



## ETHICAL CODE

«Il Santo. Rivista francescana di storia, dottrina, arte» is a scientific peer-reviewed journal with an ethical code inspired to the COPE's Best Practice Guidelines for Journal Editors. Every part involved – authors, editors and referees – recognises and agrees with the guidelines of the Ethical Code.

### DUTIES OF THE EDITORS

#### **Publication decisions**

The managing editor and the editors have to submit every essay to the referees for the evaluation before the ultimate release. The managing editor has the ultimate faculty to release every submitted paper.

#### **Fair play policy**

The editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship or political philosophy of the authors.

#### **Confidentiality**

The managing editor, the editors and the members of the scientific board have to protect the confidentiality of every material submitted to the journal and every communication with the reviewers.

#### **Competing interests**

The managing editor, the editors and every person involved in the team connected to the Review must not use the information about the papers for own essays without clear and written permission from the author.

## **DUTIES OF THE REFEREES**

### **Contribution to Editorial Decisions**

The double-blind peer-review assists the editor in taking editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

### **Proper times**

The referee who feels unqualified to review the research reported in a paper or knows that a prompt review will be impossible should notify in a proper time to the managing editor and decline to participate in the review process.

### **Confidentiality**

Any paper received must be treated as confidential document. Reviewers must not share the informations about the papers with anyone not directly involved as part of editorial board or as expressively named referee.

### **Standards of Objectivity and Originality**

Peer reviews should be conducted objectively. Every referee should be aware of any personal potential bias, taking this into account when reviewing a paper. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments, underlining every mistake and quoting in a detailed way the bibliographical sources eventually omitted from the author. The referee, moreover, has to submit to the managing editor any substantial similarity or overlap between the paper under consideration and any other published paper of which the referee has personal knowledge.

### **Competing interests**

Any private information or suggestion recollected during the peer review has to be considered confidential and can't be used for personal purposes. Reviewers shouldn't agree to review a paper when they have potential conflicts of interest resulting from competitive, collaborative or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

## **DUTIES OF THE AUTHORS**

### **Data Access and Retention**

Authors may be asked to provide the research data supporting their paper for editorial review and/or comply with the open data requirements of the journal. Authors should be ready to provide public access to such data, if practicable, and should be ready to retain such data for a reasonable number of years after publication.

### **Originality and Acknowledgement of Sources**

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately quoted and permission has been obtained where necessary.

### **Multiple, Redundant or Concurrent Publication**

The author should not in general publish manuscripts describing essentially the same research in more than one journal of primary publication. Submitting the same paper to more than one journal concurrently constitutes unethical behavior and is unacceptable.

### **Declaration of Sources**

The author must always declare in a proper and clear way the sources and essays quoted in every paper.

### **Authorship of the Paper**

Authorship should be declared in an unmistakable way. Where there are others who have participated in certain substantive aspects of the paper, they should be recognized in the acknowledgements section. All those who have made substantial contributions should be listed as co-authors. The author should ensure that all appropriate co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

### **Competing interests**

All authors must declare in their work the complete lack of every conflict of interest which could have affected the results achieved. The authors must also disclose all sources of financial support for the conduct of the research and/or preparation of the article.

### **Fundamental errors in published works**

When an author discovers a significant error or inaccuracy in his own published work, it will be the author's obligation to promptly inform the managing editor, cooperating with the editors to retract or correct the paper if deemed necessary by the editor.

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