

## **Ethical code**

### ***“Archivio Glottologico Italiano”***

*Archivio Glottologico Italiano* is a peer-reviewed scientific journal based on the ethical code developed by COPE, Committee on Publication Ethics, Best Practice Guidelines for Journal Editors. (link: <http://publicationethics.org/resources/guidelines>)

#### **Publisher’s duties**

The Publisher supplies the journal with the relevant resources and the guidance of experts (e.g. graphics, legal consultation and so on), so that it may perform its role professionally and increase the quality of the journal.

The Publisher has a written contract that defines his relationship with the owner of the journal and/or the Editorial Board. The terms of the aforementioned contract follow the Code of Conduct developed by COPE with reference to the publishers of scientific journals.

Relations between the Editors, the Editorial Board and the Publisher must be solidly grounded on the principle of editorial independence.

#### **Editor’s duties**

The Editors and the Editorial Board of the *Archivio Glottologico Italiano* bear sole responsibility for the decision to publish articles submitted to the journal. In their decisions, they follow the guidelines of the journal.

Papers presented to the journal are subject to double-blind peer review. Their acceptance for publication depends on possible changes requested by the reviewers and/or the Editorial Board, and on the final approval of the Editorial Board.

The Editors and Editorial Board are obliged to evaluate the manuscripts on their scientific content, with no reference to the gender, sexual orientation, religious beliefs, ethnic origin, citizenship, scientific approach, academic affiliation or political views of the Authors.

If the Editorial Board notes or is informed of any mistake or imprecision, conflict of interest or plagiarism concerning any published paper, it will promptly inform the Author and the Publisher, and will take the action necessary to clarify the situation, and if need be it will withdraw the paper or publish a disclaimer.

#### **Authors’ duties**

When submitting a paper to the journal, Authors are to follow the “Instruction to Contributors” guidelines uploaded on the web site of the journal.

Authors are required to declare that their manuscripts are original in all of their parts and that the all the sources employed are duly and explicitly quoted. If the works or the words of others are used, they must be appropriately paraphrased or literally quoted.

The authorship of any article must be correctly attributed, and all those who have made a significant contribution to the origination, organisation, realisation and further elaboration of the research that is at the basis of the article proposed for publication must be explicitly referred to as co-authors.

All Authors are required to declare explicitly that they have no conflict of interest that could affect the results obtained or the interpretation proposed. Authors must also specify any financial bodies that supported the research and/or project that is at the basis of the article proposed for publication.

Manuscripts under assessment cannot be presented for publication to other journals, nor can they be published in any other form.

When an Author finds a significant mistake or imprecision in his published paper, he must inform the Editorial Board and supply all the relevant information required to make the necessary corrections.

The research methods of original works are subject to pre-approval of the Ethics Committee to which the Authors are linked, and the research must be conducted following ethical standards that comply specifically with the Helsinki Declaration.

### **Reviewers' duties**

Through the double-blind peer-review process, reviewers assist the Editorial Board in its decisions regarding the publication of papers submitted to the journal, and they may suggest corrections and changes intended to improve the quality of the contributions submitted.

Should they feel unqualified for the required task or if they are aware that they cannot complete the task in the time available, they must promptly inform the Editorial Board.

Any text subject to review is considered confidential. Consequently, such texts cannot be discussed with anybody without explicit authorisation from the Editors.

Reviews must be objective. Reviewers are required to provide proper justification for their judgements, and to follow the guidelines supplied by the Editorial Board of the journal (see the document "instructions for reviewers"), which will be sent along with the manuscript to be reviewed.

Reviewers are obliged to report to the Editorial Board any possible resemblance or overlapping between the text subject to review and any other work they are aware of.

All information or indications obtained during the review process are strictly confidential and cannot be used for any other purpose. Reviewers cannot accept for review articles that may give rise to a conflict of interest due to the presence of former relations of co-operation or competition with the Author or with the institution to which he belongs.