

Editorial Board and Advisory Board

The Editorial Board of SEEJE consists of five distinguished academicians, preferably from universities members of the Association of Economic Universities of South and Eastern Europe and the Black Sea Region (ASECU), appointed by the General Assembly of the Association every four years. The full names and affiliations of the members as well as the relevant contact information can be found in: <http://www.asecu.gr/Seeje/Editorial.html>

ASECU appoints also an Advisory Board for SEEJE consisting of ten eminent researchers, not necessarily from the region covered by the Association. The full names and affiliations of the members of the Advisory Board can be found in: <http://www.asecu.gr/Seeje/Advisory.html>

Authors and Authors responsibilities

There is no submission or publication fee. The authors of the submitted work are responsible for ensuring that the manuscript presents a technically as well as grammatically correct copy. A well-prepared manuscript will help to speed up the peer review process as less time will be spent by reviewers annotating technical inefficiencies of the paper and more time evaluating the intellectual content. Authors are required to prepare their manuscripts according to the format given in the relevant guidelines (<http://www.asecu.gr/Seeje/guide-for-authors.html>). *SEEJE* reserves the right to reject a manuscript otherwise. For general format and style, consult recent issues of the journal. Manuscripts submitted not in accordance to the journal format will be significantly delayed during the production stage.

All manuscripts should be written in good English. This is the responsibility of the authors, not the editors. Papers below the standard for the Journal will be returned to the authors for rewriting and can be rejected for this reason alone. Such problems may be avoided and publication expedited if the authors use "grammar and spell check" software to correct basic errors, and have their manuscripts edited by an English-speaking colleague or a professional editing service before the initial submission. Mathematical formulae and equations have to be presented professionally according to standard format. For general format and style, consult recent issues of the journal.

Manuscripts submitted are first screened by the editors; only those on subject matters within the scope of the Journal are sent to expert referees for evaluation. This two-tier screening process helps to ensure an appropriate focus as well as high scientific quality of the Journal.

Authors may be asked by the editors of SEEJE to propose the names, affiliation and contact details of up to five potential reviewers. Decision on whether or not the suggested referees are used lies solely with the editors.

The guidelines below indicate the actions of the copy editing service when a completed article is ready to enter the production process, but it is essential that the authors submit text that is as correct as it possibly can be. Upon acceptance of paper, *SEEJE* editors will:

- Check that the paper is complete, i.e. no missing items.
- Check that the general style and format of the paper (including the references) has conformed to the Journal guidelines.
- Check that all figures/artwork are of publishable quality, otherwise authors will be asked to provide replacements.
- Check layout (such as wrong floating of figures or tables).
- Spelling errors and minor punctuation errors will be corrected.
- Check all references to ensure all essential information is included, and are cited in accordance to the journal format.

However, the following is not within the scope of responsibility of editors:

- Check errors in grammar or syntax other than the very basic ones.
- Check spelling errors of scientific words/terms.
- Check wrong cross-references among formulae and text.
- Check mistakes in formulae and equations.

SEEJE will do everything it can to get all the accepted articles corrected and published as quickly and accurately as possible. We believe that copy editing to journal style is an important stage and that it adds value to the accepted article. However, please note that careful proof reading is solely author's responsibility for completeness and accuracy.

Double-Blind Peer Review Process

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. To facilitate this, authors need to ensure that their manuscripts are prepared in a way that does not give away their identity. To help with this preparation please ensure the following when submitting to *SEEJE*:

- Submit the Title Page, which should include the title, authors' names and affiliations, a complete address and contact details.
- Submit a Blinded Manuscript as a separate file. Besides the obvious need to remove names and affiliations under the title within the manuscript, there are other steps that need to be taken to ensure the manuscript is correctly prepared for double-blind peer review:
 - ✓ Use the third person to refer to work the Authors have previously undertaken, e.g. replace any phrases like "as we have shown before" with "... has been shown before [Anonymous, 2007]".
 - ✓ Make sure figures do not contain any affiliation related identifier.
 - ✓ Do not eliminate essential self-references or other references but limit self-references only to papers that are relevant for reviewing the submitted paper.
 - ✓ Cite papers published by the Author in the text as follows: '[Anonymous, 2007]'.
 - ✓ For blinding in the reference list: '[Anonymous 2007] Details omitted for double-blind reviewing.'
 - ✓ Remove references to funding sources.
 - ✓ Do not include acknowledgments.
 - ✓ Remove any identifying information, including author names, from file names and ensure document properties are also anonymized.

Publication Ethics and Ethical Expectations

- Editors' responsibilities
 - ✓ To act in a balanced, objective and fair way while carrying out their expected duties, without discrimination on grounds of gender, sexual orientation, religious or political beliefs, ethnic or geographical origin of the authors.
 - ✓ To handle submissions for sponsored supplements or special issues in the same way as other submissions, so that articles are considered and accepted solely on their academic merit and without commercial influence.
 - ✓ To adopt and follow reasonable procedures in the event of complaints of an ethical or conflict nature, in accordance with the policies and procedures of the Society where appropriate. To give authors a reasonable opportunity to respond to any complaints. All complaints should be investigated no matter when the original publication was approved. Documentation associated with any such complaints should be retained.
- Reviewers' responsibilities

- ✓ To contribute to the decision-making process, and to assist in improving the quality of the published paper by reviewing the manuscript objectively, in a timely manner.
- ✓ To maintain the confidentiality of any information supplied by the editor or author. To not retain or copy the manuscript.
- ✓ To alert the editor to any published or submitted content that is substantially similar to that under review.
- ✓ To be aware of any potential conflicts of interest (financial, institutional, collaborative or other relationships between the reviewer and author) and to alert the editor to these, if necessary withdrawing their services for that manuscript.
- Authors' responsibilities
 - ✓ To maintain accurate records of data associated with their submitted manuscript, and to supply or provide access to these data, on reasonable request. Where appropriate and where allowed by employer, funding body and others who might have an interest, to deposit data in a suitable repository or storage location, for sharing and further use by others.
 - ✓ To confirm/assert that the manuscript as submitted is not under consideration or accepted for publication elsewhere. Where portions of the content overlap with published or submitted content, to acknowledge and cite those sources. Additionally, to provide the editor with a copy of any submitted manuscript that might contain overlapping or closely related content.
 - ✓ To confirm that all the work in the submitted manuscript is original and to acknowledge and cite content reproduced from other sources. To obtain permission to reproduce any content from other sources.
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 - ✓ To declare any potential conflicts of interest (e.g. where the author has a competing interest (real or apparent) that could be considered or viewed as exerting an undue influence on his or her duties at any stage during the publication process).
 - ✓ To notify promptly the journal editor or publisher if a significant error in their publication is identified. To cooperate with the editor and publisher to publish an erratum, addendum, corrigendum notice, or to retract the paper, where this is deemed necessary.
- Responsibilities of ASECU: Both SEEJE and ASECU, on behalf of which it publishes, shall ensure that good practice is maintained to the standards outlined above.

Beside defining the above responsibilities, ASECU determines also the procedures for dealing with unethical behaviour.

- Identification of unethical behaviour
 - ✓ Misconduct and unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone.
 - ✓ Misconduct and unethical behaviour may include, but need not be limited to, examples as outlined above.
 - ✓ Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached.
- Investigation
 - ✓ An initial decision should be taken by the editor, who should consult with or seek advice from the publisher, if appropriate.
 - ✓ Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

- Minor breaches: Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.
- Serious breaches: Serious misconduct might require that the employers of the accused be notified. The editor, in consultation with the publisher or Society as appropriate, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.
- Outcomes (in increasing order of severity; may be applied separately or in conjunction)
 - ✓ Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
 - ✓ A more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future behaviour.
 - ✓ Publication of a formal notice detailing the misconduct.
 - ✓ Publication of an editorial detailing the misconduct.
 - ✓ A formal letter to the head of the author's or reviewer's department or funding agency.
 - ✓ Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department, Abstracting & Indexing services and the readership of the publication.
 - ✓ Imposition of a formal embargo on contributions from an individual for a defined period.
 - ✓ Reporting the case and outcome to a professional organization or higher authority for further investigation and action.

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Publishing schedule:

The SEEJE publishes one Volume per year, and 2 issues per Volume. The equates to one issues being published per semester (Spring and Fall).

Ownership and management / name of the journal / web site:

<http://www.asecu.gr/Seeje/index.html>