

# INVIGILATA LUCERNIS

## CODE OF ETHICS

Invigilata Lucernis is double-blind peer reviewed scientific journal that respects the following ethical code, based on the *COPE's Best Practice Guidelines for Journal Editors* and accepted by all those involved (the chief editor, assistant editor, editorial board, referees and authors).

### DUTIES OF THE EDITORS

#### *Decisioni sulla pubblicazione*

The chief editor, the Scientific committee, and the members of the Editorial Committee are responsible for deciding whether or not to publish contributions in the Journal. The editors may consult with the referees for such decisions. They are also bounded with the policies of non-discrimination , copyright violation, and plagiarism.

#### *Policy of non-discrimination*

The chief editor, assistant editor, editorial board and referees evaluate contributions on the basis of their content without discrimination of race, gender, sexual orientation, religion, ethnic origin, citizenship, or political orientation of the authors.

#### *Confidentiality*

The chief editor, assistant editor, editorial board and referees are bound not to reveal information on the contributions to be published to other persons who are not the referees or the chief editor or assistant editor.

#### *Conflict of interest and publishing*

The chief editor, assistant editor, editorial board and referees must not use the contents of the essays for their personal studies, without a written authorization by the Author.

#### *Anonymity*

The chief editor, assistant editor, and editorial board must not reveal the identity of the referees to the author, or the identity of the author to the referees.

### DUTIES OF REFEREES

#### *Contributing to editorial decisions*

Peer-reviewing is a procedure that is of vital importance in allowing the chief editor, assistant editor, editorial board and referees to make decisions concerning the contributions to be published and offers authors the opportunity to improve and enrich their contributions.

#### *Respecting time limits*

A referee who does not feel up to evaluating the proposed contribution or who is unable to respect the deadline required for refereeing must inform the chief editor as soon as possible.

#### *Confidentiality*

Referees pledge not to discuss the contribution they are required to review with other persons, except in cases of explicit authorization from the chief editor.

#### *Objectiveness*

Referees must carry out their peer-review objectively and must provide adequate grounds for their evaluation.

### *Indicating bibliographical references*

Referees must provide the bibliographical references of fundamental works that may not have been mentioned by the author.

### *Similarities between contributions*

Referees must inform the chief editor if there are similarities between the contribution being reviewed and other publications known to the referees.

### *Conflict of interest and divulgation*

Referees must consider as confidential all information gleaned during the peer-review process. Referees are also required not to accept peer-review contributions where there may be a conflict of interest due to previous relationships of collaboration or competition with the author and/or the institution to which the author belongs.

## **DUTIES OF AUTHORS**

### *Responsibility for content*

The author is the only person responsible for the content of his or her publication.

### *Originality and plagiarism*

The author pledges to have written an original work in all of its parts and to have cited all the scientific publications used in that contribution.

### *Citing sources*

Authors must indicate correctly the bibliographical references mentioned in the contribution and pledges that they will obtain the authorizations necessary to reproduce such sources if need be.

### *Authorship of the contribution*

The author must explicitly indicate the names of all the persons that have helped significantly in the exploration, organization, and realization of the research on which the contribution is based.

If the contribution is written by more than one author, the author who sends the text to the chief editor must guarantee that there is the consent of the coauthors to publish the contribution in the journal.

### *Errors in published articles*

Should authors become aware of an error or of a major inaccuracy in the contribution that has already been published, they must inform the chief editor immediately and provide all the necessary information so that the correction can be made.