

# **P.A. PERSONA E AMMINISTRAZIONE**

***Legal Research on Public Administration and Economics***

## **ETHICAL GUIDELINES**

### **INTRODUCTION**

The Journal *Persona e Amministrazione* (P.A.) takes inspiration from the principles of ethic statements of COPE (Committee on Publication Ethics) *Best Practice Guidelines for Journal Editors*. All possible measures against any publication malpractice are taken. All parts involved – members of the Editorial Board and Advisory and Peer Review Board, Assistant Editors, the Editor-in-chief, referees and authors - must know and agree on the following ethic principles.

### **Section I – DUTIES OF EDITORS**

#### **a) Publication Decisions**

The Director of the Journal P.A. is responsible for deciding which of the papers submitted to the Journal should be published, after reading and considering the referees' comments. The Director and the Editorial Board are constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The Director may confer with other members of the Editorial Board or assistant editors or reviewers in making this decision.

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The Director and the Editorial Board at any time evaluate manuscripts for their intellectual content and without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political orientation of the authors.

#### **c) Confidentiality**

The Director and all the members of the Editorial Board as well as the assistant editors must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, or other editorial advisers, as appropriate.

#### **d) Disclosure and Conflicts of Interest**

The Director and all the members of the Editorial Board as well as the assistant editors undertake not to use unpublished materials disclosed in a submitted manuscript in their own research without the express written consent of the author.

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### **a) Contribution to Editorial Decisions**

The referees assist the Director in making editorial decisions and may also assist the authors in improving the papers.

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Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should immediately notify the Director that he will not be able to complete the peer review in the required time.

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Any manuscripts received for peer review must be treated as confidential documents. They must not be shown to or discussed with third parties, except as authorised by the Director.

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Referees undertake to conduct all reviews objectively. Personal criticism of the author is inappropriate. It must also be clear to referees that the purpose of the peer review process is not to superimpose their own preferences or ideas on those of the authors, but only to evaluate the suitability of the papers to be made available to the scientific community for knowledge and debate. Referees should express their views clearly with supporting arguments.

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Referees should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. The referees should also call to the Director's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

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### **a) Acknowledgment of Sources**

The authors appropriately acknowledge the sources and the references mentioned in the paper, so that they can be made available for a reasonable period of time after the publication. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

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The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

**c) Multiple Publications**

The authors do not submit for publication manuscripts in a language and in a final format which are substantially identical to papers that have already been published or submitted by the same authors in/to other journals or primary publication, unless the authors have obtained the prior consent and authorisation of the previous editor/journal to the re-publication or translation in P.A. of the previously published paper, in order to increase the dissemination of knowledge at international level, or in such a way that the re-publication or translation in P.A. of the previously published paper does not infringe any existing copyright or other third party right.

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Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

**e) Disclosure and Conflicts of Interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

**f) Fundamental Errors in Published Works**

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the Director of P.A. and cooperate with him to retract or correct the paper.