



PONTIFICIA FACOLTÀ DI SCIENZE DELL'EDUCAZIONE «AUXILIUM»

Rivista di Scienze dell'Educazione (Journal of Educational Sciences)

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## PUBLICATION ETHICS STATEMENT<sup>1</sup>

The *Rivista di Scienze dell'Educazione (Journal of Educational Sciences)* was founded in 1963 with the title *Rivista di Pedagogia e Scienze Religiose* and later the title was changed to *Rivista di Scienze dell'Educazione* (1973). It is the mouthpiece for the Pontifical Faculty of Sciences of Education «Auxilium» in Rome, for the dissemination of both scientific work at an international level and of innovative experiences related to education in various fields.

The Pontifical Faculty of Educational Sciences «Auxilium» is the owner of the *Rivista (Journal of Educational Science)*.

The aim of the *Rivista* is to participate in cultural dialogue within the disciplines cultivated in the Faculty, to contribute to the development of a new humanism in an integral educational perspective, giving particular attention to the education of women.

The *Rivista di Scienze dell'Educazione* welcomes articles, in Italian and in other languages, which are original and unpublished (i.e. which have not been published in other journals or works) which correspond to the criteria of scholarship and are in harmony with the vision and mission of the Faculty.

Exceptionally, already published papers which are particularly significant, referring to the issues dealt with in the specific issue, may be accepted for publication.

Publishing submission and acceptance dates for articles are published on the *Rivista* website.

The publication of an article is the result of an editorial process that involves many figures and functions: Editor-in-Chief and Scientific Coordinator, members of the Editorial Board, the Editorial Advisory Board and the Editorial Team, Authors and Reviewers.

Everyone is required to know and to converge around the policies and aims of the Journal; to keep up with professional development and to keep updated on the *Submission Policy*, the double-blind-peer-review process of the journal; to operate within the constraints set by law for cases of defamation, infringement of copyright and intellectual property, and plagiarism.

The Journal is supported through subscriptions, offerings and donations, exchange with other magazines and books received. The budget and the final balance are approved by the Academic Council of the Pontifical Faculty of Educational Sciences «Auxilium».

## EDITORIAL RESPONSIBILITIES

The direction of the magazine is entrusted to the **Editorial Board**.

The **Editorial Board** evaluates the proposals presented by the Editorial Team for the annual planning; accepts articles and takes note of the reviews of the Reviewers; decides the publication time and gives permission for printing; prepares the budget and balance sheet of the Journal and submits them to the approval of the Academic Council; establishes and updates the *Authors Guidelines*, after consulting the Editorial Team.

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<sup>1</sup> This *Publications Ethics Statement* is inspired by the *Code of Conduct and Best Practices Guidelines for Journal Editors*, approved by COPE (*Committee on Publication Ethics*) in March 2011. Cf [https://publicationethics.org/files/Code\\_of\\_conduct\\_for\\_journal\\_editors\\_Mar11.pdf](https://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf).

The Editorial Board draws up a list of eligible Auditors and updates it based on the performance of the latter using not only personal contacts, but also suggestions from the Authors or access to bibliographic databases.

The decision on whether or not to publish an article is made on the basis of the validity of the work reported by the Reviewers, on its importance for researchers and readers, on its respect for the rules of copyright and intellectual property.

The Editorial Board reserves the right not to accept papers deemed not appropriate to the nature of the Journal or in the case of established plagiarism.

This decision, which will be taken after adequate reflection and further consultation with other members of the Editorial Board, under no circumstances will be based on discrimination related to sex, sexual orientation, religious or political belief, ethnicity or the geographical origin of the Authors.

Each article is submitted to a process of double-blind peer review. In case of doubts about the evaluation of a Reviewer, the Editorial Board may choose another one to guarantee the quality and scientific rigor.

The **Editor-in-Chief** is legally responsible for the Journal and is ultimately responsible for everything published, promotes its activities and editorial line, guaranteeing the correctness of the procedures and the collaboration with the Scientific Coordinator and Editorial Secretary.

The Editor-in-Chief, in agreement with the Editorial Board, applies and follows the procedures in case of alleged and / or established plagiarism, ethical complaints or conflicts.

The Editor-in-Chief will have to offer the Authors adequate opportunity to challenge any complaints.

All claims must be reviewed regardless of the date on which the original publication is approved.

The documentation relating to such claims must be kept in the Archive of the Journal.

The **Scientific Coordinator** promotes the scientific level of the Journal; oversees the composition process of the individual files in collaboration with the Editorial Team; receives the proposed contributions for publication, chooses the Reviewers making sure they are effectively competent to evaluate the article; he receives the opinions which he submits to the Editorial Board; contacts the Authors for possible revisions of the texts at the suggestion of the Reviewers; sends the texts evaluated and revised by the Author to the Editorial Secretary; convenes the Editorial Board for the annual planning, as well as whenever necessary, to ensure the implementation of the editorial work and the publication of the Journal within the established time frame; presides over the activities of the Secretariat.

When there is a doubt about an article, the Scientific Coordinator will consult the Editorial Board before choosing a new Reviewer.

The **Editorial Team** meets for annual planning and whenever necessary to ensure implementation of the editorial work and publication of the journal.

The Scientific Coordinator may request Members to express their opinion on the individual articles sent for publication in the Journal.

It is the responsibility of the Editorial Team to make proposals for the revision and updating of the *Authors Guidelines*.

The **Editorial Secretary** is responsible for managing the subscriptions, exchanges and gifts and updating the related databases; complete correspondence with people and entities interested in the Journal; register the Journals which are exchanged; send requests to Publishers for books to review and, after publication of the reviews, send a copy of the published reviews to the Publishers; organize and revise the material of each dossier in view of going to press before presenting it to the approval of the Editorial Board; at least 8 days prior to convening a meeting of the Editorial Board, make the articles received available in the order they are to appear in the magazine; maintain a constant connection with the Scientific Coordinator and with the Editorial Design Studio; collaborate with the Administration of the Pontifical Faculty of Educational Sciences «Auxilium» and with the Editorial Board for the

preparation of the budget and final balance; draw up the minutes of the meeting of the Editorial Board.

## **RESPONSIBILITY OF REVIEWERS**

The double-blind peer review process adopted by the Journal ensures the quality of the papers published through an objective, correct, impartial and timely review.

The papers received by the Scientific Coordinator are reviewed. The original documents, sent both in electronic and paper format, are considered strictly confidential.

These documents are kept in the paper and digital Archive of the Journal available for consultation by the Editor-in-Chief and the Editorial Board in the event of complaints by the Authors or the **Reviewers**.

The Scientific Coordinator ensures the confidentiality of any information regarding the Author and the Reviewer, as well as information they have provided to the Coordinator himself.

A form with the evaluation criteria is sent to the Reviewer identified for the evaluation: significance and originality of the article (*relevance in relation to the educational sciences, relevance to the aims of the journal, originality of the research and / or study*); scientific rigor (*appropriate methodology, argumentative solidity, critical knowledge of the topic, coherence and depth of conclusions, relevant and updated bibliography*), formal and expository quality (*clarity and expository organicity, grammatical and syntactic correctness, coherence between title, subtitles, conclusions, summary, keywords*).

The Reviewer has the task of reporting to the Scientific Coordinator the presence of substantial similarity of the content with other articles already published.

The Reviewers are required to express their assessment in a clear and reasoned manner and to indicate an opinion regarding the publication of the article using: “favorable”, “favorable with changes”, “unfavorable”.

In no case will reviews be accepted that contain personal criticism or that refer to the scientific and academic activity of the Authors reviewed.

## **RESPONSIBILITY OF THE AUTHORS**

The opinions expressed in the signed articles are attributed solely to the **Authors**. Declarations and statements which are clearly incorrect, fraudulent are not admissible since they are an indication of unethical behavior, even intellectual behavior.

The acceptance of a paper by the Scientific Coordinator implies the Author's commitment not to publish the text, or any part of it, without the written consent of the Scientific Coordinator, as well as the guarantee that the article is not in the phase of evaluation or publication elsewhere.

In drawing up their article, the Authors abide by the Authors Guidelines prepared by the Editorial Board.

The Author is obliged to cite the sources and to clearly state the parts that overlap in the text or have already been published in other texts.

In the case of confirmed plagiarism, the papers are rejected.

The Authors are obliged to declare any personal conflict of interest that may in contract or exercise undue influence with respect to their obligations at any stage of the publication process.

The Authors must promptly inform the Editor-in-Chief if they realize there is a significant error in their article. They will collaborate with the Scientific Coordinator to publish an *erratum*, an *addendum*, or a *errata corrige*. If it is deemed necessary, they will withdraw the article.

Scientific collaboration with the Journal is not remunerated.

Upon acceptance of their article, the Authors cede - in a written signed declaration - the copyright for their article to the *Rivista di Scienze dell'Educazione*.

After publication, three copies of the issue in which his article is published as well as the PDF file of the article are sent to the Author.

## **RESPONSIBILITY OF THE EDITORIAL ADVISORY BOARD**

The members of the **Editorial Advisory Board**: professors and researchers of international origin and with an interdisciplinary representation that reflects the fields cultivated by the Journal, support and promote the Journal; offer articles and suggest new Authors who can cooperate to improve the magazine; encourage possible collaboration with other academic institutions; propose any changes to the Journal's policies and future strategies.

## **PROCEDURES FOR THE MANAGEMENT OF UNETHICAL CONDUCT AND PLAGIARISM**

At any time, anyone - the Editor-in-Chief, the Scientific Coordinator or a member of the Editorial Board - may be informed of an unethical behavior, a case of plagiarism, or a complaint regarding a procedure.

Reports of such behavior must be proven by reliable information and sufficiently evident proofs.

Each indication will be taken into consideration by the Editor-in-Chief, who will consult with the Editorial Board, and make an impartial evaluation in order to make a decision or reach a satisfactory conclusion.

In the case of a more in-depth investigation, the proof that will be collected will be considered and discussed in a private meeting of the Editorial Board, avoiding that any information may be disseminated outside of those involved and those who need to be aware of it.

In any case, the Author and the Reviewer will have the opportunity to counter all the complaints.

In the case of established plagiarism as per the provisions in the *Guidelines on Plagiarism* adopted by the Pontifical Faculty of Educational Sciences «Auxilium», owner of the Journal, the article will be refused.

While verifying the existence of plagiarism, the article, in electronic format, may be submitted to analysis by the antiplagiarism software COMPILATIO.NET, used by the Faculty.

Rome, 27 February 2018.<sup>2</sup>

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<sup>2</sup> The present *Publications Ethics Statement* was approved by the Academic Council of the Pontifical Faculty of Educational Sciences «Auxilium» on 27 February 2018.