

## PUBLICATION ETHICS AND MALPRACTICE STATEMENT -*DICHIARAZIONE DI PUBBLICAZIONE ETICA E CORRETTEZZA EDITORIALE*

Publication ethics and malpractice statement of *Rivista di Storia della miniatura*

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“Rivista di Storia della miniatura” 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 Secretariat of Editorial Staff, Referees and Authors - know and share the ethical requirements set out below.

### **Duties of the Directorate of the Scientific Committee and the Editorial Secretariat**

#### *Decisions on publications*

The **D**irector and the **S**cientific **C**ommittee of the journal are the only ones responsible for the decision whether or not to publish the proposed articles. They will consider the opinion of the referees to take such a decision.

#### *Correctness*

The Management 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 Management, the Scientific Committee and the Editorial Secretariat 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 Management, the Scientific Committee and the Editorial Secretariat 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 Management 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 Secretariat.

### *Confidentiality*

Each text/article/content assigned for reading is reserved. These texts should not be discussed with other people without explicit authorization from the Management and Scientific Committee 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 Management and the Scientific Committee.

### *Indications of texts*

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

The referee must report to the editorial board any similarities or overlaps of the text received in reading with other works known to him.

### *Conflict of interest and disclosure*

Confidential information or information obtained during the peer-review double blind process 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 the "Journal of History of illumination".

### *Conflicts of interest and disclosure*

All authors are responsible for the fact that there are no conflicts of interest which may have influenced the results achieved 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 Secretariat promptly and to provide all the information necessary so that the necessary corrections can be made before publication, or correction notes (*errata corrigé*) can be inserted in the subsequent issues of the journal.

### **Duties of the publisher**

L'ERMA di Bretschneider undertakes to ensure that good practice is maintained according to the standards indicated above and to adopt appropriate procedures in the event of ethical or moral complaints, for which the documentation will be properly preserved.

### **Procedures in the Event of Malpractice**

#### 1. Identification of malpractice

Malpractice (including but not limited to: serious errors, situations of conflict of interest, plagiarism) can be identified by anyone but must be brought to the attention of the director, editorial staff or publisher in writing and with the necessary information and/or proof to initiate an internal investigation.

This investigation will be conducted by the director, who may or may not involve L'ERMA di Bretschneider, at his/her discretion, in the event that the report does not directly involve the publishing house. If the report concerns L'ERMA di Bretschneider directly, the publishing house will necessarily be involved.

#### 2. Violations of a minor or major degree

In the event of minor violations concerning the editorial staff, collaborators of the journal or publishing house, an internal investigation will be carried out, providing interested parties with all the documentation on the accusations made against them and giving them the right to respond.

In the event of major violations, the academic and institutional bodies of the interested parties may also be involved, entrusting the examination of the evidence to an external committee of experts.

In the event of violations of the civil order, the director or editorial staff will report to the competent authorities on the matter.

#### 3. Consequences in the event of well-founded accusations

In the event that the perpetrators of the violations are members of the journal, their position within the journal will be revoked, and those responsible will be warned in writing.

In the event that those responsible are authors, the scientific committee or the director may invite them to formally withdraw their contribution or decide to revoke its publication. A formal embargo on future contributions can be imposed on these authors.

On a case by case basis the sending of a formal letter to the department or body to which those responsible for the violation belong will also be evaluated, by which to inform them of the unfair practices conducted by the subject.

In accordance with the Scopus guidelines