

# Publishing ethics

A fundamental principle of *STRUCTURAL* is the publication of peer-reviewed articles.

The parties involved in the process of the publication of an article (author, editor-in-chief, editorial board and publisher), should agree on the following standards for expected ethical behaviour.

## **Publication**

The editor-in-chief of the magazine will take the final decision about the selection amongst submitted manuscripts of those that he/she finds worth of publication.

The editor-in-chief is assisted in this task by the editorial board and if necessary by other reviewers, who are experts in the subject of a specific publication, and he/she operates according to the law regulating defamation, copyright and plagiarism.

## **Fair play**

The editor-in-chief evaluates the submitted manuscripts based on their intellectual content without making any distinction based on race, gender, sexual orientation, religious beliefs, ethnic origins, citizenship, political beliefs.

## **Privacy**

The editor-in-chief and all the people involved in the peer review process of an article must not reveal information regarding the manuscript sent unless, in certain cases, to the corresponding author, the reviewers, potential reviewers or editorial consultants.

## **Disclosure and conflicts of interest**

The editor-in-chief and the editorial board shall not, unless with the specific authorisation of the author, use the unpublished material described in the submitted manuscripts to carry out their own research or to create their own publications.

# Duties of reviewers

## **Contribution to editorial choices**

Every reviewer shall help the editor-in-chief in taking decisions regarding the possible publication of a manuscript.

Every reviewer shall contribute to the improvement of the manuscript. The editor-in-chief, following the indications of the reviewers, shall inform the author of those modifications thought most appropriate in order to ensure an adequate scientific and editorial level.

The reviewers shall remain anonymous and should ensure this anonymity toward the authors.

The reviewers shall inform the editor-in-chief of any conflicts of interest with the author/authors of the manuscript and, in such cases, decline the review assignment.

## **Timeliness**

The editor-in-chief, while assigning an article to a reviewer, shall set the maximum amount of time available for the review.

## **Privacy**

The manuscripts received for peer review shall be treated as confidential documents. Thus they shall not be shown to or discussed with third parties, unless as authorised by the Editor and only for the purposes of the scientific evaluation of the publication.

## **Standards of objectivity**

Peer reviews shall be conducted objectively. Personal criticisms of the author are not, therefore, appropriate. Reviewers shall express their opinions clearly with substantiated motivations.

## **Acknowledgment of sources**

Reviewers shall check that the author of a manuscript always cites the original sources from which his/her work has originated and that the references in the article's bibliography are appropriate.

## **Disclosure and conflict of interests**

Information or original ideas obtained during the peer review process shall be kept confidential and shall not be used to personal advantage

Reviewers must also operate free from conflicts of interests. For this reason, reviewers must decline manuscripts produced by authors with whom they compete or collaborate in relation to the work that is under evaluation.

# **Duties of authors**

## **Definition of standards**

Authors must accurately report the work performed and shall provide an objective description of the results obtained (for example: results of experiments, numeric analysis, an experience of design, an innovative idea).

Underlying data shall be represented accurately in the manuscript. Fraudulent, erroneous or inadequately verified or documented statements constitute unethical behaviour by the author and are unacceptable.

## **Data access**

If necessary authors can be invited to supply all of the data used to support the issues discussed in the manuscript under peer review.

Authors should also keep all relevant data related to the submitted manuscript for an adequate period following its publication.

## **Originality and plagiarism**

Authors must ensure that they have written entirely original works. If the authors have used texts or parts of texts written by others, these must be appropriately cited. Plagiarism takes many forms, from transcription of another paper as the author's own paper, to copying or paraphrasing substantial parts of another paper. Plagiarism in all its forms constitutes unethical behaviour and is unacceptable.

## **Multiple or redundant publications**

Authors should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal constitutes unethical publishing behaviour and is unacceptable. In general, an author should not submit for consideration to another journal a

previously published paper. Publication of some kinds of articles in more than one journal is sometimes justifiable, provided certain conditions are met. In such cases, the authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

### **Acknowledgement of sources**

Acknowledgment of the work of other authors must always be given. Authors should cite publications that have been influential in determining the nature of the reported work, whether as a starting point or in its conclusions. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in those services

### **Disclosure and conflicts of interest**

A conflict of interest may exist when an author or the author's institution has a financial or other relationship with other people or organizations that may inappropriately influence the author's work.

All submissions must include disclosure of any relationships that could be viewed as presenting a potential conflict of interest.

All sources of financial support used to collect the data presented in the manuscript should be acknowledged. This declaration should be made under the separate section heading of "Acknowledgement".

### **Fundamental errors in published works**

When an author discovers a significant error or inaccuracy in his/her own published work, it is an author's duty to promptly notify the journal Editor and cooperate with the Editor-in-chief to correct the paper. If the Editor-in-chief or the Publisher becomes aware from a third party that a published work contains a significant error, it is the obligation of the author to promptly withdraw or correct the paper or, otherwise, provide evidence to the Publisher of the correctness of the original paper.

### **Authorship of the paper**

Authorship should be limited to those who have made any significant contribution to the production of the text of the reported study and they should be listed as co-authors.

Any people who contributed to the preliminary definition of the work described in the manuscript should be acknowledged.

The corresponding author should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.