



## Ethical code

*Visioni LatinoAmericane* (VL) is an international scientific journal, that uses a double blind peer review and aims to disseminate theoretical reflections and empirical research results in the fields of sociology, anthropology, history, social policies and social work conducted with methodological strictness, without any cultural preclusion and made available to a wider audience. Research findings can have an impact on policy makers, student education processes, and the development and integration of theories and paradigms. It is therefore important that the journal maintains a high level of quality and transparency in the publishing process. This responsibility belongs to all those who are involved in the editorial process: director, authors, editorial board, scientific committee, reviewers. It is inspired by the code of ethics adopted by Cope, *Best practice guidelines for journal editors*, by the *Associazione Italiana dei Costituzionalisti*, by the *Nature Journals*, by *Geosociety*, by the *American Institute of Physics*, by *Sociologia Italiana* and by the *Italian Sociological Review*.

### The tasks of the director

- Manage the journal with the collaboration of all members of the editorial board.
- Stimulate the members of the editorial board to promote the journal as a vehicle for the outspreading of research results.
- Consult and ask for the support and assistance of the publisher to best fulfill his role and improve the quality of the journal.
- Indicate, in collaboration with the editorial board, the reviewers to be involved in the evaluation process of each single article.
- Indicate, in agreement with the editorial staff, the guidelines for reviewers, with clear and precise criteria.
- Periodically check the review process, to improve it and make it more efficient.
- Evaluate promptly and impartially all the manuscripts proposed for publication and judge the merits of each one, respecting the intellectual independence of the authors, without distinction of sex, religious creed, ethnic origin, nationality, theoretical approaches and political orientations of the authors. The editor is solely responsible for accepting or rejecting a manuscript. The editor can only refuse contributions for specific reasons (inappropriate content for the journal, obviously poor quality, content previously published elsewhere, etc.). In this decision, the director may ask for the opinion of the editorial board and the scientific committee.
- Promote the publication of a correction or denial, when convincing evidence shows that the substance or conclusions of a published article are incorrect or have been plagiarized by the author, up to deciding on its embargo. To this end, in order to verify its originality and before its acceptance, it has every single article systematically scrutinized by anti-plagiarism software.
- Do not accept articles that present data, comments, interpretations and conclusions conditioned by the client or the research coordinator.
- Ensure that all articles rated 'publishable' undergo double-blind peer review, even those written by editorial and scientific committee members.
- Verify that the reviewers do not have a family relationship or scientific collaboration with the author of the article.
- Allow the author, whose contribution to the journal has been copied or plagiarized by another author, to publish a scientific note in the journal.
- Allow or invite an author, who has voluntarily or involuntarily published incorrect data in the journal (theoretical elaborations, data processing, data evaluation), not detected by the editor, reviewers or plagiarism checker software to make the appropriate adjustments, additions and a retraction.

- Ensure, as far as possible, that all communications and conversations between members of the editorial board, authors, reviewers and anyone else involved in the review process, before and after publication, remain private and are not made public.
- Ensure, as far as possible, that none of the editorial staff and reviewers can use the information, data, theories, or interpretations of the article submitted to the journal until the publication of the manuscript, unless the author gives permission to do it.

### **The tasks of the author**

- Ensure that the manuscript being evaluated is unpublished, not plagiarized, scientifically original and contains new findings, data, ideas and/or interpretations not previously published or simultaneously sent to others. If the article is subsequently published in other journals or books, VL must be informed in advance, without prejudice to the express reference to the publication in the same.
- Send, together with the publication proposal, the consent form in which he declares under his own responsibility that the contribution is the exclusive work of the author, in compliance with the rules on intellectual property, that the positions expressed are exclusively binding on the author and that it has not already been published elsewhere. He also declares that the contribution has not received a negative evaluation from another journal and that it is not plagiarized.
- Indicate and clearly specify the subject, reference literature, methodology, hypotheses, assumptions, interpretations and evaluations of the research.
- Specify who is responsible for the research and the director of the team that carried out the research work.
- Communicate the main sources of funding (public and private bodies, foundations, universities) for carrying out the research.
- If the article is written by several authors, indicate name, surname and affiliation of all after having agreed on the list with the interested parties. Ownership to the manuscript should be limited to those who have made a significant contribution to the research, with a simple recognition of other contributions (layout, graphics, etc.).
- Before sending the definitive version of the manuscript, make sure that all authors have read it.
- Communicate to the editor, before the publication of the manuscript, the changes of ownership and/or the variations in the list of authors, with a letter signed by all interested parties.
- After receiving the revision, inform all authors of the revision results and re-edit the article involving all of them.
- Correctly cite works by other authors, especially the publications related to the original hypothesis, ideas and/or data on which the manuscript is based.
- Avoid any form of plagiarism, both from other authors and from self-plagiarism. Copying from others, not explicitly declaring ownership of ideas, data, interpretations and evaluations is ethically incorrect and punishable by law. Moreover, the inclusion in the manuscript of 'pieces' already published by the author/s without citing the source impoverishes the originality and novelty of the article.
- Report to the director any potential conflict of interest with people, companies and organizations that could benefit from the publication of the results contained in the manuscript.
- Ensure the absence of contractual or patrimonial relationships, such as to influence the publication of the information and data contained in the manuscript.
- Expect reviewers to have the specific skills to evaluate the manuscript.
- Ask, with accurate and valid reasons, that the manuscript not be submitted to reviewers, which are not expected to be neutral towards the author/s, co-authors, research and/or the coordinator;
- Follow with due care the editorial rules of the magazine (for authors) and the template.

## **The tasks of the reviewer**

Review by independent researchers and scholars of manuscripts submitted to scientific journals is an essential component of scientific practice. All scientists have an obligation to participate in this process. *Visioni LatinoAmericane* uses the *double blind peer-review*: each article, without the author's name, is sent to two reviewers. The two anonymous evaluations are communicated to the author for his final revision. In the event of conflicting judgments, the article is submitted to a third reviewer: the prevailing choice (acceptance or rejection) is the majority one.

- Objectively evaluate the quality of the research reported and respect the intellectual independence of the authors. In no case are personal or ideological criticisms or, in any case, those containing scientific-cultural presuppositions of a personal nature acceptable. Each statement, observation or argument should preferably be accompanied by a corresponding quotation and/or documentation.
- Refuse the revision of manuscripts that deal with topics not within his specific competence.
- Respect the agreed times for review.
- Communicate conflicts of interest deriving from relationships of direct competition, collaboration, with one of the authors and avoid cases in which such conflicts do not allow for an objective assessment.
- Ask the director for authorization to discuss the document with other scholars for specific consultation, indicating names and reasons for this consultation.
- Do not transfer the manuscript to another person for review without the express permission of the director.
- Argue, explain and support your decisions so that the editor and authors can understand the rationale behind your comments.
- Indicate the theoretical and methodological deficiencies, errors in calculation and evaluation of the data in the manuscript.
- Report the existence of relevant scientific papers published, but not cited by the author.
- Underline the lack of citations and explicit references to authors and works that the author omits.
- Report to the director any suspicion of plagiarism or similarity between the manuscript in question and any article or manuscript presented at the same time to another journal or already published.
- Treat the manuscript submitted for review as a confidential document. Refrain from discussing it with others, except in special cases agreed with the director. The identity of any persons consulted must be communicated to the director.
- Do not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under review, except with the written consent of the author.