

ETHICAL CODE
«ARTE LOMBARDA»

«Arte Lombarda», a scientific journal published by Vita e Pensiero for the Università Cattolica del Sacro Cuore, follows the evaluation system «double blind peer-review». Its code of ethics, explained below, is set following the COPE guidelines: Best Practice Guidelines for Journal Editors. All parts of the staff involved – Management (Director), Scientific Committee, Editorial Staff, Referees and Authors – must know and share the ethical requirements.

DUTIES OF THE MANAGEMENT, THE SCIENTIFIC COMMITTEE AND THE EDITORIAL STAFF

Decisions on publications

The Management and the Scientific Committee of «Arte Lombarda » are solely responsible for the decision to publish or reject proposed articles. To take this decision, they make use of the opinion obtained from external referees with double blind peer-review procedure.

Correctness

The Management and the Scientific Committee evaluate the articles proposed for publication based on their scientific content and without any discrimination based on race, ethnicity, religion, gender, sexual orientation, citizenship or political orientation of the authors.

Confidentiality and use

The Management, the Scientific Committee and the Editorial Staff undertake to guarantee maximum confidentiality during the entire evaluation and editorial process, by not disclosing information relating to the proposed articles to other people in addition to the author, the referees and the publisher.

The Management, the Scientific Committee, the Editorial Staff and all the people who for various reasons know the contents of the articles submitted for publication undertake not to use them in their own researches without the written consent of the Author.

DUTIES OF THE REFEREES

Contribution to the editorial decision

The double blind peer-review is a scientific evaluation procedure which helps the Management and the Scientific Committee to take decisions on the proposed articles and also allows the author to improve her/his own contribution on the basis of the received comments.

Respect of the times

The referee who does not feel her/himself appropriate to the proposed task or who recognizes that she/he cannot carry out the reading within the required time frame is required to promptly communicate it to the Management.

Confidentiality

Any article assigned for reading is confidential, so it cannot be discussed with other people without explicit authorization from the Management.

Objectivity of the evaluation

The double blind peer-review has to be conducted objectively. Any personal judgment on the author is inappropriate. The referees are required to adequately motivate their judgments through the procedure proposed by the Management.

Scope of the review

The referees undertake to indicate any bibliographical data about fundamental works that may have been omitted by the author. They also have to report to Editorial Staff any similarities or overlaps of the received article with other works known to them and give an overall judgment on the article.

Conflict of interest and use of information

Confidential information obtained during the double blind peer-review process are confidential and cannot be used for personal purposes. The referees are required not to review articles in case of a conflict of interest with the author (identified despite the anonymity) and/or with his institution.

DUTIES OF THE AUTHORS

Originality and plagiarism

Authors are required to submit unpublished and original works. Authors must have the rights for publication of the article, including the images, in compliance with copyright law and any third party rights.

Multiple, repetitive and/or concurrent publications

The articles submitted cannot be submitted to others for publication or have already been published in any way.

Citation of sources

The author has to provide the correct indication of the sources and contributions mentioned in the article, including images.

Authorship of the work

The authorship of the work has to be correctly attributed and all contributors has to be mentioned as co-authors. In the case of multi-hand written contributions, the author submitting the article undertakes to correctly indicate the names of all the co-authors and to provide their consent to publication on «Arte Lombarda».

Conflicts of interest and sponsorship

Authors represent and warrant that there are no conflicts of interest related to the proposed interpretations. Any funders of the research and/or project from which the article comes has to be mentioned by Authors.

Errors in published articles

Any errors or inaccuracy in the article identified by the Author has to be promptly reported to the Editorial Staff, providing the necessary information to allow corrections before publication or, at Management's judgement, the *errata corrigé* in subsequent issues of the journal.