



ETHICAL GUIDELINES FOR THE JOURNAL EGITTO e VICINO ORIENTE

(September 2014)

Egitto e Vicino Oriente (EVO) is a peer-reviewed journal which accepts the ethical guidelines for journal publication elaborated by COPE, the Committee on Publication Ethics, Best Practice Guidelines for Journal Editors:
<http://publicationethics.org/resources/guidelines>.

1. Duties of editors

a. Fair play

In evaluating the submitted manuscripts, the editors should consider exclusively their intellectual content, without any discrimination.

b. Confidentiality

The chief editor and each member of the scientific board and the editorial board of the journal (henceforth “editors”) must disclose any information about the submitted manuscripts to anyone other than the corresponding authors, reviewers, and publishers.

c. Disclosure and conflict of interest

Unpublished materials disclosed in the submitted manuscripts must not be used in editors’ own researches without the express written consent of the author.

d. Publication decision

The chief editor of the journal, after he had acquired the referees of the reviewers, is responsible for deciding which of the submitted articles should be published in “Egitto e Vicino Oriente”.

2. Duties of the reviewers

a. Contribution to the editorial decision

Peer review assists the editors in making editorial decisions about the submitted articles and may also assist the author in improving the paper.

b. Promptness

Any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse him/herself from the review process.

c. Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorised by the editor.

d. Standards of objectivity

Reviews should be conducted impartially and objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

e. Acknowledgement of sources

Reviewers should identify any relevant published work that has not been cited by the authors. Reviewers should also call to the editors' attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

f. Disclosure and conflict of interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors or institutions connected to the paper.

3. Duties of the authors

a. Data access and retention

If the editors will think it right, authors may be asked to provide raw data in connection with their papers for editorial review, and should in any event be prepared to retain consultable such data for a reasonable time after the publication.

b. Originality and plagiarism

The authors should ensure that they have written entirely original works, and if they have used the work or words of others, that these have been appropriately cited or quoted.

c. Multiple, redundant or concurrent publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

d. Acknowledgement of sources

Authors should always appropriately cite sources and publications used in their papers.

e. Authorship of the paper

All those who have made significant contributions to the conception, design, execution or interpretation of the reported study should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The author who submits the paper to the journal

should ensure that all co-authors have seen and approved its final version and have agreed to its submission for publication in “Egitto e Vicino Oriente”.

f. Disclosure and conflict of interest

All authors should disclose in their manuscripts any conflict of interest that might be construed to influence the results or interpretations. All sources of financial support for the project should be disclosed.

g. Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal editor and cooperate with him to retract or correct the paper, if that is the case also in a subsequent issue of the journal.