Code of Conduct

„Quellen und Forschungen aus italienischen Archiven und Bibliotheken“

The yearbook “Quellen und Forschungen aus italienischen Archiven und Bibliotheken” is based on current standards used in the field of scientific publishing and on the COPE Best Practice Guidelines for Journal Editors. It promotes research independence and condemns plagiarism. Published contributions are original, respect the high scientific standards observed at an international level and comply with the rules of copyright.

The editorial staff and the editorial board, comprising DHI Rome director, deputy directors and scientific collaborators, examine submitted texts exclusively in relation to their content, avoiding any discrimination of origin, gender, ethnicity, religion or nationality, as well as sexual and political discrimination.

Content matters, such as the choice of special themes, are discussed in regular editorial meetings.

Review Process

All contributions to the special section (“Themenschwerpunkt”) and the essay section (“Artikel”) are subject to double-blind peer review (two independent reviews in each case, at least one of which is external). Reviewers are chosen by the editorial board based on their specific competence and research fields. The decision to publish peer-reviewed texts is taken on the basis of judgements made by reviewers following a questionnaire. Authors are required to consider any observations and suggestions made to improve or broaden their text.

Privacy

The editorial staff and the editorial board are not to pass on any information on submitted texts to persons other than the author and experts/expert reviewers. The author’s identity is to remain anonymous throughout the review process, while that of the reviewer/s must not be disclosed under any circumstances. This also applies when communicating that a contribution has not been accepted. The reviewers may not use submitted texts, yet to be published, in the context of their scientific work without the explicit consent of the author, and are required to delete them upon completion of the double-blind peer review.

Duties for Reviewers

Reviewers must observe the privacy rules established for the yearbook and respect the submission deadlines agreed with the editorial staff. Judgements

must be expressed in an objective and plausible manner. Reviewers are expected to refuse an assignment in the case they fear failing to be impartial or if they feel insufficiently qualified regarding the content. The review criteria are specified in the questionnaire.

Duties for the Author

The author must accept the criteria applied in the review process. As the content manager, the author declares that the submitted text is his/her own work, as yet unpublished and not submitted for publication elsewhere. He/she is also required to ensure the right to use previously published images, tables, and other content, or to obtain a license to do so. Any publications underpinning the contents and arguments of the text must be stated. References to sources and studies must facilitate clear verification of the steps taken during research.

When the text is submitted, the author is required to specify any conflicts of interest – for example, personal, professional or financial relationships – that may have affected the content.

All persons involved in the drafting process should be indicated as co-authors. Other individuals who have contributed substantially to the text, or part of it, should be mentioned where appropriate.

QFIAB Editorial Staff and Editorial Board
Deutsches Historisches Institut | Istituto Storico Germanico
Via Aurelia Antica, 391
00165 Roma
Italia

http://dhi-roma.it/index.php?id=qfiab