

On the basis of Article 47 of the Statute of the Institute for the Protection of Cultural Monuments of the City of Belgrade no. R4843/17 dated 14.11.2017, and in accordance with the Law on the Publishing of Publications (“Official Gazette of RS”, nos. 37/91, 53/93, 67/93, 48/94, 135/2004, 101/2005), the Law on Legal Deposit of Copies of Publications (“Official Gazette of RS”, nos. 52/2011 and 13/2016) and the Act on Scientific Journals Editing issued by the Ministry of Education, Science and Technological Development of the Republic of Serbia, no. 110-00-17/2009-01 of 09.07.2009, the Board of the Institute for the Protection of Cultural Monuments of the City of Belgrade, at a session held on 29.12.2020, has issued a

## **Rulebook on the publishing of the journal *Nasleđe* by the Institute for the Protection of Cultural Monuments of the City of Belgrade**

### **I GENERAL PROVISIONS**

#### Article 1

This Rulebook regulates in more detail the procedure of publishing the journal *Nasleđe*, the review procedure, method of evaluation and selection of work, handling of illegitimate works – corrections and retractions – the responsibilities of authors, price and distribution of the journal, method of financing, editing and printing of the journal, and other issues relevant to the process of publishing the journal.

#### Article 2

The journal *Nasleđe* (hereinafter: the journal) is a scientific journal of the Institute for the Protection of Cultural Monuments of the City of Belgrade, which publishes hitherto unpublished scientific and professional papers in the field of protection of cultural goods, with such papers resulting from the research, study, valorization and conservation of cultural-historical and architectural-urban heritage.

The journal was first published in 1997 with the aim of publishing the results of work on the research, study, valorization and conservation of buildings of cultural-historical and architectural-urban significance, and making them available to professionals and the general public.

#### Article 3

The journal is published once a year, during the month of October or November. The language of the journal is Serbian (Cyrillic script), with abstracts and summaries printed in English. Some papers selected by the Editor and the Editorial Board are printed bilingually in Serbian and another international language.

#### Article 4

The journal publishes original, previously unpublished papers, which have received a positive opinion from the reviewers. The deadline for submitting work for each forthcoming issue is 1 April.

#### Article 5

The journal *Nasleđe* is published in paper and electronic form. The electronic version of the journal is published on the webpage <http://beogradskonasledje.rs/casopis-nasledje> <http://scindeks.ceon.rs/journalDetails.aspx?issn=1450-605X>. The journal is made available in electronic form one month after its publication.

#### Article 6

The journal is indexed in the international database Directory of Open Access Journals and SCIndeks.

#### Article 7

The publisher of the journal is the Institute for the Protection of Cultural Monuments of the City of Belgrade, Kalemegdan Gornji grad 14, Belgrade.

#### Article 8

The Editorial Board of the journal *Nasleđe* applies the relevant legal regulations that regulate this area, and especially the Act on Scientific Journals Editing passed by the Ministry of Science and Technological Development of the Republic of Serbia, number 110-00-17/2009-01, dated 09.07.2009. Based on this Act, the *Editorial Board* applies the rules of citing literature according to the Harvard system – *Harvard Style Manual*, i.e. the *author-date system*.

## II ORGANIZATION FOR PUBLISHING THE JOURNAL

#### Article 9

The Editorial Board of the journal (hereinafter: the Editorial Board) and the secretaries of the journal are responsible for its publication, while according to the Statute of the Institute, the Director of the Institute is the Editor-in-Chief of all published materials.

#### Article 10

The journal's Editorial Board consists of the Editor-in-Chief (hereinafter: the Editor) and members from the national professional public.

The editorial board is composed of nine members from the national professional public.

When the journal reaches a higher categorization, it will be necessary to add members from the ranks of the foreign professional public (minimum 2 members) to the Editorial Board, but with the total number of members of the Editorial Board always remaining uneven.

#### Article 11

Members of the Editorial Board are appointed by the Director of the Institute for the Protection of Cultural Monuments of the City of Belgrade for a period of 5 (five) years, with the possibility of re-election. No more than 4 (four) members may be replaced during one re-election.

Other tasks of the Editorial Board include overseeing the realization of the programmatic concept and editorial policy of the journal, determination of the journal's publishing plan, and determining the content of each issue of the journal.

The Editorial Board of the journal *Nasleđe* is composed of distinguished experts, scientists and professors.

#### Article 12

The Editor is elected by the Editorial Board from among its members by a majority vote, at the suggestion of the Director of the Institute.

The Director of the Institute may nominate two or more members as Editor.

The Editor is responsible for the work of the Editorial Board, and answers to the Director of the Institute for the Protection of Cultural Monuments of the City of Belgrade.

The term of office of the Editor lasts 4 (four) years, with the possibility of re-election for one additional term.

The Editor must have attained the academic title of doctor of science (or equivalent).

The Director of the Institute for the Protection of Cultural Monuments of the City of Belgrade may request dismissal of the Editor in cases where the Editor is found to have performed their duties contrary to the scientific methodological approach and editorial policy of scientific journals, or if their editorial work is deemed to be damaging to cultural heritage and/or the Institute for the Protection of Cultural Monuments of the City of Belgrade.

The Editor directly manages the work of the Editorial Board; reviews each submitted article and ensures that published papers correspond to the concept of the journal; selects reviewers for each issue of the journal; coordinates all matters related to the publication of the journal; convenes meetings of the Editorial Board of the journal, on their own initiative or upon proposal, makes preparations for such meetings, and chairs them.

#### Article 13

The Editorial Board has two secretaries.

The secretaries of the journal are employees of the Institute for the Protection of Cultural Monuments of the City of Belgrade.

The secretaries are appointed by the Director of the Institute for the Protection of Cultural Monuments of the City of Belgrade for a period of 4 (four) years, with the possibility of re-election.

The duties of the secretaries of the Editorial Board are to prepare sessions, receive texts (papers), coordinate the work of authors, reviewers, proofreaders, translators and designers, as well as to keep minutes of each meeting and session of the Editorial Board.

### III SESSIONS OF THE EDITORIAL BOARD

#### Article 14

Sessions of the Editorial Board are to be convened and their work led by the Editor. In the event of their impediment or absence, the session is convened and managed by the most senior member of the Editorial Board.

Sessions of the Editorial Board are held at least three times a year on the premises of the Institute for the Protection of Cultural Monuments of the City of Belgrade, Kalemegdan Gornji grad14, Belgrade.

For the purpose of more efficient work of the Editorial Board, sessions can, in exceptional circumstances, be held remotely by means of electronic communication.

The Editor is obliged to convene a session of the Editorial Board upon the request of one third of the members of the Editorial Board.

#### Article 15

The session is convened by written notification.

The invitation to the session is to be delivered to the members of the Editorial Board and the Director of the Institute no later than three days prior to the session, with an indication of the place and time of the session.

Exceptionally, in especially urgent cases, sessions can be scheduled less than three days beforehand.

#### Article 16

A session of the Editorial Board may be held if more than half of the members are present at the session.

Decisions at a session are made by a majority vote of all members of the Editorial Board.

A session may be held if the session is attended by a majority of the members of the Editorial Board (quorum for working). If a sufficient number of members fail to respond to the invitation, the Editor will postpone the session to another defined day and hour.

A member of the Editorial Board who is prevented from attending the session is obliged to inform the Editor or the secretary about their impediment before it is held, with an explanation of the reasons.

#### Article 17

The Editor compiles the agenda, which is offered for consideration and adoption by the members of the Editorial Board.

#### Article 18

Sessions of the Editorial Board are held at least three times a year, as follows:

1. After the receipt of texts for the new issue of the journal (after 1 April);
2. After receiving reviews of all submitted texts;
3. After the publication of the new issue of the journal *Nasleđe*.

If need arises, the Editorial Board has the right to convene a meeting of the Editorial Board outside the mandatory timeframe.

#### Article 19

Minutes are kept of all sessions of the Editorial Board. The minutes are adopted at the subsequent session of the Editorial Board. As a rule, the minutes are kept by one of the two secretaries of the journal.

## IV EDITORIAL DOCUMENTATION

### Article 20

Editorial documentation includes:

1. Register of Submitted Works (basic data on submitted works and authors is maintained in the Register of Submitted Works);
2. Archive of authors' statements (these are to be found on the Institute's website);
3. Instructions for Reviewers (Instructions for Reviewers contain detailed instructions on how to evaluate a paper);
4. List of Reviewers (the List of Reviewers contains the names, affiliations and titles of all reviewers);
5. Register of Reviews, as a document of relatively long-term importance (the Register of Reviews is an archive of a confidential nature that contains all reviews in paper form, on the appropriate form prepared by the Editorial Board. The form is submitted to the members of the Editorial Board by the secretaries of the journal.).

## V EDITING THE JOURNAL

### Article 21

The journal's contents page states the full title of each paper, surname and name of the author and the page number on which the paper starts. The contents page of the journal can be found on its first pages.

The list of members of the Editorial Board is stated separately, in a prominent place.

The Instructions for Authors contain detailed requirements on how to format the paper and reference sources, and are available in electronic format on the Institute's website in both Serbian and English, in each issue of the journal, as well as in the letter of invitation to cooperate.

Mandatory elements of a paper proposed for publication in the journal include:

1. Title (describing the content of the paper as faithfully as possible);
2. Names of all authors (in the form of full surname, name, contact details, name of the institution where the author is employed, including official title and seat of the institution);
3. Abstract (short summary of the content of the paper that allows the reader to quickly acquaint themselves with the research aims);
4. Keywords;
5. If necessary, at the bottom of the first page of the article, a note of acknowledgement (name and number of the project within which the work was created and the name of the institution that financed the project);
6. References to sources (as detailed in the Instructions for Authors).

The chapters – *Monumental Heritage, Conservation Approaches, Research, Lost Heritage, Archival Material, Heritage and University Teaching, Critiques, Reviews* and *In Memoriam* – present the results of historical, archaeological, historical-artistic, architectural, ethnological

and other research, as well as valorization of culturo-historical and architectural heritage present upon the administrative territory of the City of Belgrade.

#### Article 22

The categorization of articles is determined by the Editor following the proposals of the reviewers and members of the Editorial Board, being classified into one of the following categories:

##### I Scientific articles:

1. Original scientific work (work in which previously unpublished results of the author's own research that follows a scientific method are presented);
2. Review paper (paper that contains an original, detailed and critical presentation of a research problem or area in which the author has made a certain contribution, viewed on the basis of authority);
3. Short or preliminary announcement (original scientific work of full format, but of a briefer or preliminary nature);
4. Scientific critique, i.e. polemics (discussion on a certain scientific topic based exclusively on scientific argumentation) and opinions.

##### II Professional articles:

1. Professional work (a contribution offering experiences useful for the improvement of professional practice, but which is not necessarily based on a scientific method);
2. Informative contribution (editorial, commentary, etc.);
3. Review (of a book, exhibition, event).

## VI OPEN ACCESS

#### Article 23

The journal is available in open access format.

#### Article 24

The journal *Nasleđe* is published in the so-called 'open access' format, and its content is available to users free of charge. Users can read, download, copy and search the full text of articles, as well as establish HTML links to them, without any obligation to seek the consent of the author or publisher.

The right to use the content without written consent does not, however, release users from the obligation to cite the content of the journal in accordance with Art. 58 of this Rulebook.

## VII REVIEW PROCEDURE

#### Article 25

Works received are subject to review by at least two reviewers. All reviews are double-blind.

The aim of the review is to help the Editorial Board in making a final decision as to whether to accept or reject the work, and to improve the quality of the work through the process of communication with the authors.

#### Article 26

Reviewers are selected by the Editor in agreement with the members of the Editorial Board.

#### Article 27

In regular circumstances, the review process lasts a maximum of four weeks, after which the reviewer is obliged to submit their expert opinion on the work to the Editorial Board. The period from the receipt of the paper to its publication lasts 6 months on average.

#### Article 28

The reviewer pool is formed after the receipt of all works, and is formed specifically for each issue of the journal.

Only papers that receive a positive review are published in the journal.

In exceptional situations, if the reviewers' decisions are not the same as one another (accept/reject), the Editorial Board will make the decision as to whether a text will be published.

In the case of one positive and one conditionally positive review, the author is obliged to make changes and/or refinements to the text according to the reviewer's instructions.

If the author of the text does not want to accept the reviewer's suggestions, they are obliged to explain their reasonings in writing, after which the Editorial Board will make a decision as to whether the paper will be published.

#### Article 29

Papers sent to reviewers are considered confidential documents.

Reviewers may not use unpublished material from submitted papers for their own research without the express written permission of the author, and the information and ideas presented in the submitted papers must be kept confidential and may not be used for personal gain.

#### Article 30

Reviewers must be at least of the same academic title as the authors of the texts.

Reviewers must have relevant knowledge in the field with which the paper deals, and must not have recently published publications together (as co-authors) with any of the authors of the submitted paper.

#### Article 31

The Editorial Board is obliged to perform a quality control of the review.

In the event that the authors have serious and well-founded objections to the review, the Editorial Board will check whether the review is objective and that it meets academic standards.

If there is any doubt about the objectivity or quality of the review, the Editor will seek the opinion of other reviewers.

#### Article 32

Reviews are submitted on the form provided by the Institute for the Protection of Cultural Monuments of the City of Belgrade for the submission of reviews for the current year.

#### Article 33

During the review process, the Editor may request that the author provide additional information (including primary data), if this is deemed necessary to make a judgement on the scientific contribution of the paper. The Editor and reviewers are obliged keep such information confidential, and may not use it for personal gain.

### VIII SELECTION OF WORKS FOR PUBLICATION

#### Article 34

Members of the Editorial Board suggest topics, authors, anniversaries or significant events that they think would be important to include in the journal.

#### Article 35

The Editor, in agreement with other members of the Editorial Board, has the right to commission the writing of texts deemed important for publication in the journal *Nasleđe*. The same review rules apply to commissioned texts.

#### Article 36

The final decision on which papers will be published following the review process is made by the Editorial Board in a session, by the decision of the majority of Board members. When making a decision, the Editorial Board must be guided by the editorial policy, taking into account the legal regulations related to defamation, copyright infringement and plagiarism.

#### Article 37

The Editorial Board is obliged to make a decision on the work on the basis of its content, without racial, gender, religious, ethnic or political prejudice.

#### Article 38

The Editorial Board reserves the right to evaluate the received works after the review process and to refrain from publishing them if it determines that they do not meet the prescribed content-related and formal criteria.

In regular circumstances, the Editorial Board informs the author as to whether it has accepted the text after the session of the Editorial Board at which the decision of whether to accept the papers is made.

#### Article 39



The Editorial Board's members may not use unpublished material from the submitted papers for their own research without the express written permission of the author, and the information and ideas presented in the submitted papers are to be kept confidential and may not be used for personal gain.

#### Article 40

The Editorial Board is to approve the release of a new issue of the journal *Nasleđe* for printing.

### **IX OBLIGATIONS OF THE REVIEWERS**

#### Article 41

Reviewers are obliged to professionally, argumentatively, impartially and within the given deadlines submit to the Editor an assessment of the scientific and professional value of the work.

#### Article 42

The double-blind review method is applied in the review process. Authors do not know who the reviewer is, and reviewers do not know who the author is.

#### Article 43

Reviewers evaluate the papers in relation to the relevance of the topic to the profile of the journal, the relevance of the research area and applied methods, the originality and scientific validity of the data presented in the paper, the style of scientific presentation and the use of scientifically appropriate terms and methods within the text.

#### Article 44

A reviewer who has reasonable suspicions or knowledge of a violation of ethical standards by the author is obliged to inform the Editor.

The reviewer should highlight important published papers that the author has not cited. The reviewer should also notify the Editor of significant similarities and congruencies between the paper under consideration and any other completed work that is in the process of review in another journal, if they have personal knowledge of this.

If there is information to suggest that the same manuscript is being considered for publication by several journals simultaneously, the reviewer is obliged to inform the Editor of this fact.

#### Article 45

A reviewer who considers themselves unsuited to the topic or area with which the paper deals is obliged to inform the Editor of this.

#### Article 46

The review must be objective. Comments concerning the author as a person are considered inappropriate. The decision of the reviewer must be clear and supported by arguments.

## **X OBLIGATIONS OF THE AUTHOR**

### Article 47

The author is obliged to list only those persons who have significantly contributed to the content of the work as authors. If other persons who are not listed as authors have participated in important aspects of the research project and the preparation of the paper, their contribution should be mentioned in a note or acknowledgement.

### Article 48

The authors guarantee that the work represents their original contribution, that it has not been published before, and that it is not under consideration for publication elsewhere. Simultaneous submission of the same paper to multiple journals is deemed a violation of ethical standards. Such papers will be excluded from further consideration. A paper that has already been published in a journal cannot be published in the journal *Nasleđe*.

### Article 49

In cases where the submitted paper is the result of a scientific research project or has been previously presented at a conference or similar in the form of an oral presentation (under the same or a similar title), more detailed information about the project and project code, conference, etc. are to be included in a declaration before the main body of text.

### Article 50

Authors are required to adhere to ethical standards relating to scientific research. The authors also guarantee that their work does not contain unfounded or illegal claims, and does not violate the rights of others. The authors are responsible for any possible copyright infringement.

### Article 51

The authors bear all responsibility for the content of the submitted papers and are obliged, if necessary, to obtain the consent of all persons or institutions that directly participated in the research presented in a paper before its publication.

### Article 52

Authors who wish to include illustrations, tables or other materials that have already been published elsewhere are obliged to obtain the consent of the copyright holders.

### Article 53

The authors are obliged to correctly cite all sources that significantly influenced the content of the research and the paper according to the Instructions for Authors published in each volume of the journal and provided along with the invitation letter for cooperation.

#### Article 54

By submitting the paper to the Editorial Board, the authors undertake to respect the stated obligations.

#### Article 55

Papers that do not meet the criteria listed under *Obligations of the Author* will not be submitted for review, but will instead be rejected immediately.

Papers that do not meet the technical standards (even when the content is correct) prescribed in the *Instructions* will be returned to the authors with the notification that the paper can be resubmitted only once it complies with all technical standards.

### XI COPYRIGHT

#### Article 56

Authors retain the copyright over published articles, and give the publisher the non-exclusive right to publish the article, to be listed as its first publisher in case of further reproduction of the article, as well as to distribute the article in all forms and media.

#### Article 57

Published articles are distributed under the Creative Commons Attribution 4.0 International ([CC BY](https://creativecommons.org/licenses/by/4.0/)) licence. The user is permitted to copy and distribute the work in all media and formats, to modify, alter and upgrade it for any purpose, including commercial, provided that its original authors are properly cited, a link to the original licence is given, and an indication is made as to whether the work has been modified in any way.

#### Article 58

Users are required to provide a full bibliographic description of the article published in this journal (author(s), title of the paper, title of the journal, volume, issue, page numbers), as well as its DOAJ label. In instances of publishing in electronic form, they are also required to post an HTML link, both to the original article published in the journal *Nasleđe* and to the licence used.

#### Article 59

Authors may enter into separate, contractual arrangements for the non-exclusive distribution of a paper published in the journal (e.g. inclusion in an institutional repository or publication in a book), provided that it contains a statement that the paper was originally published in this journal.

### XII HONORARIUMS

#### Article 60

The issue of honorariums for authors, editors, other members of the Editorial Board and reviewers is determined by a special Decision of the Director of the Institute for the Protection of Cultural Monuments of the City of Belgrade.

### **XIII ILLEGITIMATE WORKS**

#### Article 61

During the review process, a paper may be declared illegitimate, a process which is determined by applying the procedures, methods and criteria derived from international publication standards and guidelines.

#### Article 62

Illegitimate works must be corrected or withdrawn (retracted), a procedure that remains the exclusive competence of the Editorial Board.

#### Article 63

The paper should contain sufficient details and references to enable both reviewers and, subsequently, readers to verify the statements made in it. The deliberate making of incorrect claims is a violation of ethical standards. Professional papers do not have to have a scientific methodological approach, but they must be precise and objective.

#### Article 64

Plagiarism, i.e., taking other people's ideas, words or other forms of creative expression and presenting them as one's own, is a gross violation of scientific and publishing ethics. Plagiarism may further include copyright infringement, which is punishable by law. The journal does not publish papers containing instances of plagiarism.

#### Article 65

Plagiarism includes:

- literal (word-by-word) or near-literal copying or a deliberate paraphrasing – in order to conceal the source – of parts of texts of other authors without clearly indicating the source,
- copying images or tables from other documents without proper indication of the source and/or without the permission of the original author or copyright holder.

#### Article 66

Any manuscript within which clear indications of plagiarism are established will be rejected and its author(s) will be prohibited from publishing papers in the journal for the next 3 (three) years.

If it is established that a work published in the journal contains an instance of plagiarism, it will be withdrawn (retracted) in accordance with the procedure provided for in Art. 68 of this Rulebook, and its author(s) will be prohibited from publishing in the journal for the next 5 (five) years.

## **XIV ERRORS IN PUBLISHED PAPERS**

### *Article 67*

In the event that an author discovers a significant error in their work after its publication, they are obliged to immediately inform the Editor or the publisher, and to cooperate with them in order to retract or correct the work.

## **XV RETRACTION OF ALREADY-PUBLISHED PAPERS**

### *Article 68*

In the event of infringement of the rights of publishers, copyright holders or the authors themselves, publication of the same manuscript in multiple journals, false authorship, plagiarism, manipulation of data for the purpose of fraud or any other abuse, the published work must be retracted.

### *Article 69*

The paper can also be retracted in order to correct serious and/or numerous omissions or errors that cannot be covered by the publication of a correction.

### *Article 70*

The retraction is published by the Editor, the author(s), or both parties by agreement.

### *Article 71*

A retraction takes the form of a separate paper which is presented in the contents of the volume and is editorially classified as a Withdrawal or Retraction. In SCIndeks, as the primary full-text depository, a two-way link (HTML link) is established between the original work and the retraction. The original work will be retained in its unaltered form, with a watermark on each page of the PDF document indicating that the article has been retracted. Retractions are published according to COPE requirements developed by CEON as the publisher of the database in which the journal is primarily indexed.

## **XVI CONFLICT OF INTERESTS**

### *Article 72*

Members of the Editorial Board must not have any conflict of interest related to the papers under consideration. If such a conflict of interest exists, the selection of reviewers and the fate of the paper is to be determined by the Editorial Board by a majority vote of all members. The Editorial Board is obliged to report the existence of any conflict of interest in a timely manner.

### *Article 73*

The authors are obliged to point out any conflicts of interest in the paper that could affect the presented results and interpretations.

Reviewers must not be in a conflict of interest with the authors or the institution in which the research was conducted. If a conflict of interest does exist, the Editorial Board decides on the same by a majority vote of all members.

If there is a conflict of interest, the reviewer is obliged to inform the Editor at the earliest time possible.

## **XVII RESOLUTION OF DISPUTED SITUATIONS**

### **Article 74**

Any individual or institution may report violations of ethical standards and other irregularities, while providing the necessary information/evidence, to the Editor and/or the Editorial Board at any time.

### **Article 75**

Verification of the allegations and evidence presented:

- The Editor, in agreement with other members of the Editorial Board, will decide on initiating a procedure aimed at verifying the allegations and evidence presented;
- During this procedure, all presented evidence will be considered confidential, and will be presented only to those persons who are directly involved in the procedure;
- Persons suspected of violating ethical standards will be given the opportunity to respond to allegations made against them;
- If irregularities are found to have occurred, it will be assessed whether these should be characterized as a minor transgression or a gross violation of ethical standards.

#### Minor transgressions

Situations characterized as minor transgressions will be resolved in direct communication with the persons who committed the offence, without the involvement of third parties, for example:

- an informal notification to the author/reviewer stating that there has been a minor transgression resulting from a misunderstanding or misapplication of academic standards;
- a letter of warning to the author/reviewer who committed such a transgression.

#### Gross violation of ethical standards

Decisions regarding gross violations of ethical standards are made by the Editor in cooperation with other members of the Editorial Board; if necessary, the Editorial Board may recruit appropriate external experts.

### **Article 76**

The measures to be taken may be as follows (and may be applied individually or simultaneously):

- Publication of a statement or editorial outlining the instance of violation of ethical standards;
- Submission of an official notification to the managers or employers of the author/reviewer;

- Retraction of published work in accordance with the procedure described under *Retraction of already-published papers*;
- Prohibition of submission of further works by the author(s) to the journal for a defined period of time;
- Informing relevant professional organizations or competent bodies about the case so that appropriate measures can be taken.

#### Article 77

In resolving disputes, the journal's Editorial Board is guided by the guidelines and recommendations of the Committee on Publication Ethics (COPE): <http://publicationethics.org/resources/>.

### **XVIII SELF-ARCHIVING**

#### Article 78

Authors are permitted to deposit a published version of the paper in an institutional or thematic repository, or to publish it on personal websites (also including profiles on social networks, such as ResearchGate, academia.edu, etc.) and on the website of the institution where they are employed, at any time after publication in the journal.

#### Article 79

Authors are obliged to provide a full bibliographic description of the article as published in this journal (author(s), title of the paper, title of the journal, volume, issue, page numbers) and add a link to the licence used.

### **XIX MANDATORY COPIES**

#### Article 80

Pursuant to Article 7 of the Law on Legal Deposit of Copies of Publications ("Official Gazette of RS" nos. 52/2011 and 13/2016), the Institute for the Protection of Cultural Monuments of the City of Belgrade is to submit one mandatory copy of the publication to the Local History Department of the Belgrade City Library.

Pursuant to Articles 5 and 7 of the Law on Legal Deposit of Copies of Publications ("Official Gazette of RS" nos. 52/2011 and 13/2016), the Institute for the Protection of Cultural Monuments of the City of Belgrade is to submit six mandatory copies of the publication to the National Library of Serbia.

### **XX COSTS**

#### Article 81

The journal is edited and printed using the funds of the Secretariat for Culture of the Assembly of the City of Belgrade, the Ministry of Culture and Information of the Republic of

Serbia, and with the Institute for the Protection of Cultural Monuments of the City of Belgrade's own funds.

#### Article 82

The Institute for the Protection of Cultural Monuments of the City of Belgrade does not charge any costs of publication to authors or third parties. Both article submission and processing services, as well as publishing services, are free of charge. There are no hidden costs whatsoever.

#### Article 83

In certain situations, the Editor may, in agreement with the Director of the Institute for the Protection of Cultural Monuments of the City of Belgrade, decide to publish a certain article using the financial resources of the Institute for the Protection of Cultural Monuments of the City of Belgrade (photographing objects, purchasing copyrights, publishing drawings), with such costs being included in the Work Plan of the Institute for the Protection of Cultural Monuments of the City of Belgrade.

### **XXI JOURNAL DISTRIBUTION**

#### Article 84

The distribution of the journal is undertaken by an expert associate who manages the library fund of the Institute for the Protection of Cultural Monuments of the City of Belgrade, who is to organize its exchange with related libraries and institutions.

### **XXII JOURNAL PRICE**

#### Article 85

The price of the journal is formed on the basis of the costs of its creation.  
Discounts for fairs are to be determined at a later date.  
On every final Thursday of the month, the journal is sold at a 50% discounted price.

### **XXIII DISCLAIMER**

#### Article 86

The views expressed in the published papers do not necessarily reflect the views of the Editor or other members of the Editorial Board. The authors take all legal and moral responsibility for the ideas that they present in their own works.  
The Institute for the Protection of Cultural Monuments of the City of Belgrade bears no liability in the event of any claims for damages.

### **XXIV FINAL PROVISIONS**

#### Article 87



For all other issues that are not considered in this Rulebook, the provisions of the Act on Scientific Journals Editing number 110-00-17/2009-01 of 09.07.2009, adopted by the Ministry of Science and Technological Development of the Republic of Serbia, as well as associated legal regulations of the Republic of Serbia, apply.

#### Article 88

This Rulebook may be amended in accordance with the same procedure as that used for its adoption.

#### Article 89

With the entry into force of this Rulebook, the Rulebook on the Publication of the Journal *Nasleđe* of the Institute for the Protection of Cultural Monuments of the City of Belgrade no. R 788/18, dated 23.02.2018, ceases to be valid.

#### Article 90

This Rulebook shall enter into force within 8 (eight) days of its publication on the noticeboard of the Institute.

Chair of the Board  
Institute for the Protection of Cultural Monuments of the City of Belgrade

Milica Peruničić