

Ethical and editorial guidelines

The following ethical and editorial guidelines are inspired, in addition to those already mentioned, to the existing law provisions in the area and to recommendations of the COPE (*Committee on Publication Ethics*):

1. The composition of the Scientific Board of the journal and of SYN-LAB is chosen by the Board of Directors of the journal among scholars affiliated with Universities or research entities and institutes amounting to at least the sum of the other components and of scholars with recognized expertise in the international scientific community. The Board of Directors of the journal chooses also the members of the Executive Board of SYN-LAB among non-university experts.
2. In order to encourage scientific research and the practices of research among young scholars, the Scientific Board of Directors has identified independent researchers and career-starting researchers as members of the journal's bodies. They can send their own contribution, following the instructions for the authors in order to preserve anonymity.
3. The relationship between the Scientific Board of Directors and the Scientific Board is based on the independence of judgment and on collaboration to scientifically improve the quality and sustainability criteria for the journal without any interference from the editorial director and/or the publishing house, which signals any problem solely to the Scientific Board of Directors.
4. The components of the journal undertake to accept contributions for their scientific content, without discrimination grounded on race, gender, sexual orientation, religious beliefs, ethnic origin, citizenship, academic or political orientation of authors, or personal conflicts.
5. The components of the Scientific Board of Directors undertake not to communicate authors the identified referees' identity in order to protect the confidentiality about the double-blind peer referral.
6. Contributions submitted to the double-blind peer referral are free from any indication about the author's name and any other reference, and are marked by a possible alphanumeric code assigned by the supervisor of the Editorial Staff, who will have also verified that the author's name is not present in the hidden property of the file.
7. Each contribution is published showing the date of receipt and the date of acceptance.
8. If a member of the journal detects any type of violation of ethics in a published contribution, or peer referral procedures, or the author's fraudulent statement on the originality of the contribution must give timely communication to the Scientific Board of Directors that: will inform the author; will initiate the necessary actions to ascertain the violation; and, if necessary, will withdraw the contribution or will publish a retraction.
9. The supervisor of the Editorial Staff (or, in his/her absence, the deputy supervisor) undertakes not to disclose to any other person, including the other members of the Editorial Staff, any information about the contributions submitted and any indication that can trace back to the author's identity.
10. In case a component of the Board of Directors submits a contribution, he/she will follow the same procedures of the corresponding authors. The supervisor of the Editorial Staff is entitled to send the anonymous copy to the other component of the Scientific Board of Directors, who will send it to the two referees, or, in case he himself /she herself wants to review it, only to another referee. In case a member of the Editorial Staff submits a contribution, he/she will follow the same procedures of the corresponding authors.
11. The selection of referees is inspired by the principle of loyal institutional cooperation and is governed by criteria of fairness, objectivity, impartiality and confidentiality.
12. The components of the journal and the anonymous referees are, in addition, bound by existing law provisions in the area of defamation, plagiarism, self-plagiarism or other violations of intellectual property, and bound to respect the confidentiality on the contributions sent and the ethical standards shared by the international academic community. The information or ideas acquired by the referees and the bodies of the journal, through correspondence or referral of contributions, must be kept confidential and not used for personal benefit or for the benefit of third parties or in order to discredit someone.
13. Each contribution submitted to the journal and the book series is subjected to a vigilant check in order to detect copyright infringements or plagiarism.
14. Referees must report to the Scientific Board of Directors any case in which they identify substantial compliance or similarity between the contribution under consideration and any other published texts known to them. In this case, when the equal referral procedure has ended, the Scientific Board of Directors will ascertain whether this is due to possible plagiarism.
15. Designated referees who are unable for any reason to attend the peer referral of the contribution in the required times or who communicate potential conflicts of interest, must notify their decision to the Scientific Board of Directors within 48 hours and renounce to participate to the referral.
16. If the contribution is accepted, it is intended for publication. If the contribution is rejected or sent back for further revision, the evaluation report must include constructive comments from the referees to help the

author improve the text. If the Scientific Board of Directors receives divergent evaluations, the contribution is sent to a third referee (referee adjudicator), identified among the Boards of the journal or external to it. Nevertheless, where only minor changes are requested this follow-up review is not binding and may be done by the Scientific Board of Directors.

17. In consideration of the very limited number, in national and international level, of scholars relating to the scientific-disciplinary sector L-LIN/20, or any other scientific-disciplinary sectors, the Scientific Board of Directors has the authority of selecting the two referees among the journal's bodies, ensuring that the language with which the contribution is written is comprehensible to them. For the same reason, the overall list of anonymous referees identified is published on a bi-annual and not annual basis in the journal, in order to not easily allow the pairing among referees and evaluated contributions. To this end, both the Scientific Board of Directors and the anonymous referees are bound to obligations of full secrecy, even after the publication of contributions.

18. The authors cannot in any way request to learn the identity of their contribution's referees or of the Scientific Board of Directors' component responsible for the transmission of the contribution to the peer referral.

19. In addition to presenting the signed statement on the basis of the guidelines set out in the "Instructions for Authors", the authors also undertake to always indicate in their own contribution the correct, clear and accurate reference to other authors' scientific work, supplying the indication of the sources and scientific contributions mentioned in their own contributions, in order to avoid copyright infringement or plagiarism; and, in acknowledgments, to other people who have participated in any essential aspect of the contribution.

20. In order to encourage the scientific debate, authors who have been criticized are protected by the warranty of the right of reply in a section of the journal.

21. The journal does not involve the payment of Author Publishing Charge (APC) from authors to publish contributions in open access or charge readers, except for those ordering print copies. In addition, it does not allow covering consultancy costs for the peer referral.

22. Essays, proceedings, monographs and critical editions, issued in the book series "Quaderni di *Synergheion*", are subject to double-blind peer review, only upon the author's request. They are not published in open access and are subject to a publishing fee, the economic terms of which are set by the publishing house and the author. They are made available as eBooks or as printed books or both, under the terms of the agreement between the publishing house and the authors. Each volume is produced with high-quality standard design, typesetting and distribution. In case of printed books, they may have, on demand, a commercial printed hardback or paperback option.

23. The use of any material published in *Synergheion* and in "Quaderni di *Synergheion*" will be available on the basis of the standard terms and conditions in the Creative Commons Licence, with the integration concerning fair use conditions pursuant to Art. 70 of Law 633/41: «The summary, quotation, reproduction of passages or parts of a work for criticism or discussion within the limits justified by such purposes and provided they are not in competition with the economic exploitation of the work; if the uses are carried out for purposes of teaching or scientific research, they must take place for the sole purpose of illustration and for non-commercial purposes. Low-resolution or degraded images and music may be freely published through the Internet, for free, for education or scientific purposes, and exclusively where such use is not for profit. In anthologies for schools, the reproduction may not exceed the limits set by the Regulations, which shall establish the modalities for the collection of equitable remuneration. The summary, quotation or reproduction shall always be accompanied by the indication of the title of the work and of the names of the author, publisher and, in case of translation, translator, if the work object of the reproduction bears such indications». In accordance with international conventions regulating open access journals, compared to published essays, any user retains the right to «read, download, copy, distribute, print, search, or link to full texts of its articles and allow readers to use them for any other lawful purpose».