

# ADH JOURNAL – CODE OF ETHICS

The Code of Ethics of ADH Journal adheres to and complies with the current guidelines outlined by the Committee on Publication Ethics (COPE) for an ethical approach to the publication of scientific works. The entire Editorial Board of the Journal aligns with the spirit of COPE's recommendations to adopt all possible measures against negligence and ensure ethical practices in the publication process. In particular, all parties involved – Editorial Board, Scientific Committee, Editorial Staff, Authors, and Reviewers – are expected to be familiar with and endorse the following ethical principles.

## RESPONSIBILITIES OF THE EDITORIAL BOARD

### PUBLICATION DECISIONS

The Editorial Board is responsible for the decisions to publish or reject articles submitted to the Journal based on an anonymous double-blind peer review conducted by an expert reviewer (referee). In their decisions, the Editorial Board is bound to respect the Journal's editorial strategies and approach. They are also obligated to comply with the relevant laws regarding defamation, copyright infringement, and plagiarism.

### FAIRNESS AND NON-DISCRIMINATION

The Editorial Board makes decisions solely based on the scientific merit, relevance, and originality of the article's content, without discrimination based on gender, race, gender identity, religion, ethnic origin, citizenship, sexual orientation, age, or political orientation of the authors.

### CONFIDENTIALITY, CONFLICT OF INTEREST, AND PROHIBITION OF USE OR DISCLOSURE

The Editorial Board commits not to disclose information about articles submitted for publication to individuals other than the author, reviewers, and the publisher or typesetter. They also pledge not to use the contents of unpublished articles for their own research without the express written consent of the author. The Journal adopts a double-blind peer review process to ensure that submitted materials remain strictly confidential during the review process. The Editorial Board selects referees based on their expertise and trust to provide an adequate evaluation of the article for publication.

## DUTIES OF AUTHORS OF ARTICLES SUBMITTED TO THE JOURNAL

### SCIENTIFIC ORIGINALITY

The Author guarantees that the article submitted for evaluation is unpublished, scientifically original, and not simultaneously submitted to other journals, volumes, or periodicals, unless with the explicit consent of the Editorial Board. If the article is subsequently published in other periodicals or volumes, ADH Journal must be informed and give consent, with due reference to the original publication. The Author is also required to appropriately cite the texts used, following the editorial rules indicated for publication in the Journal, ensuring that the work and words of other authors are adequately paraphrased or directly quoted with proper attribution of sources. Authors are required to adhere to the Journal's editorial guidelines.

### INTEGRATION OF THE WORK

The Editorial Board may request Authors to make corrections and additions considered appropriate, including those resulting from anonymous reviewer evaluations. In certain cases, the Editorial Board may disclose the anonymous evaluation to the Author. Authors may express their observations or objections, which will be subsequently decided by the Editorial Board. The Editorial Board reserves the right to make editorial changes after the initial draft review for publication homogeneity.

### AUTHORSHIP OF THE WORK

The authorship of the work must be clear: all those who have made a significant contribution to the article must appear as co-authors. The contribution given by other individuals at various stages of the research must also be explicitly acknowledged.

### CONFLICT OF INTEREST

The Author should not have any conflicts of interest that could have influenced the results obtained, the supported theses, or the proposed interpretations. The Author must also disclose any financial support received for the research or project from which the article derives.

### REMEDYING INACCURACIES IN THE ARTICLE

If an Author identifies a significant error or inaccuracy in their article, they must promptly inform the Journal and provide all necessary information to make the appropriate corrections in the footnote or appendix of the article. The Author must also actively collaborate with the Editorial Staff to correct the manuscript.

## RESPONSIBILITIES OF REVIEWERS

### CONTRIBUTION TO EDITORIAL DECISION

Peer review is a process that helps the Journal's Editorial Board assess the scientific quality of the submitted articles and also enables the Author to improve their contribution.

### RESPECT FOR TIMELINES

A Reviewer who feels inadequate or insufficiently qualified to review the research presented in the manuscript or who believes that they cannot review it within the specified time frame must promptly inform the Journal's Editorial Board and withdraw from the review process.

#### **FAIRNESS AND OBJECTIVITY**

Peer review must be conducted fairly and objectively. Reviewers are encouraged to provide adequate and documented justifications for their evaluations of the submitted article. Any personal judgment of the author is inappropriate: it is not acceptable to criticize or personally offend an author. Observations should be technically well-formulated and should not be based on ideological or personal scientific-cultural assumptions. Any statement, observation, or argumentation must preferably be accompanied by a corresponding citation and documentation.

#### **POSSIBLE INDICATION OF TEXTS**

Reviewers are invited to accurately indicate the bibliographic details of essential works overlooked by the Author in the article. They should also report any similarities or overlaps of the text they review with other works known to them.

#### **CONFLICT OF INTEREST AND DISCLOSURE**

Manuscripts received for review should be treated as confidential documents. They should not be shown or discussed with anyone not authorized by the Editorial Board. Confidential information or indications obtained during the peer-review process should be treated with trust and kept confidential: they cannot be used for personal gain. Reviewers are required not to accept articles for review in which there is a conflict of interest due to previous specific collaboration or competition with the Author (who may be unknown but identifiable by deduction) and connections with the authors, institutions, or organizations related to the manuscript.

#### **PUBLICATION COSTS**

The publication of contributions is free, and authors will not be required to pay any fees.

Mantova  
April 12<sup>th</sup>, 2022