

Ažurirano: 27. 07. 2020.

RDP 02-02/20



Centar za evaluaciju u obrazovanju i nauci

SCIndeks Asistent v.3.1

-Podsetnik-

SR



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Registracija

Registrujte se u tri koraka:

1. Kliknite na dugme „**Registracija**“ na početnoj strani SCIndeks Asistenta (*slika 1.*)

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ASSISTANT is a system for journals online editing and publishing. Supports all activities of editorial management, from creation of a journal page, over article submission, monitoring of the reviewing process, documentation administration, and maintenance of recordkeeping, to making final editorial decisions and publishing volumes on the journal own website.

ASSISTANT allows integration of articles in the Cross-reference system (CrossRef/DOI), as well as prevention of plagiarism (CrossCheck). It also includes various exclusive features designed for automated quality control: assignment of key words based on international thesauri (KwASS), formatting of references in accordance with a chosen citation style (RefFormatter) and detection of omitted citations in the article body and the references list (CiteMatcher).

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2. Popunite sva obavezna polja u formi **Moj profil i Prijava** (*slika 2.*)

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<input type="text"/>	<input type="text"/>
Last Name *	Username *
<input type="text"/>	<input type="text"/>
Affiliation *	Password *
<input type="text"/>	<input type="password"/>
Country *	Repeat password *
<input type="text"/>	<input type="password"/>

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

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3. Označite da ste saglasni sa izjavom o privatnosti, proizvoljno odaberite ponuđene opcije i kliknite na dugme „Registracija“ (Slika 3.)

Napomena: Odabirom prve i druge opcije, korisnik se automatski registruje kao autor i čitalac u časopisu. Odabirom treće opcije, korisnik se registruje i kao recenzent.

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- Yes, I would like to be notified of new publications and announcements.
- Yes, I would like to be contacted with requests to review submissions to this journal.


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Za autore

Prijava novog rukopisa

Da biste započeli sa prijavom rukopisa, kliknite na opciju „**Novi rukopis**“ (slika 4.)

[My Queue](#) [Archives](#) [User notes](#)

[My Assigned](#)  [New Submission](#)

Prijavite rukopis u četiri koraka:

1. Početak

- Odaberite jezik rukopisa (slika 5.)

New Submission

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Language

English ▼ 

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section

▼

Select the appropriate section for this submission (see Sections and Policies in [the Journal](#)).

- Odaberite rubriku / tip dokumenta (slika 6.)

New Submission

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Language

English ▼

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section

▼ 

Select the appropriate section for this submission (see Sections and Policies in [the Journal](#)).

- Označite sve uslove za predaju rukopisa (slika 7.)

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

Rich text editor toolbar with icons for Bold, Italic, Underline, Link, Unlink, Source, Undo, Redo, and Upload. Below the toolbar is a large empty text area for comments.

- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

- o Označite da ste saglasni sa izjavom o privatnosti i kliknite na dugme „Sačuvaj i nastavi” (slika 8.)

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

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- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

→ Save and continue Cancel

2. Polaganje datoteke

- o Odaberite komponentu rukopisa, postavite datoteku i kliknite na dugme „Nastavi” (slika 9.)

1. Upload File 2. Review Details 3. Confirm

Article Component *

Article Text

Drag and drop a file here to begin upload

Upload File

Continue Cancel

- Postavite dopunsku datoteku (sliku, grafikon, izjavu, dokaz o uplati), ukoliko je potrebno, putem opcije „Dodaj drugu datoteku” (slika 10.)

1. Upload File 2. Review Details 3. Confirm

File Added

Add Another File

Complete Cancel

3. Unos metapodataka

- Unesite naslov rada na srpskom i engleskom jeziku (slika 11.)

Prefix	Title *
<input type="text"/>	<input type="text" value="Academic Plagiarism Detection: A Systematic Literature Review"/>
<small>Examples: A. The</small>	<input type="text" value="Otkrivanje akademskog plagijarizma - pregled literature"/>

- Unesite sažetak na srpskom i engleskom jeziku (slika 12.)

Abstract *

This article summarizes the research on computational methods to detect academic plagiarism by systematically reviewing 239 research papers published between 2013 and 2018. To structure the presentation of the research contributions, we propose novel technically oriented typologies for plagiarism prevention and detection efforts, the forms of academic plagiarism, and computational plagiarism detection methods. We show that academic plagiarism detection is a highly active research field. Over the period we review, the field has seen major advances regarding the automated detection of strongly obfuscated and thus hard-to-identify forms of academic plagiarism. These improvements mainly originate from better semantic text analysis methods, the investigation of non-textual content features, and the application of machine learning. We identify a research gap in the lack of methodologically thorough performance evaluations of plagiarism detection systems. Concluding from our analysis, we see the integration of heterogeneous analysis methods for textual and non-textual content features using machine learning as the most promising

Srpski

U radu je prikazano istraživanje u vezi računarskih metoda za otkrivanje akademskog plagijarizma, i to sistematskim pregledom 239 istraživačkih radova objavljenih između 2013. i 2018. godine. Kako bi se na bolji način predstavio doprinos istraživanja, predlažemo nove tehnički orijentisane tipologije za sprečavanje i otkrivanje plagijarizma, oblike akademskog plagijarizma i računске metode za otkrivanja istog. U radu ćemo prikazati da je otkrivanje akademskog plagijarizma visoko kotirana istraživačka tema. U periodu koji analiziramo, uočen je značajan napredak u pogledu automatizovanog otkrivanja teško prepoznatljivog oblika akademskog plagijarizma. Ova poboljšanja uglavnom potiču od boljih semantičkih analiza teksta, istraživanja netekstualnih sadržaja i primene mašinskog učenja. U nedostatku metodološki temeljnih procena performansi sistema za otkrivanje plagijata identifikovan je jaz u istraživanju. Zaključujemo da se vidi integracija heterogenih metoda analize tekstualnih i netekstualnih sadržaja sa korišćenjem mašinskog učenja kao najperspektivnijeg područja za buduće doprinose u istraživanju, a sve u cilju otkrivanja akademskog

- Dodajte koautore (slika 13.)

List of Contributors → Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Milan Milanović	milan.milanovic@ceon.rs	Author	✓	✓

- Unesite ključne reči na srpskom i engleskom jeziku, odvajajući ih enter-om ili zapeatom (slika 14.)

Additional Metadata

Keywords

plagiarism detection × literature review × text-matching software × semantic analysis × machine learning ×

otkrivanje plagijarizma × pregled literature × softver za podudaranje teksta × semantička analiza × mašinsko učenje ×

Srpski

- Unesite reference svaku u novom redu, bez nabiranja i sačuvajte metapodatke (slika 15.)

References

Assad Abbas, Limin Zhang, and Samee U. Khan. 2014. A literature review on the state-of-the-art in patent analysis. *World Pat. Inf.* 37 (2014), 3–13. DOI:10.1016/j.wpi.2013.12.006

Asad Abdi, Norisma Idris, Rasim M. Aliguliyev, and Ramiz M. Aliguliyev. 2015. PDLK: Plagiarism detection using linguistic knowledge. *Expert Syst. Appl.* 42, 22 (2015), 8936–8946. DOI:10.1016/j.eswa.2015.07.048


Samira Abnar, Mostafa Dehghani, Hamed Zamani, and Azadeh Shakery. 2014. Expanded n-grams for semantic text alignment—Notebook for PAN at CLEF 2014. In *Proceedings of the Conference and Labs of the Evaluation Forum and Workshop (CLEF 14)*.

→ Save and continue Cancel

4. Potvrda

- Završite sa prijavom rukopisa klikom na dugme „Završi prijavu rukopisa” (slika 16.)

You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

 **Finish Submission** Cancel

Postavljanje izmenjene verzije za naredni krug recenzije

1. Izmenjenu verziju rukopisa za naredni krug recenzije postavite u blok *Izmenjene verzije* putem opcije „Postavi datoteku” (slika 17.)

Revisions Q Search Upload File

▶  142828-1	Article Text, 26672-izmenjena verzija za drugi krug-142017-1-2-20200520.docx	2020/05/29	Article Text
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Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ Postavljen korigovan rukopis	milan_milanovic 2020/05/29 12:59 PM	-	0	<input type="checkbox"/>

2. Po potrebi, pokrenite diskusiju sa urednikom (slika 18.)

Revisions Q Search Upload File

▶  142828-1	Article Text, 26672-izmenjena verzija za drugi krug-142017-1-2-20200520.docx	2020/05/29	Article Text
--	--	------------	--------------

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ Postavljen korigovan rukopis	milan_milanovic 2020/05/29 12:59 PM	-	0	<input type="checkbox"/>

Diskusija sa lektorom

Kada lektor pošalje lektorisanu verziju vašeg rukopisa na uvid i odobrenje:

1. Kliknite na naziv diskusije kako biste joj pristupili (slika 19.)

Copyediting Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
Za autora na odobrenje 	marija_markovic 2020/06/01 03:55 PM	-	0	<input type="checkbox"/>	


2. Pregledajte lektorisani rukopis i odgovorite lektoru putem opcije „Dodaj poruku” (slika 20.)

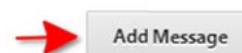


Participants

Jovan Jovanović (jovan_jovanovic)
 Marija Marković (marija_markovic)
 Milan Milanović (milan_milanovic)

Messages

Note	From
Poštovani, Molim Vas za odobrenje lektorisane verzije Vašeg rukopisa...	marija_markovic 2020/06/01 03:55 PM
 marija_markovic, 26672-Tekst rukopisa-143166-lektorisano.docx	



Za glavnog urednika

Radni meni

Moja zaduženja - rukopisi koji se nalaze u uređivačkom postupku.

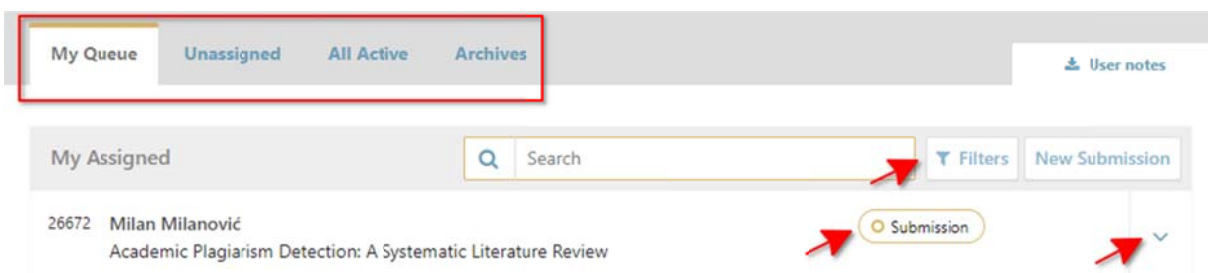
Nedodeljeno - rukopisi podneti časopisu, a kojima treba da se dodeli urednik, u slučajevima kada časopis ima više registrovanih urednika.

Aktivni - svi aktivni i nedodeljeni rukopisi.

Arhiva - odbijeni i publikovani rukopisi.

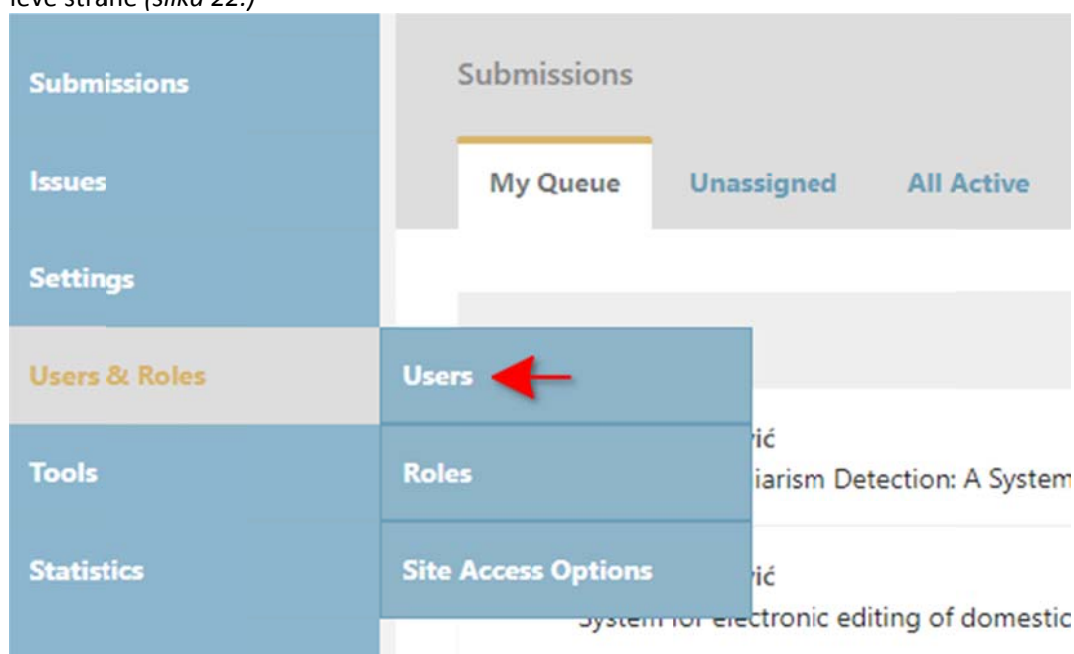
Strelica u desnom okviru – dopunske informacije o rukopisu (statusi, odluke i sl.).

Filteri – pretraga rukopisa na osnovu faza uređivačkog postupka, rubrika časopisa i sl. (slika 21.)



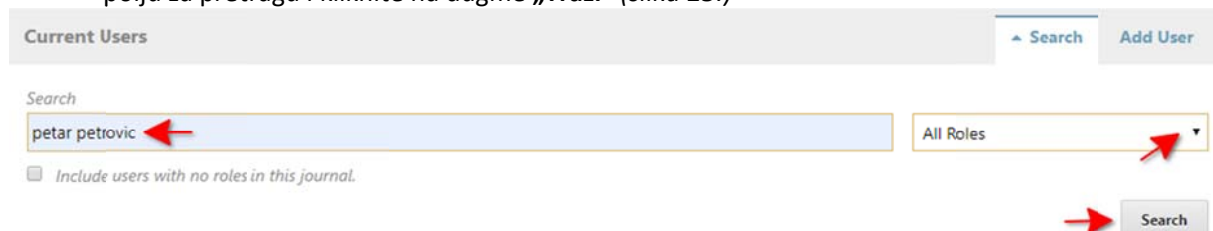
Korisnici i uloge

Pronađite registrovane korisnike klikom na „**Korisnici i uloge / Korisnici**” u okviru upravljačkog menija sa leve strane (slika 22.)



Kliknite na opciju „**Traži**” da biste pronašli:

1. Registrovane korisnike u vašem časopisu
 - Odaberite odgovarajuću ulogu iz padajućeg menija ili ukucajte ime i prezime / mejl adresu u polju za pretragu i kliknite na dugme „**Traži**” (slika 23.)



2. Registrovane korisnike u drugim časopisima

- Ukucajte ime i prezime / mejl adresu u polju za pretragu, označite opciju „Uključi i korisnike bez uloge u ovom časopisu” i kliknite na dugme „Traži” (slika 24.)

Current Users Search Add User

Search

petar petrovic All Roles

Include users with no roles in this journal.

Search

Dodela uredničkog zaduženja

1. Ukoliko časopis ima više od jednog glavnog urednika u sistemu, neophodno je da se rukopisu dodeli urednik koji će da vodi uređivački postupak, putem opcije „Dodeli” u listi učesnika (slika 25.)

Submission User notes Help

Review Copyediting Production

Submission Files Search Upload File

143610-1	milan_milanovic, Academic Plagiarism Detection A Systematic Literature.docx	2020/06/04	Article Text
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Download All Files

Send to Review

Accept and Skip Review

Decline Submission

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Participants Assign

Journal manager

- Petar Petrović

Author

- Milan Milanović

2. Iz padajućeg menija odaberite ulogu „Glavni urednik” ili „Urednik rubrike”, pretražite sve registrovane urednike u vašem časopisu i odaberite odgovarajućeg (slika 26.)



Locate a User

Journal editor



Search User By Name

Search

Name



Marjana Marjanović



Jovan Jovanović

5 of 5 items

Assignment privileges

This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.

Choose a predefined message to use, or fill out the form below.

[jourofsome][ID 26912] Editorial Assignment



- Iz padujećeg menija odaberite unapred pripremljeni obrazac e-pošte „**Dodela uredničkog zaduženja**“ i pošaljite uredniku koji će voditi uređivački postupak (*slika 27.*)



Locate a User

Journal editor



Search User By Name

Search

Name



Marjana Marjanović



Jovan Jovanović

5 of 5 items

Assignment privileges

This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.

Choose a predefined message to use, or fill out the form below.

[jourofsome][ID 26912] Editorial Assignment



Postavljanje izmenjene verzije za recenziju (uklanjanje lične identifikacije iz Worda)

1. Pre nego što pošaljete rukopis na proveru na plagijarizam i recenziju, uklonite ličnu identifikaciju autora iz originalne datoteke
2. Izmenjenu verziju postavite putem opcije „**Postavi datoteku**” u okviru faze – „Pregled“ (slika 28.)

Submission

Review

Copyediting

Production

Submission Files

Search

Upload File



142017-1

milan_milanovic, Academic Plagiarism Detection A

2020/05/20

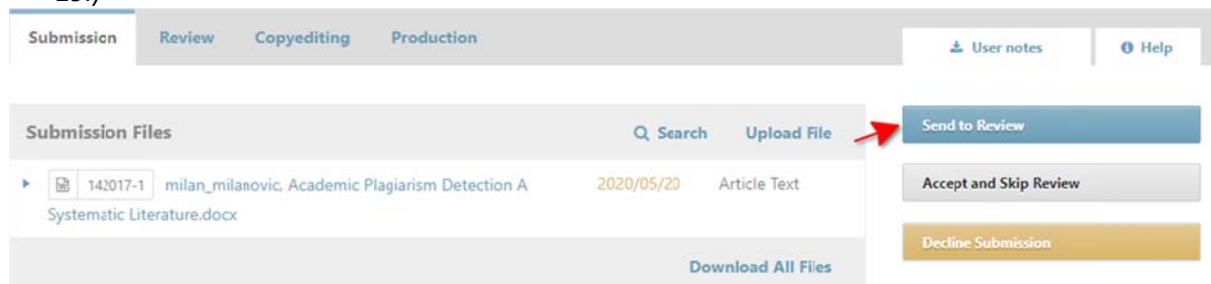
Article Text

Systematic Literature.docx

Recenzija

Postupak provere rukopisa na plagijarizam

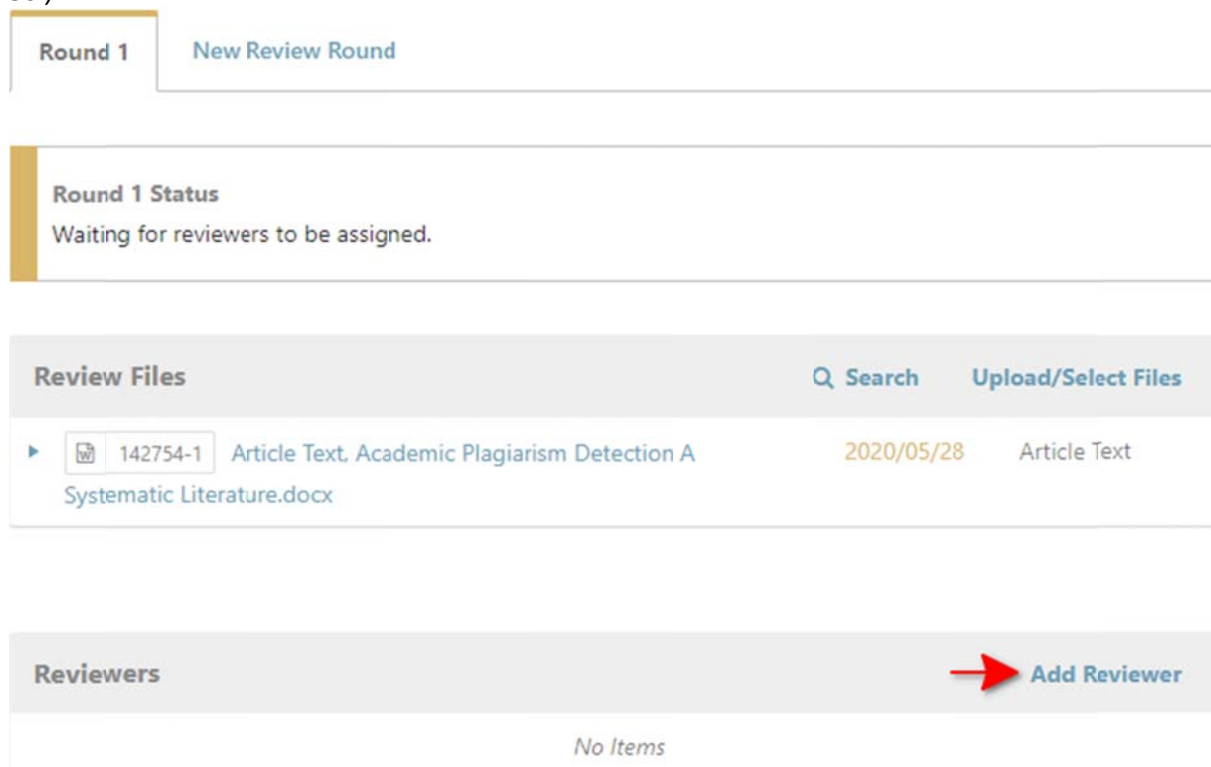
1. U okviru uredničkih odluka u desnom okviru radnog menija, prebacite rukopis u fazu – „Recenzija“ i pokrenite postupak provere rukopisa na plagijarizam klikom na dugme „Pošalji na recenziju“ (slika 29.)



Napomena: Izveštaj o plagijarizmu se dobija u roku od 24 sata.

Dodela recenzenata

Nakon dobijenog izveštaja o plagijarizmu, dodelite recenzente putem opcije „Dodeli recenzenta“ (slika 30.)



Dodelite recenzenta na jedan od tri načina (slika 31.):

1. **„Odaberi recenzenta”** – odaberite i dodelite recenzenta sa spiska registrovanih recenzenata u svom časopisu
2. **„Kreiraj novog recenzenta”** – kreirajte korisnički nalog recenzentu koji nije registrovan u sistemu i dodelite mu/joj recenzentsko zaduženje
3. **„Registruj postojećeg korisnika”** – pretražite bazu već registrovanih recenzenta u sistemu i dodelite mu/joj recenzentsko zaduženje

Otkazivanje recenzenata

Otkazite recenzenta u dva koraka (slika 32.):

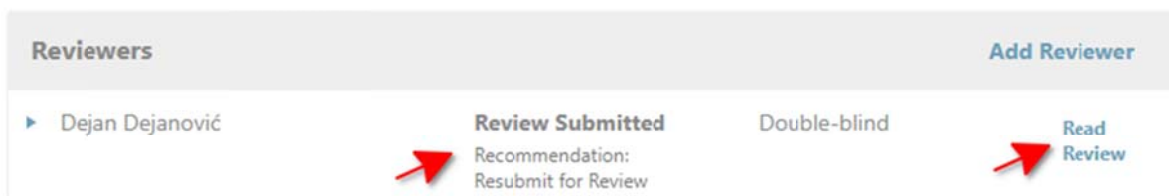
Rating reviewers is obligatory and a condition for making Editors' Decisions. Ratings are not available to the reviewers. They are intended exclusively for the Editorial board in selecting reviewers for new papers, as well as for the Assessment Board in awarding reviewers.

1. Kliknite na plavu strelicu uz ime i prezime recenzenta
2. U okviru podmenija kliknite na opciju **„Otkazi recenzenta”**

Ocena recenzenata

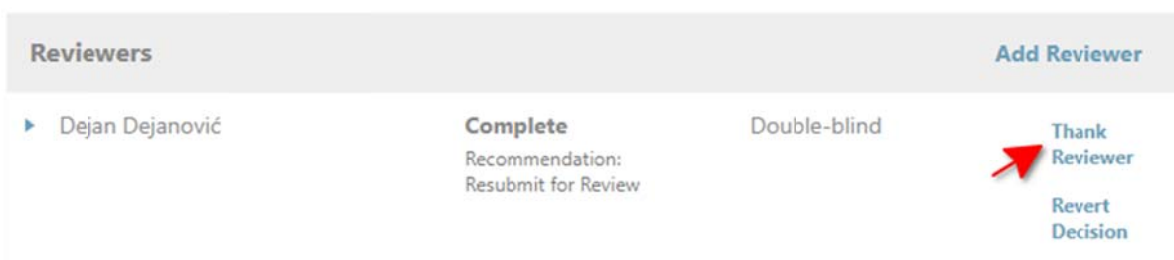
Ocenite recenzenta u tri koraka:

1. Pročitajte recenziju i potvrdite preporuku recenzenta klikom na opciju „**Pročitaj recenziju**” (slika 33.)



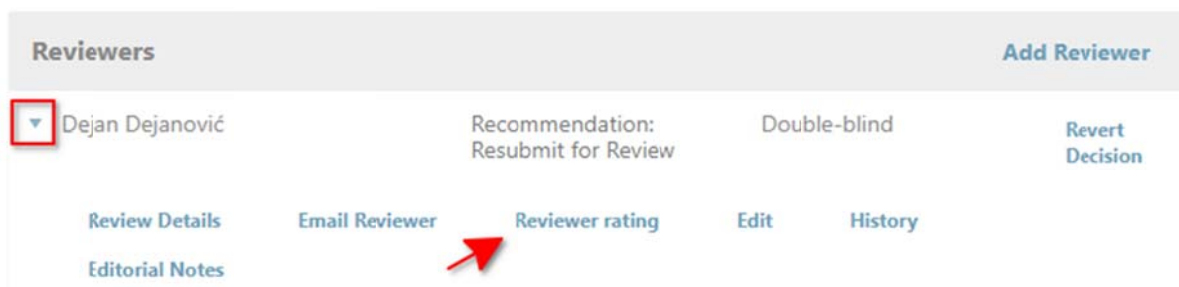
Rating reviewers is obligatory and a condition for making Editors' Decisions. Ratings are not available to the reviewers. They are intended exclusively for the Editorial board in selecting reviewers for new papers, as well as for the Assessment Board in awarding reviewers.

2. Zahvalite recenzentu za izrađenu recenziju putem opcije „**Zahvali recenzentu**” (slika 34.)



Rating reviewers is obligatory and a condition for making Editors' Decisions. Ratings are not available to the reviewers. They are intended exclusively for the Editorial board in selecting reviewers for new papers, as well as for the Assessment Board in awarding reviewers.

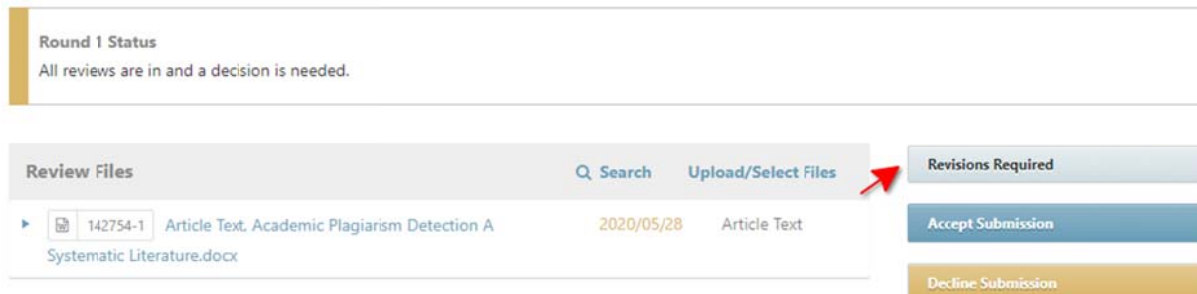
3. Popunite kratak upitnik o kvalitetu recenzije putem opcije „**Ocena recenzenta**” (slika 35.)



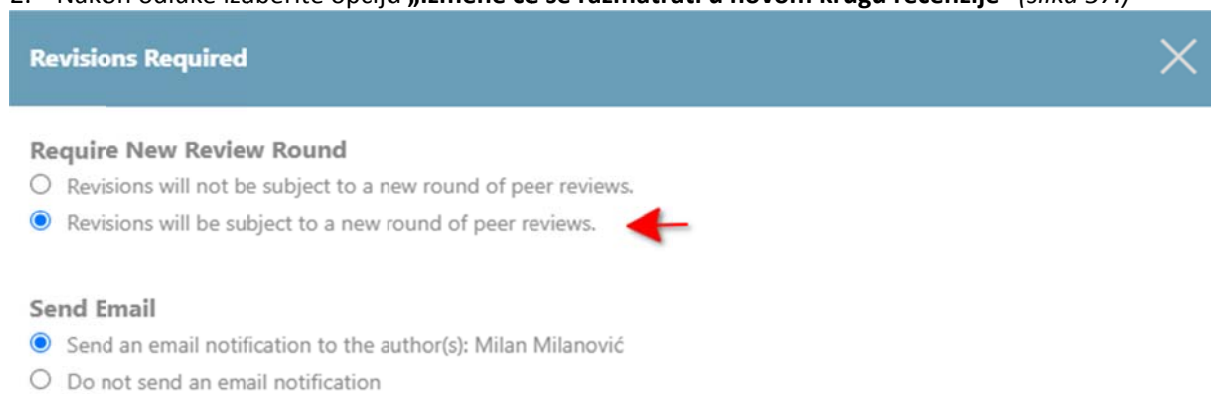
Rating reviewers is obligatory and a condition for making Editors' Decisions. Ratings are not available to the reviewers. They are intended exclusively for the Editorial board in selecting reviewers for new papers, as well as for the Assessment Board in awarding reviewers.

„Objaviti uz predložene izmene“ i pokretanje novog kruga recenzije

1. Da biste pokrenuli novi krug recenzije, potrebno je da kliknete na dugme „**Objaviti uz predložene izmene**“ u okviru uredničkih odluka u desnom okviru radnog menija (slika 36.)



2. Nakon odluke izaberite opciju „**Izmene će se razmatrati u novom krugu recenzije**“ (slika 37.)



3. Uvezite recenzije u telo mejla klikom na opciju „**Uvezi recenzije**“ i odaberite datoteku za autora, ukoliko ju je recenzent postavio (slika 38.)


Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Link, Unlink, Source Code (<>), Undo, Redo, and Upload. The text area contains the following content:

Milan Milanović:

We have reached a decision regarding your submission to Journal of Something, "Academic Plagiarism Detection: A Systematic Literature Review".

Our decision is to: Revision Required

Iovan Iovanović



Select review files to share with the author(s) [Q Search](#) [Upload File](#)

<input type="checkbox"/>	 142754-1 Article Text, Academic Plagiarism Detection A Systematic Literature.docx	2020/05/28	Article Text
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4. Sačuvajte odluku uredništva (slika 39.)

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Link, Unlink, Source Code (<>), Undo, Redo, and Upload. The text area contains the following content:

Milan Milanović:

We have reached a decision regarding your submission to Journal of Something, "Academic Plagiarism Detection: A Systematic Literature Review".

Our decision is to: Revision Required

Iovan Iovanović

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Select review files to share with the author(s) Q Search Upload File

<input type="checkbox"/>	 142754-1 Article Text, Academic Plagiarism Detection A Systematic Literature.docx	2020/05/28	Article Text
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Record Editorial Decision Cancel

5. Kada autor postavi izmenjenu verziju rukopisa pokrenite novi krug recenzije klikom na „**Novi krug recenzije**” (slika 40.)

Round 1 New Review Round

Round 1 Status
Submission has been resubmitted for another review round.

Review Files Q Search Upload/Select Files

<input type="checkbox"/>	 142754-1 Article Text, Academic Plagiarism Detection A Systematic Literature.docx	2020/05/28	Article Text
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6. Odaberite izmenjenu verziju rukopisa i kliknite na dugme „**Pokreni novi krug recenzije**” (slika 41.)

New Review Round



You are about to create a new review round for this submission. Files that have not been used in other review rounds are listed below.

Revisions		Search
	142828-1 Article Text. 26672-izmenjena verzija za drugi krug-142017-1-2-20200520.docx	2020/05/29 Article Text



Create New Review Round

Cancel

7. Dodelite recenzente na jedan od tri načina (*linkovati postupak*).

Donošenje uredničke odluke „Objaviti bez izmena“

1. Ukoliko se rad objavljuje bez izmena nakon prvog kruga recenzije:

- U okviru uredničkih odluka u desnom okviru radnog menija, kliknite na dugme „**Objaviti bez izmena**“ (*slika 42.*)

Round 1 Status
All reviews are in and a decision is needed.

Review Files	Search	Upload/Select Files	Revisions Required
142754-1 Article Text. Academic Plagiarism Detection A Systematic Literature.docx	2020/05/28	Article Text	Accept Submission Decline Submission



- Uvezite recenzije u telo mejla klikom na opciju „**Uvezi recenzije**“
- Odaberite datoteku koja treba da se pošalje u sledeću fazu – „Lektura“ i sačuvajte odluku uredništva (*slika 43.*)

Accept Submission



Select the files you would like to forward to the Copyediting stage.

Submission Files				Search
<input checked="" type="checkbox"/>	142017-1	milan_milanovic, Academic Plagiarism Detection A Systematic Literature.docx	2020/05/20	Article Text

Revisions				Search
<input type="checkbox"/>	142828-1	Article Text, 26672-izmenjena verzija za drugi krug-142017-1-2-20200520.docx	2020/05/29	Article Text



Record Editorial Decision

Previous: Author Notification

Cancel

2. Ukoliko se rad objavljuje bez izmena nakon drugog kruga recenzije:

- Preuzmite autorovu izmenjenu verziju rukopisa i postavite je u blok *Izmenjene verzije* opcijom „Postavi datoteku” (slika 44.)

Review Files		Search	Upload/Select Files
<input type="checkbox"/>	142867-1 Article Text, 26672-Tekst rukopisa-142017-1-2-20200520.docx	2020/05/29	Article Text



Reviewers			Add Reviewer
<input type="checkbox"/> Dejan Dejanović	Recommendation: Accept Submission	Double-blind	Revert Decision

Revisions		Search	Upload File
No Files			



- U okviru uredničkih odluka u desnom okviru radnog menija, kliknite na dugme „**Objaviti bez izmena**” (slika 45.)

Round 1 **Round 2** New Review Round

Round 2 Status
All reviews are in and a decision is needed.

Review Files				Search	Upload/Select Files	Revisions Required
<input type="checkbox"/>	142867-1	Article Text. 26672-Tekst rukopisa-142017-1-2-20200520.docx	2020/05/29	Article Text		<input type="button" value="Accept Submission"/> <input type="button" value="Decline Submission"/>

- Uvezite recenzije u telo mejla klikom na opciju „**Uvezi recenzije**”
- Odaberite datoteku koja treba da se pošalje u sledeću fazu - “Lektura” i sačuvajte odluku uredništva (slika 46.)

Accept Submission ✕

Select the files you would like to forward to the Copyediting stage.

Submission Files				Search
<input type="checkbox"/>	142017-1	milan_milanovic, Academic Plagiarism Detection A Systematic Literature.docx	2020/05/20	Article Text

Revisions				Search
<input checked="" type="checkbox"/>	143138-1	Article Text. 26672-Tekst rukopisa-142867-korekcija-FINAL.docx	2020/06/01	Article Text

Lektura

1. Dodelite lektora putem opcije „**Dodeli**” u listi učesnika (slika 47.)

Copyediting Files

Q Search Upload/Select Files

143166-1	Article Text, 26672-Tekst rukopisa-142867-korekcija-FINAL.docx	2020/06/01	Article Text
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Send to Production

Copyediting Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Participants

Assign

Journal manager

- Petar Petrović

Journal editor

- Jovan Jovanović

Author

- Milan Milanović

2. Iz padajućeg menija odaberite ulogu „Lektor”, pretražite sve registrovane lektore u vašem časopisu i odaberite odgovarajućeg (slika 48.)

Assign Participant

Help X

Locate a User

Copyeditor

Marija

Search User By Name

Search

Name
<input checked="" type="checkbox"/>
Marija Marković

1 of 1 items

Choose a predefined message to use, or fill out the form below.

[jourofosome][ID 26672] Copyediting Request

3. Iz padajućeg menija odaberite unapred pripremljeni obrazac e-pošte „Molba za lekturu” i pošaljite lektoru zahtev za izradu lekture (slika 49.)

Assign Participant Help ✕

Locate a User

Copyeditor ▼ Search User By Name Search

Name
<input checked="" type="radio"/> Marija Marković

1 of 1 items

Choose a predefined message to use, or fill out the form below.

[jourofosome][ID 26672] Copyediting Request ← ▼

Produkcija

1. U fazi - „Lektura” kliknite na dugme „**Pošalji na produkciju**” u okviru uredničkih odluka u desnom okviru radnog menija (slika 50.)

Submission Review Copyediting Production User notes Help

Copyediting Files Search Upload/Select Files Send to Production

<input checked="" type="checkbox"/>	143166-1 Article Text, 26672-Tekst rukopisa-142867-korekcija- FINAL.docx	2020/06/01	Article Text
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Participants Assign

2. Odaberite rukopis za produkciju i sačuvajte odluku uredništva (slika 51.)

Send to Production



Select the files you would like to forward to the Production stage.

Copyediting Files Q Search

<input type="checkbox"/>	143166-1	Article Text, 26672-Tekst rukopisa-142867-korekcija-FINAL.docx	2020/06/01	Article Text
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Copyedited Q Search

<input checked="" type="checkbox"/>	143176-1	marija_markovic, 26672-Tekst rukopisa-143166-konacna lektura.docx	2020/06/01	Article Text
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Record Editorial Decision

Previous: Author Notification

Cancel

Prelom

Pre nego što pošaljete zahtev za izradu preloma grafičkom uredniku, kreirajte budući broj i rasporedite rukopis u isti, kako bi se generisala DOI oznaka.

Prateći korake, pošaljite zahtev za izradu preloma grafičkom uredniku:

1. Dodelite grafičkog urednika putem opcije „Dodeli” u listi učesnika (slika 52.)

Production Ready Files Q Search Upload File

<input checked="" type="checkbox"/>	143183-1	marija_markovic, 26672-Tekst rukopisa-143166-konacna lektura.docx	2020/06/01	Article Text
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Production Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Schedule For Publication

Participants Assign

Journal manager

- Petar Petrović

Journal editor

- Jovan Jovanović

Author

- Milan Milanović

2. Iz padajućeg menija odaberite ulogu „Grafički urednik”, pretražite sve registrovane grafičke urednike u vašem časopisu i odaberite odgovarajućeg (slika 53.)

Assign Participant

Help



Locate a User

Layout Editor



Marko

Search User By Name

Search

Name



Marko Marković

4 of 4 items

Choose a predefined message to use, or fill out the form below.

[jourofosome][ID 26672] Request Galleys

- Iz padujećeg menija odaberite unapred pripremljeni obrazac e-pošte „Molba za prelom” i pošaljite grafičkom uredniku zahtev (slika 54.)

Assign Participant

Help



Locate a User

Layout Editor



Marko

Search User By Name

Search

Name



Marko Marković

4 of 4 items

Choose a predefined message to use, or fill out the form below.

[jourofosome][ID 26672] Request Galleys



Korektura

Nakon što grafički urednik postavi prelom, pošaljite korektoru zahtev za izradu korekture:

1. Dodelite korektora putem opcije „**Dodeli**” u listi učesnika (slika 55.)

Production Ready Files Search Upload File

143183-1	marija_markovic. 26672-Tekst rukopisa-143166-	2020/06/01	Article Text
konacna lektura.docx			

Production Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Participants Assign

Journal manager

- Petar Petrović

Journal editor

- Jovan Jovanović

Author

- Milan Milanović

2. Iz padajućeg menija odaberite ulogu „Korektor”, pretražite sve registrovane korektore u vašem časopisu i odaberite odgovarajućeg (slika 56.)

Assign Participant Help

Locate a User

Proofreader Marjana


Search User By Name

Search

Name
<input checked="" type="radio"/> Marjana Marjanović

3. Pokrenite diskusiju sa korektorom klikom na opciju „**Dodaj diskusiju**” (slika 57.)

Production Ready Files 🔍 Search Upload File

▶  143183-1 marija_markovic, 26672-Tekst rukopisa-143166-
konacna lektura.docx 2020/06/01 Article Text

Production Discussions  [Add discussion](#)

Name	From	Last Reply	Replies	Closed
▶ [jourofsome][ID 26672] Molba za prelom	jovan_jovanovic 2020/06/01 05:17 PM	-	0	<input checked="" type="checkbox"/>

Galleys [Add galley](#)

▶ [PDF](#)

- U okviru diskusije dodajte korektora kao učesnika i postavite prelom koji je podneo grafički urednik radi korekture (*slika 58.*)

Add discussion



Participants

<input type="checkbox"/>	Milan Milanović, Author <milan.milanovic@ceon.rs>
<input type="checkbox"/>	Marko Marković, Layout Editor <marko.markovic@ceon.rs>
<input checked="" type="checkbox"/>	Marjana Marjanović, Proofreader <marjana.marjanovic@ceon.rs>
<input checked="" type="checkbox"/>	Jovan Jovanović, Journal editor <jovan.jovanovic@ceon.rs>
<input type="checkbox"/>	Petar Petrović, Journal manager <petar.petrovic@ceon.rs>

Subject *

Message *

B *I* U Upload

Attached Files

[Search](#) [Upload File](#) [Select Files](#)

5. Konačnu verziju rukopisa za koju je urađen i prelom i korektura postavite u blok *Prelom*, putem opcije „Dodaj / Izmeni datoteku” (slika 59.)

Production Ready Files			Q Search	Upload File
▶	 143183-1 marija_markovic, 26672-Tekst rukopisa-143166-konacna lektura.docx	2020/06/01	Article Text	

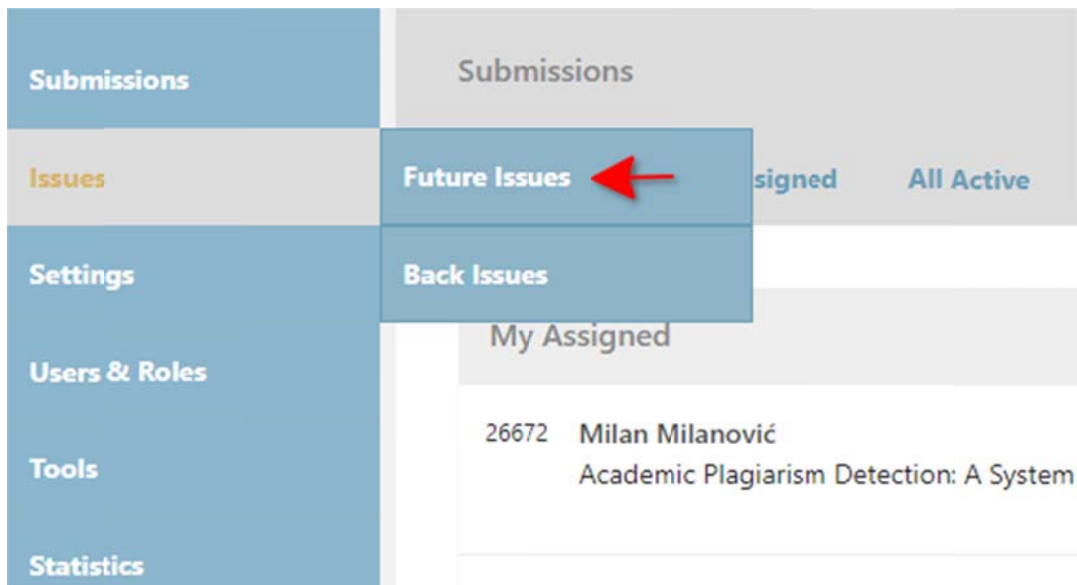
Production Discussions			Order	Add discussion
Name	From	Last Reply	Replies	Closed
▶ [jourofsome][ID 26672] Molba za prelom	jovan_jovanovic 2020/06/01 05:17 PM	-	0	<input checked="" type="checkbox"/>
▶ Molba za korekturu	jovan_jovanovic 2020/06/04 02:38 PM	marjana_marjanovic 2020/06/04 03:18 PM	1	<input checked="" type="checkbox"/>

Galley		Add galley
▼ PDF	Edit Add / Change File Delete	

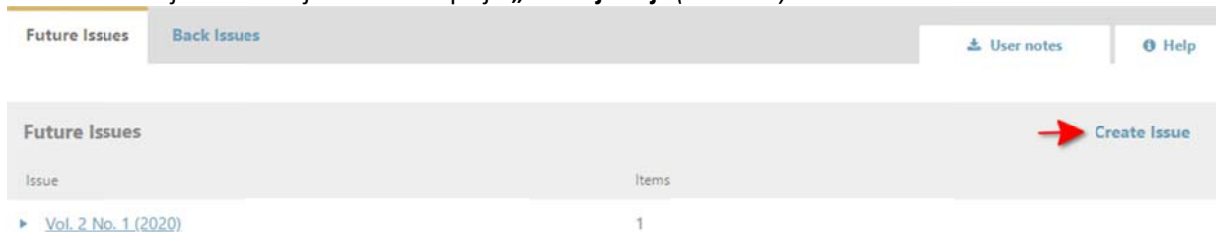
Kreiranje budućeg broja

Prateći korake, kreirajte novi (budući) broj časopisa:

1. U okviru upravljačkog menija sa leve strane kliknite na „**Brojevi / Budući brojevi**” (slika 60.)



2. Kreirajte novi broj klikom na opciju „Kreiraj broj” (slika 61.)



3. Unesite identifikaciju novog broja (slika 62.)


Identification

Volume *Number* *Year*

Title

Volume Number Year Title

Description



Cover image

Drag and drop a file here to begin upload

4. Postavite naslovnicu novog broja (*slika 63.*)

Identification

Volume

Number

Year

Title

Volume Number Year Title

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, code, fullscreen, image upload, and insert. Below the toolbar is a large empty text area.

Cover image

Drag and drop a file here to begin upload 

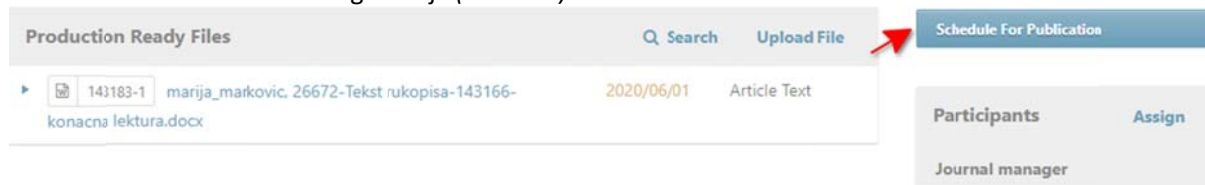
Save

Cancel

Raspoređivanje rukopisa u budući broj i generisanje DOI oznake

Prateći korake, rasporedite rukopis u budući broj:

1. U fazi – „Produkcija” kliknite na dugme „**Planira se objavljivanje**” u okviru uredničkih odluka u desnom okviru radnog menija (*slika 64.*)



Production Ready Files		Search	Upload File	Schedule For Publication
143183-1	marija_markovic, 26672-Tekst rukopisa-143166-konacna lektura.docx	2020/06/01	Article Text	

Participants

Journal manager

2. Iz padajućeg menija odaberite broj u kom planirate objavljivanje rukopisa (*slika 65.*)

Publication ✕

Schedule for publication in

Vol. 2 No. 2 (2020) ▼

*To Be Assigned **

Pages

1-17

Pages

Permissions

Attach the following permissions to the submission:

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3. Unesite paginaciju i sačuvajte izmene (slika 66.)


Publication ✕


Schedule for publication in
Vol. 2 No. 2 (2020) ▼
*To Be Assigned **

Pages
1-17 
Pages

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4. Nakon raspoređivanja rukopisa u budući broj, automatski generisanu DOI oznaku pronađite klikom na **Metapodaci / Identifikatori** (slika 67.)

Submission and Publication Metadata

Submission **Identifiers** **References**

Public URL identifier

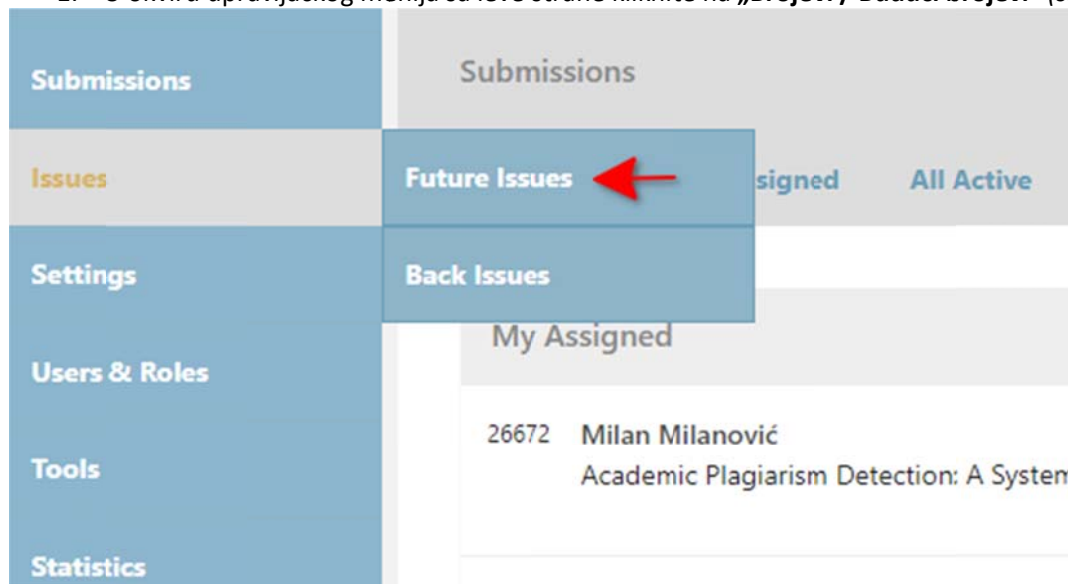
DOI

The DOI is assigned to this article.

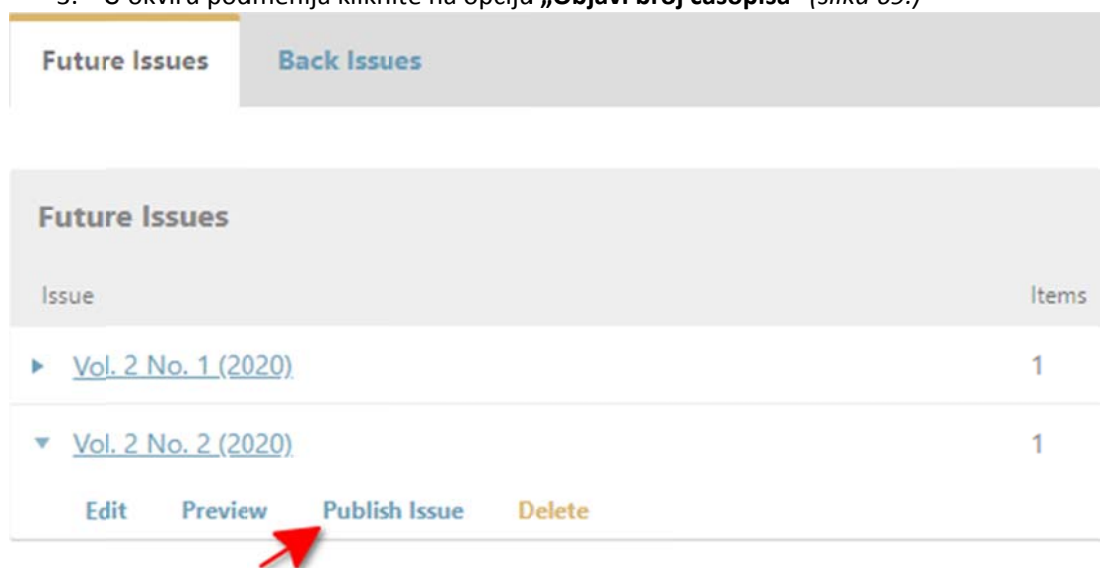
Objavljivanje broja

Prateći korake, objavite kreirani broj časopisa:

1. U okviru upravljačkog menija sa leve strane kliknite na „**Brojevi / Budući brojevi**” (slika 68.)



2. Kliknite na plavu strelicu uz kreirani broj
3. U okviru podmenija kliknite na opciju „**Objavi broj časopisa**” (slika 69.)



Za recenzente

Izradite recenziju u tri koraka:

1. **Zahtev** – odgovorite na zahtev urednika putem opcije „**Izradiću recenziju**” ili „**Nisam u mogućnosti da izradim recenziju**” (slika 70.)

[View All Submission Details](#)

Review Schedule

2020/05/28

Editor's Request

2020/06/18

Response Due Date

2020/06/25

Review Due Date

[About Due Dates](#)

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Accept Review, Continue to Step 2

Decline Review Request

2. **Uputstva** – preuzmite uputstva za recenzente

3. **Datoteka i recenzija (Recenzija rukopisa):**

- Preuzmite rukopis za recenziju sa dodacima, ako postoje
- Unesite komentare za autore i urednika u odgovarajuća polja, odnosno popunite recenzentski obrazac
- Postavite (eventualno) datoteku rukopisa sa svojim komentarima (*slika 71.*)

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files	Q Search	Upload File
No Files		

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
No Items					

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

Submit Review

[Go Back](#)

- Izaberite jednu od preporuka iz padajućeg menija i predajte recenziju uredniku klikom na dugme „Predaj recenziju” (*slika 72.*)

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

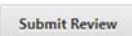
Reviewer Files	Q Search	Upload File
No Files		

Review Discussions	Add discussion			
Name	From	Last Reply	Replies	Closed
No Items				

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.


Choose One 

 [Go Back](#)

Za lektore

Prateći korake, uradite lekturu rukopisa:

1. Preuzmite datoteku za lekturu (slika 73.)


Copyediting Files	Q Search	Upload/Select Files
 143166-1 Article Text, 26672-Tekst rukopisa-142867-korekcija-2020/06/01 Article Text FINAL.docx		

Copyediting Discussions	Add discussion			
Name	From	Last Reply	Replies	Closed
[jourofsome][ID 26672] Molba za lekturu	jovan_jovanovic	-	0	<input type="checkbox"/>
	2020/06/01 03:13 PM			

Copyedited	Q Search	Upload/Select Files
No Files		

- U skladu sa uputstvima, uradite lekturu na svom računaru
- Pokrenite diskusiju sa autorom klikom na opciju „Dodaj diskusiju” (slika 74.)

Copyediting Files [Search](#) [Upload/Select Files](#)

▶	 143166-1	Article Text 26672-Tekst rukopisa-142867-korekcija-FINAL.docx	2020/06/01	Article Text
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Copyediting Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
[jourofsome][ID 26672] Molba za lekturu	jovan_jovanovic 2020/06/01 03:13 PM	-	0	<input type="checkbox"/>

Copyedited [Search](#) [Upload/Select Files](#)

No Files

- U okviru diskusije dodajte autora kao učesnika i postavite lektorisanu datoteku na uvid i odobrenje autoru (slika 75.)

Add discussion



Participants

<input checked="" type="checkbox"/>	Milan Milanović, Author <milan.milanovic@ceon.rs>
<input checked="" type="checkbox"/>	Marija Marković, Copyeditor <marija.markovic@ceon.rs>
<input checked="" type="checkbox"/>	Jovan Jovanović, Journal editor <jovan.jovanovic@ceon.rs>
<input type="checkbox"/>	Petar Petrović, Journal manager <petar.petrovic@ceon.rs>

Subject *

For the author to approve

Message *

  **B** *I* U      Upload 

Dear author,

Approve the copyedited version of your paper, please...

Attached Files

 Search

 Upload File

 Select Files

No Files



5. Postavite konačnu verziju lekture u blok *Lektura* putem opcije „**Postavi/odaberi datoteke**” (slika 76.)

Copyediting Files [Q Search](#) [Upload/Select Files](#)

▶  143166-1 Article Text, 26672-Tekst rukopisa-142867-korekcija-2020/06/01 Article Text
FINAL.docx

Copyediting Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
[jourofosome][ID 26672] Molba za lekturu	jovan_jovanovic 2020/06/01 03:13 PM	-	0	<input type="checkbox"/>
▶ Za autora na odobrenje	marija_markovic 2020/06/01 03:55 PM	milan_milanovic 2020/06/01 04:11 PM	1	<input type="checkbox"/>

Copyedited [Q Search](#) [Upload/Select Files](#)

No Files




Za grafičke urednike

Prateći korake, uradite prelom rukopisa:

1. Preuzmite datoteku za prelom (*slika 77.*)

Production Ready Files Q Search Upload File

▶  143183-1 marija_markovic, 26672-Tekst rukopisa-143166- konacna lektura.docx	2020/06/01	Article Text
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Production Discussions Add discussion

Name	From	Last Reply	Replies	Closed
[jourofsome][ID 26672] Molba za prelom	jovan_jovanovic 2020/06/01 05:17 PM	-	0	<input type="checkbox"/>

Galleys Add galley

No Items

2. Preuzmite DOI oznaku klikom na Metapodaci / Identifikatori (slika 78.)

Submission and Publication Metadata

Submission Identifiers References


Public URL identifier

DOI

10.5937/jourofsome2-26672

The DOI is assigned to this article.

3. Putem opcije „Postavi prelom” postavite prelom na sledeći način (slika 79.):

Production Ready Files		Q Search	Upload File
▶	 143183-1 marija_markovic, 26672-Tekst rukopisa-143166-konacna lektura.docx	2020/06/01	Article Text

Production Discussions				Add discussion
Name	From	Last Reply	Replies	Closed
[jourofsome][ID 26672] Molba za prelom	jovan_jovanovic 2020/06/01 05:17 PM	-	0	<input type="checkbox"/>


Galleys [Add galley](#)

No Items


- Kreirajte oznaku preloma i odaberite jezik (slika 80.)

Create New Galley ✕

Galley Label *




Typically used to identify the file format (e.g. PDF, HTML, etc.). *



Language *

This galley will be available at a separate website.



- kliknite na plavu strelicu uz oznaku preloma i u okviru podmenija postavite datoteku putem opcije „Dodaj / Izmeni datoteku” (slika 81.)

Production Ready Files Q Search Upload File

▶  143183-1 marija_markovic, 26672-Tekst rukopisa-143166-2020/06/01 Article Text
[konacna lektura.docx](#)

Production Discussions Add discussion

Name	From	Last Reply	Replies	Closed
[jourofsome][ID 26672] Molba za prelom	jovan_jovanovic 2020/06/01 05:17 PM	-	0	<input type="checkbox"/>

Galleys Add galley

▼ PDF

Edit Add / Change File Delete




Za korektore

Prateći korake, uradite korekturu rukopisa:


1. Kliknite na naziv diskusije kako biste joj pristupili (*slika 82.*)

Production Ready Files Q Search Upload File

▶  143183-1 marija_markovic, 26672-Tekst rukopisa-143166-2020/06/01 Article Text
[konacna lektura.docx](#)

Production Discussions Add discussion

Name	From	Last Reply	Replies	Closed
Molba za korekturu	jovan_jovanovic 2020/06/04 02:38 PM	-	0	<input type="checkbox"/>



2. Preuzmite datoteku za korekturu, uradite korekturu i postavite konačnu verziju preloma u okviru opcija „Dodaj poruku” i „Postavi datoteku” (slika 83.)


Molba za korekturu ✕

Participants








Jovan Jovanović (jovan_jovanovic)

Marjana Marjanović (marjana_marjanovic)


Messages


Note	From
Molim Vas za korekturu rukopisa...	jovan_jovanovic 2020/06/04 02:38 PM
 jovan_jovanovic, 26672-Tekst rukopisa-143183-1-11-20200601.pdf	

Message *

  **B** *I* U   <>   Upload 

Galley proof attached...|



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