

Il castello di Elsinore

Publishing Ethics

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Introduction

Il castello di Elsinore is committed to the highest publication standards. The prevention of publication malpractice is one of the important responsibilities of the editorial board. This document describes “Il castello di Elsinore”'s policies for ensuring the ethical treatment of all participants in the peer review and publication process. Reviewers and Authors are encouraged to study these guidelines and address any questions or concerns to the Editorial team (redazione@ilcastellodielsinore.it).

These guidelines apply to all manuscripts submitted to “Il castello di Elsinore”, and may be revised at any time by the Editor-in-Chief and the Board. The following duties outlined for editors, authors, and reviewers are based on the Code of Conduct and the Best Practice Guidelines for Journal Editors.

Research integrity

We strongly believe that good research practices are based on fundamental principles of research integrity. They guide researchers in their work as well as in their engagement with the practical, ethical and intellectual challenges inherent in research. These principles are:

- Reliability in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources.
- Honesty in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way.
- Respect for colleagues, research participants, society, ecosystems, cultural heritage and the environment.
- Accountability for the research from idea to publication, for its management and organisation, for training, supervision and mentoring, and for its wider impacts.

Peer Review

Reviewer selection for each article submitted is up to the editors and takes into account reviewers' experience, competence, suggestions by authors or different editors, and a previous experience in reviewing papers for “Il castello di Elsinore”.

Every proposal submitted for publication is read at least by an editor, for an initial review. If the paper agrees with editorial policies and with a minimum quality level, is sent to **two reviewers** for evaluation. “Il castello di Elsinore” uses a **double blind peer review**.

The review process aims to provide authors with a competent opinion on their paper. A review should give authors suggestions, if needed, on how to improve their papers.

A scientific journal is a collective work that involves the effort of several different figures. The correctness of each of them is necessary for respecting the high scientific and ethical standards of the journal. In the following section, we explain in detail all the editors', authors' and reviewers' duties.

Duties of Editor in Chief (Editor) and Co-Scientific Directors

Editor/Co-Scientific Directors are responsible for the content of the journal and for ensuring the integrity of all work that is published in it.

- *Publication Decisions*: The Editor/Co-Scientific Directors have the right to make the final decision on whether to accept or reject a manuscript with reference to the significance, originality, and clarity of the manuscript and its relevance to the journal.
- *Review of Manuscripts*: “Il castello di Elsinore” follows a double-blind review process, whereby Authors do not know Reviewers and vice versa. The Editor/Co-Scientific Directors are responsible for securing timely, independent and anonymous peer review from suitably qualified reviewers who have no disqualifying competing interests, of all manuscripts submitted to the journal. The Editor/Co-Scientific Directors are responsible for ensuring that the journal has access to an adequate number of competent reviewers. Reviewers will be acknowledged by the journal at the end of each year. Reviewers' list is public, on the journal website.
- *Fair Review*: The Editor/Co-Scientific Directors and their editorial staff must ensure that each manuscript received by “Il castello di Elsinore” is reviewed for its intellectual content without regard to sex, gender, race, religion, citizenship, etc. of the authors.
- *Confidentiality of submitted material*: The Editor/Co-Scientific Directors and the editorial staff will ensure that systems are in place to ensure the confidentiality and protection from misuse of material submitted to the journal while under review and the protection of authors' and reviewers' identities and will themselves take all reasonable steps to preserve the confidentiality of authors' and reviewers' identities.
- *Disclosure*: The Editor/Co-Scientific Directors should ensure that submitted manuscripts are processed in a confidential manner, and that no content of the manuscripts will be disclosed to anyone other than the corresponding author, reviewers, as appropriate.
- *Conflicts of Interest*: The Editor/Co-Scientific Directors should excuse themselves from considering a manuscript in which they have a real or potential conflict of interest resulting from competitive, collaborative, financial or other relationships or connections with any of the Authors, companies or institutions connected to the manuscript.
- *Authority*: The Editor in Chief must have ultimate authority and responsibility for the Journal. The Editor-in-Chief should respect the Journal's constituents (Readers, Authors, Reviewers, Editorial Board, Co-Scientific Directors) and work to ensure the honesty and integrity of the Journal's contents and continuous improvement in journal quality.

Duties of reviewers

- *Fair reviews*: Reviewers should evaluate manuscripts objectively, fairly and professionally. Reviewers should avoid personal biases in their comments and judgments and they should

express their views clearly with supporting arguments. Reviewers must provide substantiated and fair reviews. These must avoid personal attack, and not include any material that is defamatory, inaccurate, libellous, misleading, obscene, scandalous, unlawful, or otherwise objectionable, or that infringes any other person's copyright, right of privacy, or other rights.

- *Confidentiality*: Information regarding manuscripts submitted by authors should be kept confidential and be treated as privileged information. Reviewers should not discuss the manuscript with anyone other than the Editor/Guest Editor(s), nor should they discuss any information from the manuscript without permission.
- *Acknowledgement of Sources*: Manuscript reviewers must ensure that authors have acknowledged all sources of data used in the research. Any kind of similarity or overlap between the manuscripts under consideration or with any other published paper of which reviewer has personal knowledge must be immediately brought to the Editor/Co-Scientific Directors' notice.
- *Timeliness*: In the event that a reviewer feels it is not possible for him/her to complete review of manuscript within stipulated time then this information must be communicated to the Editor/Co-Scientific Directors, so that the manuscript could be sent to another reviewer.
- *Right of refusal*: Reviewers should refuse to review manuscripts: a) where they have provided written comments on the manuscript or an earlier version to the Author, b) in which they have any conflicts of interest resulting from collaborative, financial, institutional, personal, or other relationships or connections with any of the companies, institutions, or people connected to the papers.
- *Complain*: Any complaint relating to the journal should, in the first instance be directed towards the Editor/Co-Scientific Directors of "Il castello di Elsinore".

Duties of Authors

- *Originality*: Authors must ensure that no part of their work is copied from any other work, either authored by themselves or others and that the work is original and has not previously been published in whole or substantial part. The author should not submit concurrent manuscripts (or manuscripts essentially describing the same subject matter) to multiple journals.
- *Authorship of the Paper*: Authorship should be limited to those who have made a significant contribution to conception, design, execution or interpretation of the reported study. Others who have made significant contribution must be listed as co-authors. The author should ensure that all co-authors have affirmed the final version of the paper and have agreed on its final publication.
- *Plagiarism and Self-Plagiarism*: All work in the manuscript should be free of any plagiarism, falsification, fabrications, or omission of significant material. Plagiarism and Self-Plagiarism constitute unethical publishing behaviour and are unacceptable. "Il castello di Elsinore" reserves the right to evaluate issues of plagiarism and redundancy on a case-by-case basis.
- *Acknowledgement of Sources and Conflict(s) of interests*: The author should indicate explicitly all sources that have supported the research and also declare any conflict(s) of interest.
- *Data Access and Retention*: The author should provide raw data related to their manuscript for editorial review and must retain such data.
- *Timeliness*: Authors should be prompt with their manuscript revisions. If an Author cannot meet the deadline given, the Author should contact the "Il castello di Elsinore" Managing

Editor as soon as possible to determine whether a longer time period or withdrawal from the review process should be chosen.

- *Fundamental Errors in Published Works*: The author should promptly inform the Editor/Co-Scientific Directors of any obvious error(s) in his or her published paper and cooperate earnestly with the Editor-in-Chief in retraction or correction of the paper. If the Editor-in-Chief is notified by any party other than the author that the published paper contains an obvious error, the author should write a retraction or make the correction based on the medium of publication.

Dissemination Strategy

A global and fully accessible dissemination is a relevant goal of our editorial policies. “Il castello di Elsinore” is proud of allowing a completely free access to all its digital contents through the OJS platform. Moreover, we know the importance of sharing scientific results also with a non-specialist public. We provide a social page for reaching new readers and disseminating our result. However, the relevance of a non-technical dissemination will never impact of the scientific rigour of our standards.

Media and Netiquette

We know that the relevance and the public façade of the scientific community depends also on the adequacy of its “tone of voice”. In order to achieve this goal, a good communicating standard is mandatory, and the ordinary netiquette should be respected by everyone who is collaborating with “Il castello di Elsinore”. We follow the guidelines provided by the IPRA Code of Conduct, and we demand to all our authors and collaborators the respect of this Code.

Our Values

For us, freedom of speech and freedom of expression are non-negotiable values. We guarantee our continuous effort in the promotion of these values and reject any kind of censorship. We are completely committed to this philosophy and we demand the same commitment to all reviewers and authors. For this reason, we support with conviction COPE’s Statement on Censorship and follow its guidelines.

Metrics and Usage Statistics

For each article published on “Il castello di Elsinore”, the journal’s website presents a daily updated graph dedicated to the usage statistics, providing granular daily usage metrics for all article, article file, issue and homepage views/downloads. We intend to increasingly further detail our metrics systems and reporting taking advantage of the variety of instruments made available today to open-

access Journals, with particular reference to the [*Next-generation metrics: Responsible metrics and evaluation for open science*](#) document by the European Commission.

Complaints and Contacts

We constantly work for guaranteeing the highest ethical and scientific standards. The public can help us to achieve this goal. If you believe that something published in our journal has not been carried out in line with these guidelines and the COPE's code, please feel free to send us your complains. You can use this email: redazione@ilcastellodielsinore.it

This Code of Ethics draws heavily from the following on-line source, which is recommended reading on ethical guidelines:

COPE – Committee on Publication Ethics, 2011. Code of conduct and best practice guidelines for journal editors.