

# AUGUSTINIANUM

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Periodicum semestre Institutii Patristici "Augustinianum"

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## PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

This statement is based for the most part on the *Code of Conduct and Best-Practice Guidelines for Journal Editors* (Committee on Publication Ethics, 2011).

### 1. Editor's duties and responsibilities.

The editor is responsible for deciding which of the papers submitted to the journal will be published. The editor will evaluate manuscripts over and above the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or ideology. The decision will be based on the paper's originality, clarity and importance, and the study's legitimacy and its relevance to the journal's scope. Current legal requirements regarding libel, copyright violation, and plagiarism should also be considered.

#### 1.1 Confidentiality.

The editor and any associate of the editorial and academic experts boards must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

#### 1.2 Conflicts of interest.

Unpublished materials unfolded in a submitted paper will not be used by the editor or the associates of the editorial and academic experts boards for their own research purposes without the author's explicit written consent.

### 2. Reviewer roles & responsibilities.

#### 2.1 Contribution to editorial determinations.

The peer-reviewing process assists the editor and the editorial board in making editorial determinations and may also supply the author in improving the paper.

#### 2.2 Alacrity.

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should notify the editor and withdraw from the peer-reviewing process.

### **2.3 Confidentiality.**

Any manuscripts received for review must be handled as confidential documents. They must not be unfolded to or discussed with others except as authorized by the editor.

### **2.4 Standards of impartiality.**

Reviews should be conducted objectively. Personal criticism of the author is incorrect. Reviewers should enunciate their views clearly with supporting arguments.

### **2.5 Authentication of sources.**

Reviewers should identify eventualities in which important published work referred to in the paper has not been quoted in the reference section. They should point out whether annotations or arguments obtained from other publications are accompanied by the respective source. Reviewers will inform the editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### **2.6 Conflicts of interest.**

Privileged information or ideas obtained through peer-review process must be kept confidential and not used for personal advantage. Reviewers should not evaluate manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the papers.

## **3. Author's duties and responsibilities.**

### **3.1 Paper's principles.**

Authors of original research papers should present an accurate account of the accomplished work as well as an objective discussion of its significance. Substratum data should be represented accurately in the article. A dissertation should contain sufficient detail and references to permit others to replicate the work. Fraudulent or shrewd imprecise statements constitute unethical behavior and are unacceptable.

### **3.2 Innovation, plagiarism and authentication of sources.**

Authors must submit only entirely original works, and will properly quote or refer to the work and/or words of others. Publications that have been influential in determining the nature of the presented work should also be cited.

### **3.3 Redundant or simultaneous publication.**

Papers describing essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal enacts unethical publishing behavior and is unacceptable. Manuscripts which have been published as copyrighted material elsewhere cannot be submitted. In addition, manuscripts under review by the journal should not be resubmitted to copyrighted publications.

### **3.4 Authorship of the research.**

Authorship should be limited to those who have made a significant contribution to the idea, design, implementation, or interpretation of the presented paper. All those who have made significant contributions should be listed as co-authors.

### **3.5 Conflicts of interest.**

All authors should include a statement to unveil any financial or other substantive conflicts of interest that may be understood by to influence the results or interpretation of their manuscript. All sources of monetary support for the project should be exposed.

### **3.6 Significant errors in published works.**

When an author discovers a noteworthy error or inaccuracy in his/her own published work, it is the author's obligation to hastily inform the journal editor or publisher and to cooperate with the editor to retract or correct the paper in form of an erratum.