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GUIDELINES FOR PUBLICATION – PUBLICATION ETHICS - MALPRACTICE STATEMENT

AIMS AND SCOPE

Arte Medievale (ISSN: 0393-7267) is an annual scholarly journal owned and funded by Sapienza University of Rome, available in printed format only.

It publishes double-blind peer-review articles on every aspect of medieval art and architecture, according to 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.

GOVERNING BODY

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• Decisions on publications

The Directorate of the journal is the only one responsible for the decision whether to publish the proposed articles. It uses the advice of external referees for these decisions.

Correctness

The Directorate and the Scholarly Committee evaluate articles proposed for publication solely on the basis of their scientific content, without discrimination as to the ethnicity, religion, gender, sexual and political orientation of the authors

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The Directorate, the Scholarly Committee, and the Editorial Board are committed to ensuring the highest degree of confidentiality throughout the evaluation and publication of articles. They also agree not to disclose information to anyone except the authors, referees, and publisher.

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The Directorate, the Scientific Committee, and the Editorial Board undertake not to use in any way in their own research the materials submitted for publication without the explicit consent of the authors.

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The Publisher, the Directorate, the Scientific Committee, and the Editorial Board will ensure that published articles do not contain any form of plagiarism and that the authors have respected all rules related to research accuracy and correctness (see below). To this end, the Editorial Board reserves the right to make use of all software necessary for the recognition of academic plagiarism. In the event that these rules have been broken without this infraction being acknowledged prior to publication, the Editorial Board undertakes to explicitly report the infraction and publish appropriate corrections or apologies in the next issue of the journal.

ARTICLE SUBMISSION AND PEER-REVIEW PROCESS

All articles proposed for publication on *Arte Medievale* must be prepared according to the stylesheet provided on the journal's website and sent to artemedievale@uniroma1.it in order to be evaluated by the Editorial Board.

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Authors should avoid in any way publishing similar articles in different journals, or submitting the same article to multiple journals at the same time.

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

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The authorship of the work must be correctly attributed and all those who have contributed to the conception, organization, realization and re-elaboration of the research at the basis of the article must be indicated as co-authors. In the case of contributions written by more than one author, the author who sends the text to the journal is committed to correctly indicate the names of all co-authors and the parts due to them; it is also required to have their approval of the final version of the article and their consent to the publication in *Arte Medievale*.

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All authors are responsible for ensuring that there are no conflicts of interest that might have affected their results or proposed interpretations. The authors must also indicate the funding bodies, if any, of the research and/or of the project from which the article originates.

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When an author identifies a major error or inaccuracy in his or her essay, he or she must promptly inform the Editorial Board and provide all necessary information so that appropriate corrections can be made before publication, or any errata corrections can be included in subsequent issues of the journal.

DUTIES OF THE REFEREE

• Contribution to the editorial decision

Double blind peer-review is a scientific evaluation procedure that helps the Editors and the Scholarly Committee to make decisions on the proposed articles and also allows the author to improve his contribution on the basis of the indications (methodological, bibliographical, etc.) received.

• Respect for the times

Any referee who does not feel adequate to the proposed task or who recognizes that he/she cannot perform the reading in the required time frame is required to promptly notify the Editorial Board.

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Any text assigned for reading is confidential. Therefore, such texts should not be discussed with any other person without explicit permission from the editors and editorial board of the journal.

• *Objectivity of evaluation*

Double blind peer-review must be conducted objectively. Any personal judgment about the author is inappropriate. The referees must adequately justify their judgments, based on the evaluation form proposed by the Steering Committee.

• Indications of texts

The referees undertake to fill in the evaluation form provided by the Editorial Board in all its parts and to indicate precisely the key bibliography that may have been overlooked by the author. The referees must report to the Editorial Board any similarities or overlapping of the text received in reading with other works known to them.

• Conflict of interest and disclosure

Any information obtained during the double-blind peer-review process must be considered confidential and may not be used for personal purposes. Referees are required not to accept for reading articles for which there is a conflict of interest with the author who may have been identified despite the anonymity of the text and/or with the institution to which he belongs.

Last revision: Rome, 16 March 2022