

## PUBLICATION ETHICS AND MALPRACTICE STATEMENT OF «ARTE MEDIEVALE»

«Arte medievale» is a scientific journal that publishes articles submitted to double blind peer-review inspired by the code of ethics of publications developed by COPE: Best Practice Guidelines for Journal Editors. The journal respects the code of ethics set out here. It is necessary that all the parties involved – Directorate, Scientific Committee and Editorial Board, Referees and Authors – know and share the ethical requirements set out below.

### DUTIES OF THE DIRECTORATE, OF THE SCIENTIFIC COMMITTEE, AND OF THE EDITORIAL BOARD

#### *Decisions on publications*

The Directorate of the journal is the only one responsible for the decision whether or not to publish the proposed articles. It will consider the opinion of the referees to take such decision.

#### *Correctness*

The Directorate and the Scientific Committee will evaluate the articles proposed for publication solely on the basis of their scientific content and without any racial, ethnic and religious discrimination, gender, sexual orientation, nationality and political orientation of the authors.

#### *Confidentiality*

The Directorate, the Scientific Committee and the Editorial Board commit to ensuring maximum confidentiality throughout the drafting process. They commit not to disclosing information relating to articles proposed to other persons besides the author, referees and publisher.

#### *Disclosure*

The Directorate, the Scientific Committee and the Editorial Board commit not to using in their own research the contents of an article proposed for publication without the written consent of the author.

### DUTIES OF THE REFEREE

#### *Contribution to the editorial decision*

The double blind peer-review is a scientific evaluation procedure that helps the Directorate and the Scientific Committee to make decisions on the proposed articles and it also allows the author to improve his article on the basis of the indications (methodological, bibliographical, etc.) received.

#### *Respect for the times*

The referee who does not feel adequate for the proposed task or who acknowledges that he cannot carry out the reading on time is required to communicate it promptly to the Editorial Board.

### *Confidentiality*

Each text/content assigned for reading is reserved. These texts should not be discussed with other people without explicit authorization from the Directorate of the journal.

### *Objectivity of evaluation*

Double blind peer-review must be conducted objectively. It is inappropriate to make a personal judgment on the author. Referees are required to adequately justify their judgments, on the basis of the evaluation sheet proposed by the Directorate.

### *Indications of texts*

The referees commit to filling in the evaluation sheet provided by the Editorial Board in all its parts and to indicating precisely the fundamental bibliography that might have been neglected.

The referees must report to the Editorial Board any similarities or overlaps of the text received in reading with other works known to them.

### *Conflict of interest and disclosure*

Confidential information or information obtained during the double blind peer-review must be considered confidential and cannot be used for personal purposes. Referees are required not to accept in reading articles for which there is a conflict of interest with the author, possibly identified despite the anonymization of the text, and/or with its institution.

## DUTIES OF AUTHORS

### *Originality and plagiarism*

The authors are required to submit an original work and to cite all the sources and texts used.

### *Multiple, repetitive and competing publications*

The author must avoid publishing articles that present the same search in multiple publishing locations. It is ethically incorrect and unacceptable to propose the same text to more than one publishing site at the same time, without declaring it.

### *Citation of sources*

The author must always provide the correct indication of the sources and contributions mentioned in the article.

### *Authorship of the work*

The authorship of the work must be correctly attributed and all the people who have contributed to the conception, organization, implementation and reworking of the research at the basis of the article should be indicated as co-authors. In the case of multiple-handed written contributions, the author who sends the text to

the journal undertakes to correctly indicate the names of all the co-authors and their parts. The author is also required to have their approval of the final version of the article and their consent to publication in «Arte medievale».

#### *Conflicts of interest and disclosure*

All authors are responsible for the fact that there are no conflicts of interest which may have influenced the achieved results or the proposed interpretations. The authors must also indicate any funding bodies for the research and/or the project from which the article is developed.

#### *Errors in articles*

When an author identifies in his essay a significant error or inaccuracy, he is required to inform the Editorial Board promptly and to provide all the information necessary so that the corrections can be made before publication, or *errata corrigé* can be inserted in the subsequent issues of the journal.

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