

## RULEBOOK OF THE JOURNAL

### Annals of the Institute of Biology – University of Sarajevo (AIBUS)

#### Editorial Guidelines

##### **1. Scope of the Journal**

The *Annals of the Institute of Biology – University of Sarajevo (AIBUS)* is an open-access, peer-reviewed journal publishing contributions in basic biology, applied biological, biotechnical sciences, and biology in education.

##### **2. Editor-in-Chief Term**

The official term of the Editor-in-Chief is four years. The Editor-in-Chief is elected from among the members of the Editorial Board. The number of consecutive terms is not limited.

##### **3. Authority of the Editor-in-Chief**

The Editor-in-Chief is authorized to select, appoint, and dismiss members of the Editorial Board, the Deputy Editor-in-Chief, technical editors, proofreaders, and other assistants.

##### **4. Editorial Board**

For the publication of the *Annals of the Institute of Biology – University of Sarajevo*, the Editor-in-Chief appoints members of the Editorial Board. This Board is coordinated by its President.

##### **5. Editorial Board Membership**

Members of the Editorial Board must be recognized scientists with publications in prestigious international journals.

##### **6. Voluntary Membership**

Membership in the Editorial Board is voluntary and unpaid.

##### **7. Fields of Expertise**

Editorial Board members represent specific scientific fields in biology, as well as related disciplines, including biotechnical and natural-mathematical sciences.

##### **8. Independence of Members**

Members of the Editorial Board serve in their individual capacity and do not act as representatives of the institutions where they are employed.

##### **9. Reviewer Proposals**

Each Editorial Board member, within their field of expertise, independently proposes reviewers or may personally conduct reviews (limited to a maximum of two per year).

##### **10. Reviewer Proposals by Editors**

The Editor-in-Chief and Associate Editors may also propose reviewers.

##### **11. Manuscript Handling**

The core Editorial Board (Editor-in-Chief and Associate Editors) is authorized to receive manuscripts and forward them to Editorial Board members and the President of the Editorial Board for reviewer selection.

##### **12. Roles and Responsibilities**

- **Editor-in-Chief:** Oversees the entire editorial process, makes final decisions on manuscripts, and sets the journal's strategic direction.
- **Associate Editors / Section Editors:** Manage specific subject areas, oversee peer review for assigned manuscripts, and provide preliminary decisions.
- **Editorial Board Members:** Provide expertise across the journal's scope, assist in peer review, suggest reviewers, commission articles, and promote the journal. While advisory in nature, they are actively involved in the journal's operations.

## **Editorial Board Authorship**

### **13. Editorial Board Publications**

- Members of the Editorial Board may publish a maximum of **two papers annually** as authors or co-authors.

### **14. Recusal from Editorial Handling**

- Editorial Board members who are authors or co-authors must **not participate in the editorial process** for their own manuscripts.
- Such manuscripts must be assigned to another editor or a section editor for handling.

### **15. Independent Peer Review**

- Manuscripts authored or co-authored by Editorial Board members must undergo the **same peer review process** as all other submissions.
- At least **two independent reviewers** with no conflict of interest must be selected.
- Reviews should be conducted under a **double-anonymized process** whenever possible.

### **16. Transparency Statement**

- A note may be included in the published article stating:  
*"This manuscript was handled by an independent editor to ensure impartial peer review."*

### **17. Conflict of Interest Declarations**

- Editorial Board members must declare their role in the journal when submitting manuscripts.
- Reviewers and handling editors must also disclose any potential conflicts of interest.

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## **Appointment and Membership**

### **18. Terms of Appointment**

The term of service for Editorial Board members, technical editors, and other appointed staff is not fixed. Continuation depends on performance and contribution to the journal, as assessed by the Editor-in-Chief. All appointed members may resign at their own discretion.

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## **Submission and Publication**

### **19. Submission Fees**

Authors may not request or receive fees for manuscript submission.

### **20. Publication Fees**

Publishing a manuscript in the *Annals of the Institute of Biology – University of Sarajevo* is free of charge.

### **21. Submission Address**

Manuscripts should be submitted to [aibus@pmf.unsa.ba](mailto:aibus@pmf.unsa.ba). The Editor-in-Chief and assistant editors have access to this email account or OJS portal.

### **22. Manuscript Acceptance Procedure**

Articles within the journal's scope will be evaluated by at least two reviewers. Authors will be notified of acceptance, required revisions, or rejection according to the journal's timeline. Editors reserve the right to make minor changes.

Accepted manuscript types include:

- Original article (~3,500 words)
- Review article (~9,000 words)
- Short communication (~2,000 words)
- Letter to the editor

### **23. Review Process**

- All submissions undergo initial screening by the editor. Manuscripts may be rejected without review if outside the journal's scope or of insufficient priority. Authors will be notified within 10 days.
- Manuscripts approved for review are sent to at least two independent reviewers.

- Based on reviewer feedback, the editor decides on acceptance, revision, or rejection.
- If revisions are required, suggestions are forwarded to the authors.
- The review process lasts a maximum of two months, after which authors receive reviewer reports.

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## Ethics and Integrity

### 24. Plagiarism and Ethics

- Manuscripts may be screened using plagiarism detection software.
- Authors must adhere to high standards of publication ethics (see COPE guidelines).
- Unacceptable practices include data falsification, fabrication, plagiarism, duplicate publication without citation, and misappropriation of work.
- Manuscripts published or accepted elsewhere may not be submitted to AIBUS.

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## Open Access and Copyright

### 25. Open Access Model

All contributions are immediately and freely available without cost to users or institutions. Open access applies retroactively to Volumes 1–43.

### 26. Copyright Policy

- From Volume 44 onwards, copyright remains with the authors.
- This aligns with the CC BY 4.0 license.
- Contributions in Volumes 1–43 remain under copyright transferred to the Faculty of Science – University of Sarajevo.

### 27. Licensing

From Volume 44 onwards, all contributions are published under the Creative Commons CC BY 4.0 license. This permits reading, downloading, copying, distributing, printing, searching, linking, remixing, transforming, and building upon articles for lawful purposes, provided proper citation, license link, and indication of changes are included.

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## Digital Infrastructure

### 28. Digital Edition

From Volume 44 onwards, the *Annals of the Institute of Biology – University of Sarajevo* will be published in electronic format and printed form.

### 29. Digital Object Identifier (DOI)

- From Volume 44 onwards, each article is assigned a DOI.
- DOIs appear on the first page of each article, on the journal's website, and in citation files (.txt and .ris).
- DOIs ensure permanent identification and reliable navigation.
- Volumes 1–43 will also be assigned DOIs, available on article webpages and citation files.

### 30. Digital Archive

From Volume 44 onwards, all content will be stored in the digital archive of the University of Sarajevo – Faculty of Science, with future inclusion in international repositories.

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## Author Responsibilities

### 31. Corresponding Author

For manuscripts with multiple authors, one author must be designated as the corresponding author during submission. All communication with the editorial office will be conducted through this author.

### 32. Animal Research

- Experiments must comply with relevant local or national legal requirements.
- Procedures should minimize animal suffering.

- Manuscripts must include procedural details and anesthetics used.
- Behavioral studies must follow ASAB guidelines.
- Manuscripts must adhere to ARRIVE guidelines.
- Ethical approval statements must be included in the *Materials and Methods* section, specifying the approving body, approval number, and date.

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## Peer Review Standards

### 34. Standard Peer Review Process

- **Submission:** Authors submit via the online system or e-mail; manuscripts receive a tracking ID.
- **Initial Screening (Desk Review):** Editor assesses scope, quality, ethics, and originality (including plagiarism check). Unsuitable manuscripts may be desk-rejected.
- **Peer Review:** Typically double-anonymized.
  - 2–3 independent reviewers selected for expertise.
  - Reviewers provide constructive, courteous feedback on rigor, originality, and clarity.
- **Editorial Decision:** Accept, minor/major revision, or reject. Additional reviews may be sought if needed.
- **Revision:** Authors respond point-by-point; manuscripts may be re-reviewed.
- **Final Acceptance and Production:** Corrections, proofs, and publication.
- **Post-Publication:** Options for corrections, retractions, or comments.

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## Additional Policies

### 35. Conflicts of Interest

Must be declared by authors, reviewers, and editors. Recusal applies where necessary.

### 36. Misconduct Handling

COPE flowcharts guide responses to plagiarism, data fabrication, and other misconduct.

Institutions investigate serious cases.

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## Governance

### 37. Amendments to Bylaws

All amendments shall be enacted within the Biology Department. These Bylaws may be amended by the same procedure by which they were adopted. They enter into force immediately upon adoption.

## Adopted Version of the Rules

This supplemented version of the Rules of the Journal Annals of the Institute of Biology –

University of Sarajevo (AIBUS) was adopted at the Council of the Biology Department on [enter

date: 26.01.2026].

**REVIEW FORM**  
**Annals of the Institute of Biology - University of Sarajevo**

Journal Name	Annals of the Institute of Biology - University of Sarajevo			
Manuscript Number				
Title of the Manuscript				
Type of the Article				
Date of Submission	Sent to Reviewers		Date of first Revision	

**EVALUATION OF PAPER**

	Poor	Average	Good	Excellent
Theoretical / Conceptual Framework				
Significance of Research				
Literature Review				
Methodology				
Quality of Data or Findings				
Results and Conclusion				
Readability and Writing Style				
Contribution to the field				

**REVIEWERS COMMENTS**

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**OVERALL EVALUATION**

	Reject	Accept with major Revision and further review	Accept with minor revision without further review	Accept unconditionally
Evaluation				

**REVIEWERS RECOMMENDATIONS ON IMPROVEMENTS AND REVISION**

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**REVIEWER DETAILS**

Name	
Department, University, Country	
Position	
Email	
5-10 Keywords to describe expertise	

**COMPETING INTEREST**

Here reviewer should declare his/her competing interest.  
 If nothing to declare he/she can write "*I declare that I have no competing interest as a reviewer*"

*I declare that I have no competing interest as a reviewer.*

University of Sarajevo-Faculty of Science  
Biology department

Head of the Biology Department:

Prof. Dr. Renata Bešta Gajević

Decision on Appointment of Editors

By decision of the Council of the Biology Department, the following Editors are hereby appointed for the Journal Annals of the Institute of Biology – University of Sarajevo (AIBUS), for mandate of four years:

- Editor-in-Chief (Main and Responsible Editor): Prof. Dr. Samir Đug
- Associate Editor for Microbiology: Prof. Dr. Irma Mahmutović
- Associate Editor for Genetics: Prof. Dr. Aner Mešić
- Associate Editor for Biochemistry and Physiology: Prof. Dr. Muhamed Fočak

This decision enters into force immediately upon adoption.

Date: 26.01.2026.

Head of the Biology Department:

Prof. Dr. Renata Bešta Gajević

