

## **“Lumina. Rivista di Linguistica storica e di Letteratura comparata”—Code of Conduct**

“Lumina. Rivista di Linguistica storica e di Letteratura comparata” is a scientific journal whose contents are subject to peer review and whose Code of Conduct follows the criteria set out by COPE – *Committee on Publication Ethics, Best Practice Guidelines for Journal Editors*.

All those involved in the publication process (Editors, Editorial Staff, Authors, and Reviewers) must know the ethical standards listed herein and apply them.

### *Publisher’s Duties*

According to their respective roles, the Editors, the Editorial Staff, and the Publisher entertain relationships based on mutual and positive publishing independence. The Publisher commits to provide the Journal with resources aimed at helping those involved to carry out their roles easily, continually implementing the quality and the scientific character of the Journal.

### *Duties of the Editors, of the Editorial Staff, and of those involved in the publication process*

Solely the Editors of “Lumina. Rivista di Linguistica storica e di Letteratura comparata” are responsible for publishing or not publishing the material submitted to the Journal. Upon receiving the material, the Editors – with the assistance of the Editorial Staff – proceed with a first reading in order to determine whether it conforms to the Journal’s scientific and editorial perspective. Thereafter, the papers undergo a process of blind peer review, carried out through a form provided by the Staff. Authors are required to apply any change as may be requested after the review. The papers, duly amended or reprocessed, are thereafter reevaluated by the Editors, with the help of the Staff, who will finally decide if they can be published.

Those involved in the evaluation process – Editors, Reviewers, or Experts – are required to express themselves concerning the publication of the papers on the basis 1) of the scientific character of the material and 2) of whether the contents adhere to the Journal’s purposes and horizons. In their evaluations, neither the Editors nor the Staff take into account the Authors’ sex, race, sexual orientation, nationality, creed, nor their academic or political orientation.

The Editors, the Staff, and the Reviewers are required to keep information concerning the contents of submitted articles confidential, and they commit not to divulge to third parties the material submitted to them or which they are called upon to evaluate; in their own publications, they shall not use or quote from material that has not yet been published, which they may have come to know about thanks to their roles in the Journal.

### *Plagiarism, conflicts of interest, and procedures to file complaints*

Should the Staff receive complaints concerning cases of plagiarism, errors, or conflicts of interest, the Editors shall promptly notify the Authors or anyone involved, committing to issue retraction notes, public apologies, or clarifications. In more serious cases, the paper shall be withdrawn, and a notice thereof shall be published in the next volume of the Journal.

Every complaint concerning the abovementioned cases of misconduct shall be handled following the COPE guidelines. Complaints have to be sent to [rivistalumina@gmail.com](mailto:rivistalumina@gmail.com) and have to include the following information:

- data of those filing the complaints;
- title, author, and publication date of the article;
- nature of the complaint;
- statement that the one filing the complaint is not (or actually is) in a position of conflict of interest.

### *Authors' Duties*

Authors are required to submit articles that have not been published elsewhere; they may submit previously published contents that the Editors consider it appropriate to republish on the Journal. The Authors must adhere to the stylesheet provided by the Editors. Any use of material written and/or published by third parties, namely, long or short quotations from other authors, must be clearly referenced by direct quotation or paraphrase, with a clear indication of sources.

Authors must carry out their research remaining free from improper pressure from third parties, and implicitly declare that results obtained from their research derives from original work. If the contribution results from studies carried out thanks to financing by any Institution, the Authors must duly reference the related project. Also, in order for the evaluation process to take place in an orderly and smooth manner, Authors are not allowed to submit the very same contribution simultaneously to *Lumina* and to other journals.

### *Reviewers' Duties*

The Blind Reviewers' role is to assist the Editors in deciding which papers are fit for publication in the Journal by proposing corrections, changes, or integrations, to the end of making the articles fully adherent to publishing criteria. Reviewers act independently of the Editors' judgment; however, they share the Editors' abovementioned principles of responsibility and fair conduct. Also, Reviewers are required to maintain confidentiality concerning the contents of articles, except for the cases that might be indicated by the Editors in order to improve evaluation through consultation of external Experts, not included among the Editors and the Reviewers themselves. By accepting to review an article, they expressly declare that there is no conflict of interest – deriving from earlier rapports with the Author, with the Journal, or with third parties – nor any other circumstance that would compromise the objective assessment of the article itself on their part.

Reviewers carry out their role on strictly objective and ethically binding bases, as they shall evaluate the scientific status of the submitted text even when, though valid, the method used by the Author differs from theirs. Therefore, they cannot reject a text or request that it be modified or further integrated based on their own taste or on merely subjective considerations. All their judgments will have to be analytical and motivated. They are also required to notify the Editors promptly if they notice plagiarism in any form or excessive similarities with texts that they know.

Should Reviewers realize that they are not able to fulfil their duty, they shall immediately notify the Editors.