PUBLISHING ETHICS

Introduction

Fabrizio Serra editore, with its over 150 international academic journals, is the pre- eminent Italian publisher of leading world-renowned academic journals in the fields of the Humanities and Social Sciences, from the ancient to the contemporary world. Its diverse periodicals on literature, archaeology, philosophy, linguistics, history, law, economics, etc., are all active, peer-reviewed, and hybrid gold open access, available by subscriptions in both print and electronic versions.

Fabrizio Serra editore is an independent, international, and authoritative press whose primary aim is to encourage free scholarly expression and to promote open academic discussion worldwide. Honesty, transparency, and research integrity are the essential principles guiding the publishing process of its journals. Fabrizio Serra editore takes care to ensure a high quality of content, careful and transparent peer-review procedures, and high intellectual and ethical standards, following the guidelines and core practices outlined and constantly strengthened by the Committee on Publication Ethics (COPE) (https://publicationethics.org/), to which reference should be made for more details.

This document summarizes its Publishing Ethics and Malpractice Statement, focusing in particular on the peer-review process, and on the specific responsibilities of the Editors-in-Chief, Authors, and Peer Reviewers. Publisher copyright and licensing policies are specified in the last paragraph. All of this information is also scrupulously noted in the publisher’s website (http://www.libraweb.net/), where this document itself is readable and downloadable from the homepage of each of our journals at the link: http://www.libraweb.net/Documents/CodiceEticoEthicCode.pdf. If you have any question or need any further clarification, please contact the Publisher at the e-mail address fse@libraweb.net

1. Editorial policy and ethical expectations

Peer-review process

Our peer-review process responds to the criteria of rigorousness and clarity in order to guarantee research transparency, which is fundamental to ensure the high-quality scientific standards of our publications. In the homepage of each of our journals, and within the journal itself, it is clearly indicated that the articles are peer-reviewed, and if there are any non-peer reviewed sections and which type of peer-review procedure is adopted (including the method and model of evaluation used). Our Editorial Office and specific editors are willing to provide any further information about it, and can be contacted via the e-mail address indicated in the homepage of each journal.

Every manuscript is expected to meet high standards of academic excellence. The validity and originality of each submission must comply with the aims and scope of the designated journal, as clearly stated and described on the homepage by the named editors of the journal. Additionally, all manuscripts are reviewed by qualified reviewers chosen by the editors from the most knowledgeable researchers and experts on the subject, all of whom are completely independent from the journals’ Scientific or Editorial Boards.

Best practice guidelines for Editors, Reviewers, and Authors and their responsibilities

Editors

Editors are responsible for the excellence and integrity of their publications, as well as for maintaining and monitoring high ethical and academic standards.

Their decision whether or not to publish a text is made fully independently from any external interference, and decided strictly on the basis of the intellectual quality and scientific value of the submitted material. Such decisions should not be affected by any conflict of interest, financial pressure, or political condition, without exception. Editors must make every effort to prevent and will reject submissions containing any possible discrimination based on authors’ gender or sexual orientation, religious or political beliefs, and/or ethnic or geographical origin.

With the assistance of the Scientific and Editorial Board members, Editors must take unceasing care to safeguard these principles of transparency, editorial independence, and best practice for scholarly publications; acting at all times in a balanced, objective, and fair way.

Editors are also committed to supervising and improving the quality of their journals, and to providing reviewers and authors with detailed guidelines which are modified and updated as soon as any new information or change occurs, in order to ensure responsible conduct from all parties.

In case of complaints of an ethical or conflict nature, Editors should be available to adopt and follow reasonable case-by-case clarification procedures, in accordance with the policies of the Publishing House. They should give authors a reasonable opportunity to respond to any complaint. Authors’ responses should be investigated indepen-
dently by the time their articles are accepted by the publication; and the supporting documentation associated with any such dispute should be retained.

Reviewers

The role of reviewers is a fundamental contribution to the decision-making process. It ensures the integrity of published material, and its accordance with and relevance to the aims and scope of the journal. Anonymous to the authors, reviewers have the professional and ethical responsibility to provide objective and unbiased written evaluations of the submitted texts, according to the instructions and format established by the Editors and the Scientific Committee. They should examine the submitted manuscript rigorously, fairly, and in reasonable time, and report whether they accept (with or without corrections) or reject the paper, while also giving the authors constructive explanations and valuable suggestions to improve their research.

Reviewers commit to maintaining the confidentiality of any information supplied by the Editor or the Author, and to not retain or copy the submitted manuscript.

Reviewers should be aware of any potential conflict of interest (such as a financial, institutional, collaborative or other relationship between the reviewer and author) and immediately inform the Editor if one exists. One of their main tasks is to recognise any irresponsible behaviour, fraudulent research, or any other unethical forms of misconduct. In cases of suspected or verified plagiarism (of texts, images, quotations, etc.), manipulation or alteration of previously published works (or just previously submitted elsewhere), or falsification of data or results, reviewers must inform the Editor directly. If the presence of falsified data, irregularities, or any violation, is confirmed, the paper will be immediately rejected. If already published, the paper will be retracted or removed.

Authors

Authors should meticulously follow the submission guidelines given by the Editors, which include not only the referencing and formatting requirements, but also the ethical expectations and authors’ responsibilities during the entire publication process.

Their submitted text should be original and must not be under consideration or already accepted for publication elsewhere. Authorisations and permissions for using or reproducing any material, data, or content from other sources or under copyright, should be requested and obtained by the Authors before submission; these sources should be precisely cited with quotations and specific bibliographical reference.

If the article is accepted for publication, Authors are required to accept the Publisher’s copyright, and licensing terms and conditions (see below) outlined in the Publisher licence agreement to be signed by each author before the proof-reading.

Authors should maintain accurate records of data associated with their submitted manuscript, and supply, or provide access to them upon reasonable request. Where appropriate and where allowed, they should also deposit these data in a suitable repository or storage location, for sharing with other researchers, or for further use.

They should declare any potential conflict of interest, e.g. where the author has a competing interest (real or apparent) that could be considered or viewed as exerting an undue influence on his or her duties at any stage during the publication process. Furthermore, Authors should promptly notify the Editor or Publisher if a significant mistake in their publication is identified, and should cooperate with them to publish an erratum, addendum, or corrigendum notice; or retract the paper, where this is deemed necessary.

Authorship is clearly stated in the first page of each article. In the quite rare cases of co-authorship, the name of each author is listed, and the section for which each author is responsible is noted. If any, the corresponding author is specified too.

Publisher

Fabrizio Serra editore shall ensure that good practices are maintained to the exacting standards outlined above.

The publisher does not charge Authors for the processing of the manuscript and/or the publication of the articles accepted by the journal.

2. Procedures for dealing with unethical behaviour

Identification of unethical behaviour

Misconduct and unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone. It may include, but need not be limited to, examples as outlined above.

Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached.
Investigation

An initial decision should be taken by the editor, who should consult with or seek advice from the publisher, if appropriate. Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

Minor breaches

Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

Serious breaches

Serious misconduct might require that the employers of the accused be notified. The editor, in consultation with the publisher should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.

Outcomes

(in increasing order of severity; may be applied separately or in conjunction)

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
- A more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future behaviour.
- Publication of a formal notice detailing the misconduct.
- Publication of an editorial detailing the misconduct.
- A formal letter to the head of the author’s or reviewer’s department or funding agency.
- Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer’s department, Abstracting & Indexing services and the readership of the publication.
- Imposition of a formal embargo on contributions from an individual for a defined period.
- Reporting the case and outcome to a professional organization or higher authority for further investigation and action.

Copyright and licensing information

Our copyright policy is clearly declared in our website at the link http://www.libraweb.net/openaccess.php

Each author is the sole owner of the literary and scientific rights of his work, and can, immediately after the publication, freely share his manuscript in open access, on websites or online archives or repositories in its preprint version originally delivered for publication.

Each author receives the final PDF of his work in the published version free of charge from Fabrizio Serra editore, for personal use only. This final PDF, copyrighted as the other PDF versions used in the various proofreading stages, is owned by the Publisher as it has been processed, edited and produced by Fabrizio Serra editore, in order to be used exclusively in its own printed and online publications, and cannot, in whole or in part, be freely shared in open access, on websites or online archives or repositories, without the written permission of the publisher. Licensing terms and conditions and copyright holder name are specified on both the drafts and on the final PDF.

Last update, March 2022
1. Aspettative di comportamento

**Responsabilità del direttore**
- Agire in modo equilibrato, obiettivo ed equo nello svolgimento dei compiti previsti, senza discriminazioni fondate sul genere, sull’orientamento sessuale, sulle convinzioni religiose o politiche, sull’origine etnica o geografica degli autori.
- Gestire le consegne per supplementi finanziati o numeri speciali allo stesso modo delle altre consegne, così che gli articoli vengano considerati e accettati unicamente per il loro merito accademico e senza influenza commerciale.
- Adottare e seguire procedure ragionevoli in caso di reclami di natura etica o di disaccordo, in conformità con le politiche e le procedure dell’editore, ove appropriato. Offrire agli autori una ragionevole opportunità di rispondere a eventuali reclami. Tutti i reclami devono essere esaminati indipendentemente dall’approvazione della pubblicazione originale. La documentazione associata a tali reclami deve essere conservata.

**Responsabilità dei revisori**
- Contribuire al processo decisionale e collaborare per migliorare la qualità del documento pubblicato, rivedendo il dattiloscritto in modo obiettivo in tempi ragionevoli.
- Mantenere la riservatezza di qualsiasi informazione fornita dal direttore o dall’autore. Non conservare o copiare il dattiloscritto.
- Avvisare il direttore di qualsiasi contenuto pubblicato o consegnato che sia sensibilmente simile a quello in esame.
- Essere consapevole di potenziali conflitti di interesse (finanziari, istituzionali, collaborativi o altri rapporti tra il revisore e l’autore) e avvisare il direttore di questi ultimi, se necessario revocando il proprio servizio per quel dattiloscritto.

**Responsabilità degli autori**
- Conservare un’accurata registrazione dei dati associati al dattiloscritto consegnato e fornire o procurare l’accesso a tali dati, su ragionevole richiesta. Laddove appropriato e laddove consentito dal datore di lavoro, dall’ente di finanziamento e da altri soggetti che potrebbero avere un interesse, depositare i dati in un archivio o deposito idonei per la condivisione e l’ulteriore utilizzo da parte di altri.
- Confermare/assicurare che il dattiloscritto come consegnato non è in valutazione o già accettato altrove per la pubblicazione. Laddove parti del contenuto coincidano con contenuti già pubblicati o consegnati, riconoscere e citare tali fonti. Inoltre, fornire al direttore una copia di qualsiasi dattiloscritto consegnato che potrebbe contenere contenuti coincidenti o strettamente correlati.
- Confermare che tutto il lavoro nel dattiloscritto consegnato è originale e riconoscere e citare il contenuto riprodotto da altre fonti. Acquisire il permesso di riprodurre qualsiasi contenuto da altre fonti.
- Dichiarare qualiasi potenziale conflitto di interessi (ad esempio se il direttore ha un interesse concorrente (reale o apparente) che potrebbe essere considerato o interpretato come esercitante un’indebita influenza sulle proprie funzioni in qualsiasi fase del processo di pubblicazione).
Informare tempestivamente il direttore della rivista o l’editore se viene individuato un errore significativo nella loro pubblicazione. Collaborare con il direttore e l’editore per pubblicare una nota di addenda e corregenda o ritirare il documento, laddove ciò sia ritenuto necessario.

Responsabilità dell’editore

Fabrizio Serra editore garantisce che la buona pratica sia mantenuta agli standard sopra indicati.

2. Procedure riguardanti un comportamento non etico

Identificazione di un comportamento non etico

– Una cattiva condotta e un comportamento non etico possono essere identificati e portati all’attenzione del direttore e dell’editore in qualsiasi momento, da parte di chiunque.
– Una cattiva condotta e un comportamento non etico possono includere gli esempi descritti sopra, ma non devono essere limitati ad essi.
– Chiunque informi il direttore o l’editore di tale condotta deve fornire sufficienti informazioni e prove per consentire l’avvio di un’inchiesta. Tutte le accuse devono essere prese seriamente e trattate allo stesso modo, finché non si raggiungerà una decisione o una conclusione efficace.

Inchiesta

– Una prima decisione deve essere presa dal direttore che, ove opportuno, deve consultarsi o chiedere consiglio all’editore.
– Devono essere raccolte prove, evitando la diffusione di qualsiasi accusa oltre a coloro che devono sapere.

Violazioni minori

– Una minore cattiva condotta potrebbe essere affrontata senza la necessità di una più ampia consulenza. In ogni caso, all’autore deve essere data l’opportunità di rispondere a qualsiasi accusa.

Violazioni gravi

– Una grave condotta scorretta potrebbe esigere che vengano informati i datori di lavoro. Il direttore, d’accordo con l’editore, deve decidere se coinvolgere o meno i datori di lavoro, esaminando da sé le prove disponibili o consultandosi ulteriormente con un numero limitato di esperti.

Conseguenze

(in ordine crescente di gravità; da potersi mettere in pratica separatamente o congiuntamente)
– Informare o dare istruzioni all’autore o al revisore laddove sembri che vi siano malintesi o un’erronea applicazione di standard accettabili.
– Una lettera duramente indirizzata all’autore o al revisore che ricopre una cattiva condotta e come avvertimento per il comportamento futuro.
– Pubblicazione di un avviso formale in cui viene specificata la cattiva condotta.
– Pubblicazione di un editoriale che specifica la cattiva condotta.
– Una lettera formale al capo del dipartimento dell’autore o del revisore o dell’ente di finanziamento.
– Formale ritiro o revoca di una pubblicazione dalla rivista e immediata comunicazione al capo del dipartimento del-l’autore o del revisore.
– Imposizione di un embargo formale sui contributi di una persona per un periodo stabilito.
– Segnalazione del caso e delle conseguenze a un’organizzazione professionale o a un’autorità superiore per ulteriori indagini e azioni.

* L’editore non addebita agli autori commissioni per l’elaborazione del manoscritto e/o la pubblicazione degli articoli accettati nella rivista.

Ultima revisione, Marzo 2022