

Ethical guidelines for the journal “Ladinia”

*Statement based on the COPE’s Best Practice Guidelines for Journal Editors
(<http://publicationethics.org/resources/guidelines>)*

1) Duties of the editors and publishers

Publication decisions

The editors of the journal “Ladinia”, the scientific committee and the members of the editorial board are responsible for deciding if the submitted articles will be published. The main objective of the publication is to promote linguistic and historical research, with particular attention to the Ladin and Rhaeto-Romanic areas. They are obliged to ensure the scientific nature of the project and to respect the strategies, deadlines and editorial layout of the journal. They are also bound by the current legal regulations concerning defamation, copyright infringement and plagiarism. In making its decisions, the editorial board is supported by at least two reviewers chosen among scholars and experts in a double-blind peer review procedure.

Correctness

The members of the editorial board evaluate the articles submitted for publication on the basis of their scientific content, without discriminating the authors for their race, gender, sexual orientation, religion, ethnic origin, citizenship or political orientation.

Conflicting interests and disclosure

The editors, the scientific committee and the editorial board will not disclose any information about the submitted articles without the explicit written consent of the authors to people other than the corresponding authors, reviewers and the publisher.

Unpublished material contained in the articles submitted for publication may under no circumstances be used by members of the editorial board for their own research.

If the editorial board discovers or receives reports of significant errors or inaccuracies, conflicts of interest or plagiarism in a published article, it will promptly notify the author and publisher and take the necessary action to clarify the situation.

2) Duties of the peer reviewers

Contribution to editorial decisions

Peer review is an important tool that helps the editors and the editorial board to make editorial decisions. It also allows the reviewers to suggest to the author any corrections and adjustments that are necessary to improve the text of the article. For this purpose, the reviewers, after having read and evaluated the article, forward the completed peer review form for evaluating writing to the editors/editorial board, together with any relevant comments.

Adherence to deadlines

If the chosen reviewer does not feel sufficiently qualified for the demanded task or if he knows that he will not be able to complete the revision within the required time frame, he must immediately notify the editor and/or the editorial board.

Confidentiality

Any article entrusted to the reviewers must be treated as a confidential document. The article may not be shown to or discussed with anyone except if authorized by the editors or the editorial board.

Objectivity

Peer reviewers must be objective in their reviews. It is not allowed to criticise or offend an author personally. Reviewers must express their opinions clearly and with the support of explicit and documented comments. Each statement, observation or comment reported should be accompanied by supporting evidence, if possible.

Quotation of texts

Reviewers must include the precise bibliographical reference of fundamental works that may have been overlooked by the author. They must also draw the attention of the editors to any substantial similarity or overlap between the article under review and any other published text or document of which they have personal knowledge.

Conflicting interests and disclosure

Reviewers are not allowed to accept articles if they have conflicting interests resulting from competitive, collaborative, or other relationships with authors, companies, or institutions that are in any way related to the manuscript. Information or ideas obtained through the review of texts must be kept confidential and cannot be used for personal advantages.

3) Duties of the authors

Originality and plagiarism

Authors must ensure that they have submitted an entirely original work and that, if they have used the work or words of other authors, they have appropriately paraphrased or literally quoted them. In any case, references to the work of other authors must be marked and cited according to the scientific criteria of the journal. The author must also cite all publications that have in any way influenced the submitted article.

The submitted article cannot have been published in other journals. By submitting an article, the author agrees that in the event that it is accepted for publication, all rights of economic use, without spatial boundaries, in every form and with all technologies currently existing and/or developed in the future, will be transferred to the publisher of the journal.

Acknowledgement of sources

The author must always cite the sources and contributions mentioned in the article in a correct way. The citations must in any case contain sufficient details and references to allow others to study and deepen the topic and to refer to the research carried out according to scientific criteria.

Authorship of the article

The literary authorship of the article is reserved for those who have given a significant contribution to the conception, design or execution of the study or to the drafting of the text. Those who have made a relevant contribution must be indicated as co-authors. The corresponding author must ensure that all co-authors are named, that they have seen and approved the final version of the article and that they agree on submitting it for publication.

Financial conflicting interests

The author must explicitly declare that there are no conflicting interests, particularly of financial interest, which could have influenced the results obtained or the interpretations proposed. The author must also indicate the funding sources, if any, of the research and/or of the project from which the article originates.

Errors in published articles

If an author finds significant errors or inaccuracies in the published article, he must promptly notify the journal's editorial board and cooperate with it to correct or retract the article.

4) Conflicting interests

A conflicting interest may exist if an author or an institution, a reviewer or a member of the editorial board has personal or financial relationships that may inappropriately influence their behaviour in terms of judgement, pressure or evaluation. The journal's editorship has the responsibility to check for possible conflicting interests, including through the double-blind review process.