

PUBLICATION ETHICS STATEMENT

Purposes and parties involved

The publication of articles or short essays in the journal “Sacramentaria & Scienze Religiose”, which is based on a peer-review procedure, is conducted through adequate scientific criteria. It is therefore essential to establish editorial goals as well as standards of ethical behaviour for all parties involved in the publication process.

The aim of the journal “Sacramentaria & Scienze religiose”, edited by Theological Institute of Marche (ITM) and published by Cittadella Editrice, is to promote the accurate and rigorous investigation of issues pertaining to sacramental theology, general theology, and research areas of religious, philosophical, but also multidisciplinary and interdisciplinary nature.

Publication involves lecturers from ITM and “Redemptoris Mater” ISSR, professors from the Editorial Board, professors and scholars from the International Scientific Committee, and many other subjects, all playing a fundamental role. Therefore, every party involved in the editorial process shall adhere at every stage to ethical standards ensuring the adequate processing of quality scientific data. The journal’s Management and the Editorial Board are committed to enforce and defend the basic rules of ethical behaviour at all stages of the process, adopting and promoting the basic standards already indicated above in the journal Statute. The following are further indications with which all involved parties shall comply.

Editorial decision-making process

The journal adopts the best international editorial practices and all Authors submitting their articles, short essays, or reviews shall comply with them. Only original contributions can be published in the journal, after being evaluated in respect of the Authors creativity and their liberal request for publication, under their responsibility and with the guarantee that they will not be simultaneously evaluated by other printed or online journals. The journal’s Management promotes and controls the use of *peer review* as a method of selection for articles and short essays, providing refereeing results only to Authors to protect their privacy; it also fosters the independence of research and its quality, requesting and encouraging original contributions based on rigorous data. When approving publications, the Management and the Editorial Board shall be aware of the journal editorial guidelines and legal provisions in force concerning defamation, copyright infringement and plagiarism.

Duties of the Scientific Director and Editorial Board

The Scientific Director and the members of the Editorial Board are the sole parties responsible for the decision to publish articles or essays submitted for review. The Director, who coordinates the peer review procedure, shall be supported ordinarily by at least two reviewers chosen among the members of the Editorial Board, or from the International Scientific Committee, or by experienced reviewers from other Faculties or National or International Institutes, always respecting the *double-blind* procedure. Reviewers shall evaluate manuscripts exclusively for their scientific content, without being influenced by other factors.

The Management and the Editorial Board shall not disclose any information about the texts submitted for publication by Authors, except to reviewers and potential reviewers, editorial consultants and, when deemed eligible for publication, to Cittadella Editrice only.

Published or unpublished material contained in the texts submitted to the journal shall not be used by members of the Editorial Board nor by the International Scientific Committee for their own research. If the Management or the Editorial Board detect or receive a notification about a major error/imprecision issue, conflict of interest, or plagiarism in a published contribution, they shall promptly notify the Author and the Editor, as well as take the necessary steps to clarify the issue or, if necessary, publish a retraction or *Erratum*.

Duties of reviewers

Reviewers shall assist the Director and Editorial Board in editorial decisions and, through their observations, possibly help Authors improve their contributions. Should a selected reviewer feel unqualified to review the assigned manuscript or know that he/she will not be able to perform the review within the set deadline, he/she shall notify the journal's Editor-in-Chief about such decision and waive participation in the review process. Manuscripts submitted for review shall be treated as confidential documents. They shall not be shown to or discussed with anyone not authorized in advance by the journal's Editor-in-Chief. The review shall be conducted objectively, and Reviewers shall clearly express and support their opinions through consistent documentation.

Reviewers shall evaluate, by compiling an appropriate form, first and foremost: a) the originality and the scientific interest of the treated theme; b) the quality of the global articulation of the presented subject; c) the adopted methodology and the quality of the exposition of results; d) the theoretical framework and bibliography pertinence; e) the expository style and clarity.

Reviewers shall also bring to the attention of the Director any substantial similarity between the peer-reviewed text and any other published text which they have knowledge of. Data acquired through the reviewing process shall be kept in the strictest confidence and shall not be used for personal gain.

Duties of Authors

Authors shall ensure that their works are completely original and if the work and/or words of other authors – paraphrased or quoted verbatim – are used, these shall be properly quoted along with their sources. Authors shall also duly cite all sources used to elaborate the proposed contribution, which shall be sufficiently detailed to allow possible interactions of other scholars with the conducted research. Making false or knowingly unsubstantiated claims constitutes unethical behaviour.

Proposed contributions shall not have been published as copyrighted material in other journals. In addition, if they are submitted for publication in this journal, they shall not be proposed to other journals for the same purposes. By submitting a manuscript, Authors tacitly agree that all rights, without limitation of space and in all possible ways and technologies, will be transferred to ITM as the owner of the journal if their manuscript is eligible for publication.

The literary authorship of a contribution – be it essay, article or review – shall be acknowledged to those who, at the time of its submission for review, are indicated as Authors. It shall be the responsibility of the Author who has contacted the journal Management or the Editorial Staff to ensure that all relevant co-authors are indicated in the contribution and that they have seen and approved the final version of the contribution before publication.

Should an Author find significant errors or inaccuracies in the published manuscript, he/she shall promptly communicate it to the journal's Editor-in-Chief, who will inform the Editorial Board by undertaking to report any corrections.

Conflict of interest

A conflict of interest may exist when an Author, Reviewer, or other subject involved in the editorial process has personal or financial relationships inappropriately influencing their behaviour. It is within the responsibility of the journal's Management to address any conflict of interest as best as possible.

The Editorial Staff