

Ethical Principles of the Journal *Leadership in Education*

The Journal Leadership in Education is published by the National Education Institute Slovenia. It is edited by the managing editor and the editorial board consisting of university professors at pedagogical scientific institutions and lecturers at the National Education Institute Slovenia. The managing editor and members of the editorial board are appointed by the director of the National Education Institute Slovenia on a proposal from lecturers and the publishing house of the National Education Institute Slovenia.

The journal Leadership in Education is aimed at leaders and other professionals in educational organizations whose work includes leadership on different levels. The journal is published in Slovene with abstracts in English. The fundamental purpose of the journal is to inform the target groups about theoretical implications of leadership in education, and to provide a forum for disseminating practical, directly applicable leadership issues and practical professional contributions.

The journal strives for professional integrity and excellence. It follows the ethical principles and standards recommended by the Committee on Publication Ethics (COPE), and Slovenian and European copyright legislation.

Managing editor

- The managing editor is committed to the freedom of speech, the journal's editorial policy, and to scientific and professional standards. The managing editor assesses the suitability of articles submitted for publication in the journal, potentially consulting the members of the editorial board or the reviewers.
- The managing editor is responsible for the contents of the journal, makes sure that the journal's quality is constantly being improved, and takes the interests of the readers and authors into consideration.
- The managing editor makes sure that individual articles are submitted for review to at least two reviewers, who are experts on the topic in question, and specifies the deadline for completing the reviews.
- The review processes are confidential; information about the submitted articles must not be disclosed to anyone other than the author for the purpose of improving the article.
- The managing editor and the editorial board decide whether to accept or reject the article's publication; there must be no conflict of interest.
- If violations are suspected or if the journal's ethical standards have indeed been violated, the managing editor shall be obliged to conduct an inquiry and take appropriate action.
- If it has been determined that an article contains false or misleading information or interpretations, the managing editor shall see to it that corrections are published. In the case of fraud, the article shall be retracted. The reason for retracting the article must be given and the article's retraction must be evident in the bibliographic databases.

Editorial board

- The editorial board is committed to freedom of speech and to implementing the journal's editorial policy, and ensures the integrity of scientific and professional work.

- The editorial board oversees the observance and implementation of the journal's ethical standards, and updates them periodically.
- The managing editor notifies the editorial board of suspected violations or of actual violations of the journal's ethical standards.
- In the case of criticism or polemics regarding the published article, the editorial board shall give the author of the article the opportunity to respond.
- The editorial board decides on the classification of published articles in the SICRIS/COBISS bibliographic database. *The Journal Leadership in Education* is listed in Erih Plus.

Reviewers

- The first review of submitted articles is performed by the managing editor. If the article is deemed appropriate, in accordance with the journal's editorial policy and the scientific and professional standards, the managing editor submits the article to two reviewers (double-blind review).
- The reviewers shall honour the confidentiality of the review process; reviewed articles are confidential material which the reviewer must not use for personal gain or publicly disclose information about it. During the review process, the names of reviewers and authors are kept hidden.
- During the review process, the reviewer shall comply with the scientific and professional standards, and with the journal's editorial policy.
- When reviewing articles, the reviewers must be objective and provide clear comments and opinions. They shall warn the editor if they notice contents similar to any other material known to them.
- The reviewers shall fill in an article review form for the *Journal Leadership in Education* in which they mark their assessment of the article, substantiate it, and give potential comments and suggestions for improving the article. The reviewer has the following options available:
 - Accept the article in the submitted form;
 - Supplement the article's content in accordance with the comments provided without resubmitting it for review;
 - Supplement the article's content in accordance with the comments provided and resubmit it for review;
 - Reject the article.
- Should the reviewer feel underqualified for reviewing the assigned article or be unable to review it within the specified deadline, he/she shall notify the editor, who shall then find another qualified reviewer.
- The managing editor shall inform the article's author of the results of the review and of possible suggestions for improvement.
- The authors and reviewers of articles shall remain anonymous throughout the review process.

Authors

- By submitting an article, the authors certify that they are not violating any copyrights or other ownership rights. In the case of sources (e.g. photographs or drawings) to which the authors do not own the copyrights, they must enclose the submitted article with a permission to publish obtained from the owner of said rights.

- In order to publish photographs of primary and secondary school students, the authors must obtain consent from their parents or statutory representatives. The form is available on the journal's website. Moreover, the authors must also obtain consent for photographing other persons, buildings or areas (e.g. certain protected natural features abroad) if imposed by the local or Slovenian legislation.
- The moral copyrights of authors of articles in the *Journal Leadership in Education* belong to the authors; the authors transfer, free of charge, the economic copyrights of reproduction and distribution in printed or digital form, and the right of alteration to the National Education Institute Slovenia by giving their initial consent to publication in the journal and applying their article.
- The articles are not paid. The author is given one issue of the publication, free of charge.
- The authors allow the editorial office to suitably adapt the parts of an article or its attachments that do not comply with the instructions for publication in the journal or with the legislation, as it sees fit.
- The authors of articles shall honour the journal's ethical principles and adhere to them. The ethical principles are publicly accessible on the journal's website at the link <https://www.zrss.si/strokovne-resitve/revije/vodenje-v-vzgoji-in-izobrazevanju>.
- The authors of articles intended for publication in the journal shall follow the Instructions for Authors of Articles, which are published in each issue and on the journal's website.
- The authors certify that their articles are original scholarly or scientific works which are based on their own research and good teaching practices.
- The authors shall present the findings of their research or pedagogical experience in an objective and clear manner without falsifying or misrepresenting information.
- The authors shall mention and cite other people's works (sources and literature) consistently, in accordance with the Instructions for Authors of Articles.
- Any information obtained privately can be used only with consent from the author of the information or if the author properly mentions the contributions that have made his/her article possible.
- Authors shall not cite notes or references from works they have not read or shall not copy them from the works of third parties.
- The information mentioned in the article must be accurate and authentic, and provided with verifiable references.
- In the case of co-authorship, permission to publish must be obtained from all authors.
- The author of the article certifies that the article has not been published elsewhere or that it is not currently in publication, with the exception of translations into foreign languages.
- The author certifies that the statements in the article are correct and assumes full responsibility.
- The author of the article shall heed the reviewers' suggestions for improving the article.
- If the author discovers a mistake after the article has been published, the author shall notify the journal's managing editor of this and work with him/her to correct the mistake.
- The journal's managing editor shall be in charge of obtaining permission to publish copyrighted visual and other materials.

Publisher

The journal's publisher, the National Education Institute Slovenia, guarantees that the publication of the *Journal Leadership in Education* shall preserve and maintain scientific, professional and ethical standards.

Use of artificial intelligence

Using the tools of artificial intelligence or other methods of machine learning it is necessary to act according to ethical standards to maintain author's integrity, such as:

- Appropriate citing of tools which created the content of work and recognition of the creative role of artificial intelligence in research and artistic processes;
- Checking and critical evaluation of the results created by the artificial intelligence systems, as well as understanding its limitations and biases;
- Taking responsibility for the content of work and citing primary scientific sources which leads to reinforcing the meaning and role of digital literacy and cultivating critical thinking;
- Responsible loading of data, information and documents to the tools of artificial intelligence. Do not load personal data, confidential documents for which you do not have necessary and appropriate permissions or those protected by copyright etc.

Dealing with unethical conduct

- Reasonable grounds for suspicion of unethical conduct or of violations of the journal's ethical standards or of general ethical principles can be anonymously reported to the editor by anyone. Any suspicion of unethical conduct must be documented and proved.
- The editor and editorial board shall handle each report of unethical conduct or violations of ethical standards in the same way, while ensuring confidentiality.
- Minor ethical misconduct or minor violations of ethical standards shall be resolved by the editor, who shall report his/her findings to the editorial board; major violations shall be resolved by the editor and editorial board together.
- The editor shall inform the accused of initiating the proceedings; if major violations are proved, the editor also informs the accused's employer or funder.
- If unethical conduct or violations of ethical standards or of general ethical principles are proved, the following measures are taken:
 - Written notice to the violator in the case of minor violations of ethical principles.
 - Written notice to the violator regarding unethical conduct and violation of ethical standards.
 - Letter to the violator's employer regarding unethical conduct or violation of ethical standards.
- The article shall then be retracted from the journal, informing the readers, the employer and the administrators of databases in which the journal is indexed.

Accessibility

The printed journal can be ordered at the Bookshop of the National Education Institute Slovenia. The journal or individual articles become freely accessible after the expiry of the moratorium, when they are published on the website of the National Education Institute Slovenia and in the Digital Library of Slovenia (dLib.si) at the National and University Library.