

Authenticity Studies.
International Journal of Archaeology and Art

CODE OF ETHICS

Authenticity Studies. International Journal of Archaeology and Art is an international and independent journal, based on a peer review system and dedicated to the study of the methods of attribution and authentication of archaeological and art-historical artifacts.

Authenticity Studies supports equal rights and opportunities: each paper is taken into account and assessed for its contents, regardless race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political view of the authors. Guest Editors, Reviewers and Authors are encouraged to study these guidelines and address any questions or concerns to the *Authenticity Studies* Managing Editor, Luca Zamparo (luca.zamparo@unipd.it).

Authenticity Studies will not disclose information about the processes of evaluation of an article to any of the cooperating parties in the publication's preparation; same goes for the new material, unless specific consent is given from the authors.

Authenticity Studies does not allow the publication of a manuscript which has been published - in whole or in part - elsewhere.

Authenticity Studies follows a double-blind review process, whereby Authors do not know Reviewers and vice versa and is responsible for securing timely, independent and anonymous peer review from suitably qualified reviewers who have no disqualifying competing interests, of all manuscripts submitted to the journal.

Submitting a paper to *Authenticity Studies* implies full compliance with this Code of Ethics.

CODE OF ETHICS: duties of Editors

The editors actively work to continuously improve the quality of the publications on *Authenticity Studies* and are responsible for deciding which submitted article should be published. The Editors must follow the ethic code of *Authenticity Studies* and provide an unbiased review, only evaluating papers for their intellectual and scientific content. Assessments should be a tool to improve the quality of the submitted documents, so any criticism by auditors must be well-argued.

The Editors, the Journal Staff and any Editorial Board must treat any document received by *Authenticity Studies* as confidential, they should not use the contents to their personal advantage, and no information shall be revealed to anyone other than the corresponding author, reviewers, other editorial advisers, and the publisher.

New materials described in a submitted paper should not be used by editors without the express written consent of the author.

The peer review process works as follows:

- 1) The Editorial Board communicates to the author that the article has been received.
- 2) The Editors make an initial assessment of the article according to the following criteria: relevance of the topic, overall quality of the contribution according to the standard of the Journal, compliance with editorial standards. Editors may reject the article and communicate their decision to the author. The author will be informed of the editors' decision no later than 15 days from the date of the article's submission.
- 3) After successfully passing the first evaluation, the article will be sent to two anonymous reviewers, experts on the subject. Reviewers will have a maximum of 3 months to evaluate the article, with the following possible outcomes: 1) article accepted, 2) article accepted with recommendations for minor changes or additions, 3) article accepted with recommendations for substantial changes/additions, or 4) article refused.
- 4) No later than 15 days from receipt of the referees' evaluations, the editors will communicate to the author the final decision on the article.
In case of requests for minor changes, the author will have 1 month to revise the article in accordance with the referees' recommendations.
In case of requests for substantial changes, the new version of the article will be submitted again to the peer-review process.
In any case, the Reviewer(s) may request the final revision of the submitted text to verify the additions/changes made.
- 5) Before the print, the author(s) will receive a proof of his article in PDF format. The author has 15 days to correct only minor or typographical errors.

6) Publication

The Editorial Board will decide in which issue approved articles will be published.

CODE OF ETHICS: duties of Reviewers

Reviewers should evaluate manuscripts objectively, fairly and professionally, following the specific guidelines and time scheduling given by *Authenticity Studies*.

Reviewers should avoid personal biases in their comments and judgments and they should express their views clearly with supporting arguments. These must avoid personal attack, sarcastic comments and not include any material that is defamatory, inaccurate, libelous, misleading, obscene, scandalous, unlawful, or otherwise objectionable, or that infringes any other person's copyright, right of privacy, or other rights. Information regarding manuscripts submitted by authors should be kept confidential and be treated as privileged information.

Reviewers should not discuss the manuscript with anyone other than the *Authenticity Studies* Editorial Board, nor should they disclose any information about the manuscript and its content.

The respect of timeliness is mandatory.

In the event that a reviewer feels it is not possible for him/her to complete review of manuscript within stipulated time, this information must be communicated to the Editorial Board. In case of unjustified delay the editorial board is allowed to send the manuscript to another reviewer.

Reviewers should refuse to review manuscripts when they have provided written comments on the manuscript or an earlier version to the author, or in case of any conflict of interest with any of the companies, institutions, or people connected to the papers.

CODE OF ETHICS: duties of Authors

The authors of original researches and studies should present an accurate account of the work done, an objective discussion of the purpose, as well as of the methods and/or the theoretical point of view endorsed. Where applicable, authors should also keep the data that appeared in articles on *Authenticity Studies* for at least five years after publication.

All work in the manuscript should be free of any plagiarism, falsification, fabrications, or omission of significant material.

Plagiarism constitutes unethical publishing behavior and will lead to the denial of publication as well as the cancellation from the archive of the article when already. The authors should guarantee the originality of their work and the correct and full reference from the work of others used in their own, both in terms of specific contribution and as a general reference or theoretical orientation, including people who have been influential in determining the nature the work reported.

The authors should ensure that all co-authors that gave significant contribution to the work are mentioned, and that any of them have seen and approved the final version of the document, as well as they agreed for submission. If applicable, the author must demonstrate that its articles have met fundamental ethical issues (including informed consent for interviews).

The author should indicate explicitly all sources that have supported the research and also declare any conflict(s) of interest.

The author must avoid submitting a manuscript already published (whole or partially) or submitting the same article simultaneously to several journals.

If an author discovers a significant error or inaccuracy in his/her published work, he/she is required to immediately report to *Authenticity Studies* in order to allow the withdrawal or the correction of the paper.

In particular:

1) Submission of a manuscript implies that:

- the article has not been published before. This includes publication in different languages;
- the article is not under consideration for publication elsewhere;
- the article has been approved by all co-authors;
- the article represents the authors' own original work;
- the Author is free from any conflict of interest;
- the Author assumes full responsibility for the contents presented in the submitted paper;
- the Author assumes complete responsibility for the dissemination of photographic and illustrative material present in their work;
- the Author transfers the printing and digital distribution rights of their work to *Authenticity Studies*;
- the Author accepts this Code of Ethics in all its parts.

2) Authorship

Authenticity Studies. International Journal of Archaeology and Art discourages guest and ghost-authors, and authorship should be limited to those who have made a significant contribution to the article and who share responsibility for the research. In dubious cases, Editors can require a statement of each author's contribution to the research and publication.

Changes to authorship (adding or deleting authors) will be accepted only prior to publication, with a request by the principal investigator sent to editor.authenticity.studies.dbc@unipd.it

3) Plagiarism, self-plagiarism and acknowledgment of sources

Authors should therefore clearly cite, reference and acknowledge all instances where they have used others' work, including their own previously published articles.

4) Reproduction rights and permissions

Each author must clear reproduction rights for any photos or illustration, credited to a third party that he wishes to use (including content found on the Internet).

5) Reviewers suggestion

If asked to provide a list of suggested reviewers, authors must provide the details for reviewers with the appropriate experience to review, ensuring that the suggested reviewers do not have a conflict of interest.

6) Refereeing

The journal operates a policy of anonymous peer review. Papers will normally be scrutinized and commented on by at least two independent expert referees.

The referees will not be aware of the authors' identity. All the data about authorship, including personal acknowledgements and institutional affiliations, should be confined to the title page, and the text should be free of any clues such as identifiable self-citations ("In our earlier work...").

7) Conflict of interest/economic interests

Authors must declare any conflicts of interest with the members of the Editorial Board as well as they must exclude the presence of economic or business interests in the publication of an attribution or authentication.

Authenticity Studies reserves the right to verify the author's employment position and any information provided.

Under no circumstances *Authenticity Studies* will accept contributions intended solely to increase the economic value of an archaeological or art-historical object for sale or from an undefined/undocumented provenance.

8) Sanctions

A manuscript that doesn't follow these publication ethics will be subject to sanction at the Publisher's and Editors' absolute discretion.

In cases of plagiarism or self-plagiarism recognised prior to publication, Editors can ask to cut or substantially change the article in order to publish it.

If cases of plagiarism or self-plagiarism are discovered after the publication, authors will be banned of future submissions for 10 years.

If any economic interests are identified, authors will be banned for 10 years.

CONTACTS

Editor in Chief

Monica Salvadori, University of Padova
monica.salvadori@unipd.it

Managing Editor

Luca Zamparo, University of Padova
luca.zamparo@unipd.it

or editor.authenticity.studies.dbc@unipd.it

Submissions

Manuscripts must be sent to:
authenticity.studies.dbc@unipd.it

Address

Dipartimento dei Beni Culturali
Università degli Studi di Padova
Piazza Capitaniato 7
35139 Padova (ITALY)

Publisher

Padova University Press
www.padovauniversitypress.it