

STATUTE OF THE JOURNAL “SACRAMENTARIA & SCIENZE RELIGIOSE”

Final text drafted by
the “Director” and the “Editorial Board”
of the Journal “Sacramentaria & Scienze religiose”,
revised and approved by the “Institute Board”
of the Theological Institute of Marche
at its meeting on 6 November 2017

Article 1

Nature and purpose

1. "*Sacramentaria & Scienze Religiose*" is a six-monthly scientific journal mainly reflecting the research activities of the professors at the Theological Institute of Marche (ITM) and the Higher Institute of Religious Sciences of Marche (ISSR).

2. ITM owns and manages the publication; however, the journal is drafted in collaboration with ISSR and is open to contributions and collaborations from Italian and foreign lecturers and scholars.

3. The journal has a scientific nature, as it aims to safeguard the objectivity and the seriousness of research in the theological and religious fields by verifying the quality of the hosted contributions (see Article 6), for the specialized field of interest that privileges sacramentaria and religious sciences to which two different sections are dedicated, and for the targeted distribution to experts in the indicated disciplines. "*Sacramentaria & Scienze religiose*" welcomes and publishes selected study contributions of a specialised, non-divulging nature.

4. The issues of the journal are published every six months and distributed in paper format by the end of the first and second half of each year.

5. Each issue is approximately 250 pages.

Article 2

Editorial Board

1. The journal's management and editorial staff, whose office lasts three years, are appointed by the *Editorial Board*, consisting of eight members selected by ITM and ISSR Institute Councils.

2. The Dean of the ITM and the Director of the ISSR are ex officio members of the Editorial Board, while the other six members are appointed in the number of three from each institute.

3. Any permanent or adjunct lecturer at ITM and ISSR may be appointed as a member of the Editorial Board.

4. In the event of the resignation or reaching the age of 70 of one or more members in the Editorial Board, the Institute Councils shall reappoint the missing members within six months.

5. The members of the Editorial Board personally undertake the task of ensuring the success of the journal by proposing suitable editorial projects, offering contributions in the form of essays, articles, or reviews, and also by promoting similar content from other lecturers or specialists.

Article 3

Director

1. The *Director* is the first responsible of the journal.

2. He is elected by the Editorial Board, which chooses him from among its members, and remains in office for three years; he may be reconfirmed consecutively for a single further term.

3. As the scientific head of the published content, he shall collaborate with the Editorial Board, drawing on the expertise of the other members and taking into consideration the interdisciplinary nature of the journal.

4. He shall collaborate with the Dean of the Theological Institute of Marche and with the Director of the Higher Institute of Religious Sciences, sharing with them intentions, editorial projects, content proposals, as well as the evaluation of any expenses related to the publication of the magazine to be submitted to the ITM Management Board and to its economic affairs.

5. He has a right of veto on the publication of controversial contributions, provided that this right may only be exercised after seeking the written opinion of the members of the Editorial Board (see Article 5.5).

6. He shall promote the liaison of the journal's Editorial Staff with the Dean of the ITM, the Director of the ISSR and the entire teaching staff at the two institutes, as well as with the International Scientific Committee.

7. The Director shall also coordinate all aspects concerning the *peer review* procedure (see Article 6).

8. In the event of serious grounds, it is within the competence of ITM Management Board to remove the Director from office. Serious grounds include immoral behaviour, non-compliance with doctrine, being subject to a precautionary measure by the civil judicial authority, being a defendant in criminal proceedings, or being subject to disciplinary or criminal proceedings before the ecclesiastical authority.

9. In such cases, ITM Management Board may order the Director's suspension from office; within 20 days from the notice of suspension, the

Director may submit statements of defence and produce documents. The assessment of the case shall be the responsibility of ITM Management Board. In case of personal precautionary measures by the judicial authority or pending criminal proceedings by the civil authority, or disciplinary or criminal proceedings by the ecclesiastical authority, ITM Management Board may in any case suspend the Director as a precautionary measure from his office, by a non-appealable measure until the definition of the above-mentioned proceedings.

Article 4

International Scientific Committee

1. The journal's *International Scientific Committee* includes international scholars and lecturers co-opted by the Management on the basis of their intellectual reliability and scientific merits. The Committee's term of office is six years, but members may be reappointed at the request of the Editorial Board and with their consent.

2. The composition of the Scientific Committee is published on the first pages of each issue of the journal.

3. Besides having the authority to supervise the journal issues by providing overall evaluations which the Management will take into due account, the members of the Scientific Committee shall, together with the lecturers from the ITM and ISSR, take precedence over other professors and scholars in proposing voluntary contributions (essays, articles, reviews, recommendations) to the Editorial Board, so that it may assess the opportunity for publication provided that the contributions conform to the scientific specificity of the journal and that they are *peer-reviewed* (see Article 6).

4. The members of the Scientific Committee may be asked by the Management to voluntarily collaborate, by applying the *peer review* procedure, in assessing texts whose suitability for publication is being requested.

5. All communications from the members of the Scientific Committee regarding peer review evaluations of the articles submitted for publication shall be sent by email to the address of the Editorial Board: redazioneitm@gmail.com. The Director or his delegate shall then forward them to the authors concerned.

Article 5

Scientific management of the journal

1. The Director has the task of convening regular meetings of the Editorial Board to plan the editorial activities of the journal and to avail himself of the Board's collaboration.

2. The Editorial Board promotes and welcomes the collaboration of all professors from ITM, ISSR, or other lecturers and researchers from other academic institutions with regard to articles, essays, reviews, reports of participation in academic or specialist events such as congresses, conventions, conferences, etc.

3. In agreement with the Director, the Editorial Board may allocate specific tasks amongst its members.

4. In agreement with the Dean of the ITM and the Director of the ISSR, the Editorial Board may promote cultural events that encourage the life of the Institute.

5. The Editorial Board supports the Director in verifying the quality of the contributions received. In controversial cases, each member of the Editorial Board is invited to express a written opinion, taking due account of the results of the *peer review*.

6. Any form of scientific cooperation with the journal is offered on a completely voluntary basis and free of charge, unless otherwise specified by the Dean of the ITM.

Article 6

Scientific review

1. All papers published in the journal in the sections "Sacramentaria" and "Religious Sciences" shall be subject to quality control, for which two stages are envisaged. First, the Management and the Editorial Staff will assess the works; then, articles will undergo a preferably *double-blind* review (*referee* or *peer review*), i.e. without disclosing the identity of the author and the reviewer to each other during such phase.

2. Eligibility for publication is obtained with the ratification of the journal's Director by the favourable opinion of the reviewer, chosen among the members of the Editorial Board, of the International Scientific Committee or, for specific consultations, among independent experts. In case of a negative opinion of the reviewer, the Director may assign a new evaluation to a second reviewer. *Peer-reviewed* documentation is filed by the Director.

3. Should it not be possible or appropriate to activate the revision procedure using the expertise of a lecturer or a specialist, the Director may assume the responsibility of scrutinising the content of the article himself.

4. The Editorial Board may rely on the linguistic expertise of a translator for the revision of contributions or parts thereof (such as *abstracts* and *keywords*) in a foreign language.

Article 7

Authors and contributions

1. The contributions proposed by the Authors are examined by the Editor-in-Chief who, assisted by the members of the Editorial Board, carries out an initial assessment of their possible suitability for publication before proceeding with the scientific review.

2. In the case of an essay or article, authors are requested to provide an address and an *abstract* in Italian and English indicating at least six *keywords*.

3. Authors are ultimately responsible for the content of articles, essays, and reviews; therefore, any opinion expressed in the published writings is the sole responsibility of the Authors and not of the journal's Editorial Board or its Management.

4. Authors shall adapt to the methodology of the journal; however, the Editorial Staff reserve the right to intervene to conform the texts to the chosen editorial standards.

5. Authors submit their contributions to “Sacramentaria & Scienze religiose” free of charge.

6. Any other collaboration with the journal is also offered on a completely voluntary basis and free of charge, unless otherwise stipulated by the Dean of the ITM.

7. The texts published in the issues are protected by *copyright*, therefore any reproduction, even partial, shall be carried out by accurately quoting the source.