necessary to sub-

mit a written permission from the copyright owner, and a credit line must be included in the figure caption.

## Preparation of manuscript

Manuscripts that do not meet the standards explained below will be returned to the author.

Manuscript should generally be organized in the following order: Title – Full Name(s) and Address(es) – Abstract (in English and Serbian) – Key words – Introduction – Main Text – Conclusions – Acknowledgments – References – Summary in Serbian – Table headings and Figure Captions – Tables – Figures.

The title should be as short, informative, and concise as possible. It must inform about the major findings or implications of the manuscript.

The author's names and their institutional addresses should be given unabbreviated, and accompanied by the e-mail address.

A brief informative abstract of 50–300 words should be included, as well as carefully chosen keywords proposed by the author(s).

The text should contain two or three levels of headings. The text should be supplied as a word processing file, preferably in .docx format, alternatively in .doc format. The text should be in single-column format. Keep the layout of the text as simple as possible – most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italic, subscript, superscript etc. Use tab marks to indent the first line of a paragraph, and not "indent" command or spaces. SI units are obligatory. All measurements should always be given in figures, e.g. 12 m, except where the number begins the sentence. To avoid unnecessary errors you are strongly advised to use the "spellchecker" function of your word processor.

Each illustration must have a caption, which is relevant and explanatory. List of captions should be put at the end of the text after references.

Acknowledgments must be short and concise.

A summary (up to 15% of the paper) is published in Serbian and should contain the essence of all new data and the conclusions.

For non-Serbian authors, English to Serbian translation of Abstracts and Summaries will be provided by Editorial office free of charge.

## References

Reference list should include only works that are cited in the text and have been published or accepted for publication. Journal name should be typed in italics.

Cite references in the text by the author's surname (in Small caps) and year, or year alone, in parentheses, with commas, as shown in the examples below:

"...while the internal belt is known as the Vardar Zone Western Belt (KARAMATA, 2006)."

"...following the method of PESSAGNO & NEWPORT (1972)."

"According to SCHMID et al. (2008)..." For multiple citations in one parenthesis, arrange chronologically, oldest first, and separate with semi-colons:

"...originally separated by one or several Adria-derived micro-continents (ROBERTSON & KARAMATA, 1994; DIMITRIJEVIĆ, 1997; KARAMATA, 2006)."

When reference is made to work by more than two authors, the first name should be followed by "et al.", e.g. SCHMID et al. (2008). If several papers by the same author and from the same year are cited, a, b, c, etc. should be put after the year of publication, e.g. DIMITRIJEVIĆ & DIMITRIJEVIĆ (1975a, b).

Complete references should be listed in alphabetical order at the end of the paper and authors must provide English translations of article titles written in less known languages.

Please follow these examples:

### Journal articles (single author, double author, multi-author):

DIMITRIJEVIĆ, M. D. 2001. Dinarides and the Vardar Zone: a short review of the geology. *Acta Vulcanologica*, 13: 1–8.

ROBERTSON, A. & KARAMATA, S. 1994. The role of subduction-accretion processes in the tectonic evolution of the Mesozoic Tethys in Serbia. *Tectonophysics*, 234: 73–94.

SCHMID, M.S., BERNOULLI, D., FÜGENSCHUH, B., MATENCO, L., SCHEFFER, S., SCHUSTER, R., TISCHLER, M. & USTASZEWSKI, K. 2008. The Alpine-Carpathian-Dinaridic orogenic system: correlation and evolution of tectonic units. *Swiss Journal of Geosciences*, 101 (1): 139–183.

### Books and monographs:

DALRYMPLE, G.B. 1991. The Age of the Earth. Stanford University Press, 474 pp.

### Chapter in edited book:

KARAMATA, S. 2006. The geological development of the Balkan Peninsula related to the approach, collision and compression of Gondwana and Eurasian units. In: ROBERTSON, A.H.F. & MOUNTRAKIS, D. (Eds.). *Tectonic Development of the Eastern Mediterranean Region*. Geological Society London Special Publications, 260: 155–178.

### Geologic maps and explanatory booklets:

SAVEZNI GEOLOŠKI ZAVOD (Federal Geological Survey) 1970. Geološka karta SFR Jugoslavije, 1:500 000 [*Geologic Map of Former Yugoslavia, 1:500 000*], Beograd.

FILIPOVIĆ, I., MARKOVIĆ, B., PAVLOVIĆ, Z., RODIN, V. & MARKOVIĆ, O. 1978. Osnovna geološka karta SFRJ 1:100 000. Tumač za list Gornji Milanovac L34–137 [*Basic Geologic Map of Former Yugoslavia 1:100 000. Explanatory booklet for the Sheet Gornji Milanovac – in Serbian*]. Savezni geološki zavod, Beograd.

FILIPOVIĆ, I., PAVLOVIĆ, Z., MARKOVIĆ, B., RODIN, V., MARKOVIĆ, O., GAGIĆ, N., ANTIN, B. & MILIĆEVIĆ, M. 1977. Osnovna geološka karta SFRJ 1:100 000 – list Gornji Milanovac [*Basic Geologic Map of Former Yugoslavia 1:100 000, Sheet Gornji Milanovac – in Serbian*]. Savezni geološki zavod, Beograd.

### PhD Theses:

HAJDIN, B. 2013. Upravljanje resursima podzemnih voda severne Bačke [*Management of groundwater resources of northern Bačka – in Serbian, with an English Abstract*]. Unpubl. PhD Thesis, Faculty of Mining and Geology, University of Belgrade, 384 pp.

Unpublished reports from institutional archives should be cited in the text as e.g. RADOVANOVIĆ, 1987<sup>1</sup> and referred as footnote:

<sup>1</sup>RADOVANOVIĆ, Z. 1987. Izveštaj o istraživanju Dijabazrožnačke formacije u JZ Srbiji (Tematska geološka karta –

Projekat D2) [*Report on investigations of the Diabase-Chert Formation in SW Serbia (Thematic Geologic Map – Project D2)* – in Serbian]. Unpubl. report, *Geological Institute*, Beograd, 1–76.

We strongly discourage references to unpublished papers (reports and other), unless really necessary (e.g. giving credit to a former researcher who actually made a discovery, or similar). We also discourage references to publications of restricted availability, as abstracts, conference's reports and field-trip guides, unless really necessary (as above), especially 'self-citation' of the preliminary results of submitted paper.

### Graphics and Tables

The number of Tables and Figures must be limited to those that are essential for understanding.

A high standard of illustration quality is desired. Scale bar for maps and fossils illustration/pictures are obligatory. Please insert coordinate grids for your maps.

Please save graphics in the original format and size in which it was created.

Illustrations are submitted in digital form. The preferred formats for vector graphics is CDR and for photographs and figures JPG or TIFF.

TIFF or highest-quality JPEG–Colour or greyscale photographs (halftones): figure in the final size should have a minimum resolution of 300 dpi (600 dpi recommended).

TIFF or highest-quality JPEG–Bitmapped line drawings: figure in the final size should have a minimum resolution of 600 dpi (1000 dpi recommended).

Illustrations should have a width of 8.4 cm (single column), 12 cm (1<sup>1/2</sup> column) or 17.5 cm (two columns), the final limit is the size for the plates (full page size) is 17.5 × 24.5 cm. Lines and letters must be suitable for reduction.

Tables must not exceed 1 journal page in extent.

### General recommendations

Make sure you use uniform lettering and sizing of your original artwork.

Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.

Number the illustrations according to their sequence in the text.

Use a logical naming convention for your artwork files. Indicate per figure if it is a single, 1.5 or 2-column fitting image.

Please note that after paper acceptance, all figures must be provided in separate source files uploaded via journal web platform (max size per image – 50MB)

Produce images near to the desired size of the printed version.

If you have multiple images in one Figure, please letter them by a,b,c in top left corner of the image, and describe them appropriately in according figure description.

### Please do not:

Supply embedded graphics in your word processor (spreadsheet, presentation) document.

Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.

Supply files that are too low in resolution.

Submit graphics that are disproportionately large for the content.

Submit scans of previously published graphics

Artificially enlarge the resolution of photographs; it will decrease and not increase the quality of illustrations.

Supply files that are encrypted or password protected.

Submit images that you already have published before, even in conference proceedings, without permission of publisher

### International Review

Editors firstly check each manuscript for compliance with the journal standards.

All original scientific papers which might be published in *Geološki anali Balkanskoga poluostrva* are then reviewed internationally. Authors are requested to propose 3 or 4 potential competent reviewers (full name, affiliation and e-mail address) for the manuscript. Reviewers cannot be persons that have the same affiliation as authors.

The duration of the reviewing process is variable, depending on numerous factors. We will do our best to reduce it as much as possible. However, typically the entire process from submission of the first version of the manuscript to publication takes several months, and careful adherence to this guide for contributors will usually significantly decrease the duration of this process.

After revision and correction of the manuscript has been completed, the author should prepare the final version of the manuscript and graphics, according to the reviewer's and editor's comments. The manuscript is only ready for publication after any further corrections have been completed.

### **Page proofs**

Authors will receive one and if necessary two proofs. These must be returned within the time limit indicated. If this does not happen, the publication of the paper will be postponed automatically to a later date.

### **Editorial Policy**

The scientific journal *Geološki anali Balkanskoga poluostrva* was established in 1889 by the Geological Institute of the University of Belgrade.

The journal *Geološki anali Balkanskoga poluostrva* is focused on original scientific contributions over a wide range of topics in any field of the geological sciences. Notes and reviews interesting to a wider audience (e.g. review papers, professional papers, brief reports...) are welcome as well.

*Geološki anali Balkanskoga poluostrva* is an Open Access journal. Publication in the Journal is free for all authors and there are no article processing charges. The published papers are downloadable from the Journal website free of charge and they can be used in accordance with [Creative Commons Attribution 4.0 International license \(CC BY\)](#).

Contributions to journal shall be submitted in English, with abstract and summary in Serbian.

The Journal is issued twice a year and Indexed in [DOAJ](#).

The Journal is published by the University of Belgrade, Faculty of Mining and Geology, Department of Regional Geology and Department of Palaeontology.

The Ministry of Education, Science and Technological Development of the Republic of Serbia classifies *Geološki anali Balkanskoga poluostrva* in the [category M24](#) (scientific periodical of international importance) on the list of periodicals for geosciences and astronomy.

### **Editorial Responsibilities**

The Editorial Staff includes [Editorial Team and Editorial Board](#).

Editor-in-Chief is responsible for deciding which articles submitted to *Geološki anali Balkanskoga poluostrva* will be published. The Editor-in-Chief is guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

The Editor-in-Chief reserves the right to decide not to publish submitted manuscripts in case it is found that they do not meet relevant standards concerning the content and formal aspects. The Editorial Team will inform the authors whether the manuscript is accepted for publication within 60 days from the date of the manuscript submission.

Editorial Team must hold no conflict of interest with regard to the articles they consider for publication. If an Editor feels that there is likely to be a perception of a conflict of interest in relation to their handling of a submission, the selection of reviewers and all decisions on the paper shall be made by other members of the Editorial Team.

Editor-in-Chief shall evaluate manuscripts for their intellectual content free from any racial, gender, sexual, religious, ethnic, or political bias.

The Editor and the Editorial Staff must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

Editors and the Editorial Staff shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors before, during and after the evaluation process and the authors remain anonymous to reviewers until the end of the review procedure.

Editorial Board is an advisory body that actively contributes to the Journal development. Members of the Editorial Board should support the Journal development, promote the Journal and encourage experts in the field of Geosciences to contribute as authors and/or reviewers.

### **Authors' Responsibilities**

Authors warrant that their manuscript is their original work, that it has not been published before and that it is not under consideration for publication elsewhere. Parallel submission of the same paper to another journal constitutes a misconduct and eliminates the manuscript from consideration by *Geološki anali Balkanskoga poluostrva*.

In case a submitted manuscript is a result of a research project, or its previous version has been presented at a conference in the form of an oral presentation (under the

same or similar title), detailed information about the project, the conference, etc. shall be provided in Acknowledgements at the end of the text, before the References.

A paper that has already been published in another journal cannot be reprinted in *Geološki anali Balkanskoga poluostrva*.

It is the responsibility of each author to ensure that papers submitted to *Geološki anali Balkanskoga poluostrva* are written in accordance with ethical guidelines for research and scientific writing. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of third parties. The Publisher will not be held legally responsible should there be any claims for compensation.

### ***Reporting standards***

A submitted manuscript should contain sufficient detail and references to permit reviewers and, subsequently, readers to verify the claims presented in it. The deliberate presentation of false claims is a violation of ethical standards. Reviews and technical papers should be accurate and they should present an objective perspective.

Authors are exclusively responsible for the contents of their submissions and must make sure that they have permission from all involved parties to make the data public.

Authors wishing to include figures, tables or other materials that have already been published elsewhere are required to obtain permission from the copyright holder(s). Any material received without such evidence will be assumed to originate from the authors.

### ***Authorship***

Authors must make sure that all only contributors who have significantly contributed to the submission are listed as authors and, conversely, that all contributors who have significantly contributed to the submission are listed as authors. 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.

### **Acknowledgment of Sources**

Authors are required to properly cite sources that have significantly influenced their research and their manu-

script. Information received in a private conversation or correspondence with third parties, in reviewing project applications, manuscripts and similar materials must not be used without the express written consent of the information source.

### ***Plagiarism***

Plagiarism, where someone assumes another's ideas, words, or other creative expression as one's own, is a clear violation of scientific ethics. Plagiarism may also involve a violation of copyright law, punishable by legal action.

Plagiarism includes the following:

- Word for word, or almost word for word copying, or purposely paraphrasing portions of another author's work without clearly indicating the source or marking the copied fragment (for example, using quotation marks);
- Copying equations, figures or tables from someone else's paper without properly citing the source and/or without permission from the original author or the copyright holder.

Any paper 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 below under Retraction policy, and authors will be forbidden to publish in the Journal for a period of time defined by the Editorial Team and demanded to send an apology letter to the authors of the original paper.

### ***Conflict of interest***

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

### ***Fundamental errors in published works***

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 journal Editor or publisher and cooperate with the Editor to retract or correct the paper.

By submitting a manuscript the authors agree to abide by the *Geološki anali Balkanskoga poluostrva*'s Editorial Policies.

## Reviewers' Responsibilities

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.

The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the originality and scientific relevance of information presented in the manuscript, the presentation style and scholarly apparatus.

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

Reviewers must not have conflict of interest with respect to the research, the authors and/or the funding sources for the research. If such conflicts exist, the reviewers must report them to the Editor without delay.

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the Editor without delay.

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

Any manuscripts received for review must be treated as confidential documents. Reviewers must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

## 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.

This journal uses double-blind review, which means that both the reviewer and author identities are concealed

from the reviewers, and vice versa, throughout the review process.

The deadline for a review is 30 days. Peer review process is free of charge and reviewers are not paid for their work.

The choice of reviewers is at the Editorial Team's discretion, but members of the Editorial Board are consulted with if needed. The reviewers must be knowledgeable about the subject area of the manuscript; they must not be from the authors' own institution.

In the main review phase, the Editor sends submitted papers to two experts in the field. 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.

All of the reviewers of a paper 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.

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 behavior or any type of misconduct by giving the necessary information/evidence to start an investigation.

### Investigation

- Editorial Team will consult with the Editorial Board on decisions regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as strictly confidential and only made avail-

able 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 the Editorial Team, 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 behavior, the Editorial Staff will rely on the guidelines and recommendations provided by the [Committee on Publication Ethics \(COPE\)](#).

### **Retraction Policy**

Legal limitations of the publisher, copyright holder or author(s), infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or any major miscon-

duct require retraction of an article. Occasionally a retraction can be used to correct errors in submission or publication. The main reason for withdrawal or retraction is to correct the mistake while preserving the integrity of science; it is not to punish the author.

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 *Geološki anali Balkanskoga poluostrva*: 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, but with a watermark on the PDF indicating on each page that it is "retracted."

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The journal does not charge any fees at submission, reviewing, and production stages.

### **Self-Archiving Policy**

The journal *Geološki anali Balkanskoga poluostrva* allows authors to deposit Author's Post-print (accepted version) and Publisher's version/PDF in an institutional repository and non-commercial subject-based repositories or to publish it on Author's personal website (including social networking sites, such as ResearchGate, Academia.edu, etc.) and/or departmental website, at any time after publication. Full bibliographic information (authors, article title, journal title, volume, issue, pages) about the original publication must be provided and a HTML link must be made to the article's DOI.

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