

## **The *Portal* journal's profile and ethical principles**

Croatian Conservation Institute's periodical, *Portal*, is a peer-reviewed academic journal published annually since 2010. Directed at presenting research and professional papers on investigations, treatments, results, theoretical reflections and historical overviews, *Portal* is open to papers from both the Institute's staff, as well as all those who wish to contribute, professionally and scholarly, to the reflection and promotion of art conservation and restoration. In addition to the richly illustrated research and professional papers, *Portal* also features a CD containing an annual overview of all research and conservation programmes the Croatian Conservation Institute has conducted in the year preceding the issue.

Texts are published in Croatian, English, German, Italian, French or Spanish. The summaries, key words and illustration captions are published bilingually (in Croatian and foreign language).

The publisher does not charge authors a publication fee. The publisher ensures proof-reading and revision of texts, as well as the translation of summaries, key words and illustration captions. The costs of illustrations and fees for publishing rights in institutions, at home and abroad, are covered by the authors themselves.

By submitting a signed copy of the manuscript, the author guarantees to be the exclusive copyright owner of the piece in question, and agrees for the article to be published in the printed and electronic edition of the journal, as well as to be referenced in secondary bases. Authors are accountable for professional and academic stands and opinions stated in the article, the accuracy of information and copyrights for texts and illustrations.

In case the editorial board decides that the article's subject matter does not conform to the journal's conception, that it is incomplete, too extensive, weakly structured, or is part of a previously published larger whole, in relation to which it brings out nothing new, it can, with clarification, be rejected prior to the peer-review procedure. Considered are only integral, fully completed texts accompanied with good-quality illustrations that match the criteria accepted for academic editions in the field of humanities.

The current issue will publish articles received by the editorial board prior to June 30<sup>th</sup>, which match the aforementioned criteria and are given two positive peer reviews. Articles received after this date in the ongoing year will be considered for publication in the next issue. Once the article is accepted, the author may not publish it anywhere else without permission of the editorial board, and even then only by citing where the article was published first. Articles are not remunerated, but the author is given a free copy of the journal.

The *Portal* journal adheres to standards recommended by the Committee on Publication Ethics – COPE, agreed at the 2<sup>nd</sup> World Conference on Research Integrity in Singapore in 2010, <http://publicationethics.org/>.

## **Editorial and review procedure**

### **Pre-peer review**

Editorial board reads all submitted articles and sorts them into three basic categories: manuscripts which are sent directly to reviewers for evaluation; manuscripts which are returned to authors for revision; and manuscripts which are rejected. A month at the latest after the article is submitted and pre-peer reviewed by the editorial board, the author may be sent back the manuscript with suggestions for improvements. After revising the manuscript, the author returns the altered version to the editorial board.

### **Peer review**

For texts published in *Portal* there is a double-blind peer-review procedure. Manuscripts are sent to reviewers who deal with the same or similar field of research. Reviewers (two, or in case of considerably differing views, three) present their opinion of the article's scholarly contribution, based on close reading, expertise and verification of facts, and may provide suggestions for improving the manuscript. Reviewers are guided by internationally accepted standards for evaluation of articles, with the most important criterion being its originality and the relevance of contribution to the study and interpretation of a particular subject. Based on reviews, the editorial board makes a decision on how to categorize the article.

### **Text revision**

Authors will be submitted with reviews of their articles, and in some cases with further instructions and suggestions to be considered. The author returns the revised version of the manuscript with alterations marked. Articles which the authors should substantially revise are sent after alterations to the same reviewers for evaluation, in case these have asked for it.

### **Editorial board and the conflict of interest**

In order to avoid a conflict of interest and ensure non-bias, the peer-review procedure for articles submitted by the editor and editorial board is performed by an independent external member, according to recommendations from the Committee on Publication Ethics: <http://publicationethics.org/case/editor-author-own-journal>.