

1. ETHICAL CODE FOR  
*Novecento.org. Didattica della storia in rete*

Published by Viella

In accordance with the [COPE guidelines](#)

*1. Duties of the authors*

In submitting their work for publication, the author declares:

- that the submission is original, the result of their own research, and that the contents of other sources are cited correctly;
- that the contribution is unpublished.

The author also undertakes:

- to declare any conflicts of interest;
- to accept the anonymous review of their submission;
- to correct the draft of their submission in agreement with the editorial staff and in a timely manner.

*2. Duties of reviewers*

The reviewers undertake:

- to maintain confidentiality on the content of the proposed contributions;
- to evaluate the text beyond any personal influences, with the sole purpose of enhancing research and the scientific dissemination of the results;

The reviewers must also report if they are aware of:

- potential conflicts of interest or moral conflicts related to the articles submitted;
- potential cases of unfair practice in the event that a contribution has already been published or can be considered the result of plagiarism.

*3. Duties of the editors*

The editors of the journal agree:

- to evaluate, read and check the contributions submitted to the journal;
- to assure that contributions follow the author guidelines of the journal and the press, in line with the history of the journal;
- to guarantee the anonymity in the phase of external review, adopting the criteria of a double-blind peer review
- to promote and represent the journal in different bodies and organizations;
- to suggest and advocate potential improvements; to obtain the collaboration of experts in different subject areas;
- to attend Editorial Team meetings.

*4. Duties of the director*

The director undertakes:

- to exercise their functions fairly and objectively;
- to ensure that the journal and its collaborators do not discriminate against authors based on gender, sexual orientation, religious or political beliefs, or their geographical origin.

*5. Duties of the publisher*

Viella undertakes:

- to ensure that good practice is maintained according to the standards indicated above;
- to adopt appropriate procedures in the event of ethical or moral complaints, for which the documentation will be properly preserved.

## 2. PROCEDURES IN THE EVENT OF MALPRACTICE

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### *1. Identification of malpractice*

Malpractice (including but not limited to: serious errors, situations of conflict of interest, plagiarism) can be identified by anyone but must be brought to the attention of the director, editorial staff or publisher in writing and with the necessary information and/or proof to initiate an internal investigation.

This investigation will be conducted by the director, who may or may not involve Viella, at his/her discretion, in the event that the report does not directly involve the publishing house. If the report concerns Viella directly, the publishing house will necessarily be involved.

### *2. Violations of a minor or major degree*

In the event of minor violations concerning the editorial staff, collaborators of the journal or publishing house, an internal investigation will be carried out, providing interested parties with all the documentation on the accusations made against them and giving them the right to respond.

In the event of major violations, the academic and institutional bodies of the interested parties may also be involved, entrusting the examination of the evidence to an external committee of experts.

In the event of violations of the civil order, the director or editorial staff will report to the competent authorities on the matter.

### *3. Consequences in the event of well-founded accusations*

In the event that the perpetrators of the violations are members of the journal, their position within the journal will be revoked, and those responsible will be warned in writing.

In the event that those responsible are authors, the scientific committee or the director may invite them to formally withdraw their contribution or decide to revoke its publication. A formal embargo on future contributions can be imposed on these authors.

On a case-by-case basis the sending of a formal letter to the department or body to which those responsible for the violation belong will also be evaluated, by which to inform them of the unfair practices conducted by the subject.

### 3. ERRORS AND RETRACTATION

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#### *1. Journal article retraction and expression of concern*

The Editorial Team reserves the right to retract published articles which are subsequently determined to be unreliable due to unintentional error or scientific fraud or misconduct: data fabrication, manipulation or appropriation, text plagiarism, self-plagiarism and redundant or duplicate publication, omission of references to sources consulted, use of content without permission or without justification, etc. The decision to retract is based on the need to correct the scientific record of publication and thereby ensure its integrity.

In case of a conflict regarding duplicate publication caused by the simultaneous publication of the same article in two different journals, the date by which the manuscript was received by each journal will be used to decide which version/s should be retracted.

If an error affects only part of a published article, it can be subsequently corrected by publishing a note from the editor, a correction or an erratum notice.

If any conflict arises, the journal will ask the author or authors to provide an explanation and relevant evidence for clarification, and will reach a decision based on this information.

The journal must publish the retraction notice and the notice must mention the reasons for the retraction, in order to differentiate between misconduct and unintentional error. The journal will notify the responsible authorities at the authors' institution of the retraction. The decision to retract an article should be reached as soon as possible in order to prevent the misleading article from being cited by other researchers.

Retracted articles will remain available in the electronic edition of the journal, and will be identified clearly and unambiguously as retracted in order to distinguish retractions from other corrections or commentaries. In the print edition, retractions will be reported as promptly as possible as an editorial or note from the editor with the same wording as in the electronic edition.

Prior to final retraction, the journal may issue an expression of concern in which the necessary information is provided with the same wording as used for a retraction. The expression of concern will be used for as brief a period as possible and will be withdrawn or superseded, if appropriate, by formal retraction of the article.

#### *2. Significant errors in published works*

When authors discover a serious error in their work, they must report this to the person responsible for the journal or series as soon as possible in order to modify the work, withdraw it, retract it, or publish a correction or erratum notice.

If the Editorial Team detects the potential error, the authors must then demonstrate that their work is free from error.

#### 4. COPYRIGHT

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The copyright of all articles published *Novecento* belongs to their respective authors. Every issue of *Novecento* and each individual article published in *Novecento*, with the relative illustrations, is published under a [Creative Commons Attribution- NonCommercial-NoDerivatives 4.0 International \(CC BY-NC-ND 4.0\)](#) license.

##### *1. Author's costs*

There are no costs to the author.

##### *2. Share*

Anyone can share (reproduce, distribute, communicate to the public, exhibit in public, represent) the article or journal by any means and in any format if they comply with the following conditions:

BY – Attribution. They must recognise the authorship of the author/authors;

NC – NonCommercial. They cannot use the material for commercial purposes;

ND – NoDerivatives. They cannot modify and then distribute the material.

##### *3. Rights of secondary publication and self-archiving*

The author, therefore, like anyone else, is free to archive his/her article, without any embargo. Any form of archiving or republication must be accompanied by the words: “The final version of the article, published in *Novecento*, is available here (link to the URL of the article on the [www.viella.it](http://www.viella.it) website)”, and it must mention the type of license under which it is distributed (published under a Creative Commons BY-NC-ND 4.0 license).

## 5. REVIEW OF SCIENTIFIC ARTICLES

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Since 2023, some journal articles are subject to double blind peer review by an anonymous referee, chosen on the basis of specific expertise and research field.

As of 2024, these articles are included under the rubric 'Studi e pratiche di storia', which only hosts contributions subject to the refereeing procedure (however, there may be articles subject to this procedure in other rubrics as well). The essays are assessed according to several criteria, which are indicated in an 'evaluation sheet'. The referee may request that the text be resubmitted to him/her before publication.

The review is carried out by e-mail exchange with files appropriately purged of all information to guarantee the anonymity of both author and reviewer.

In these cases, the editorial staff is responsible for the initial review of the articles and for supporting the reviewer and author during the review process.

In cases of articles not subjected to double blind peer review, the editorial staff handles all stages between the submission of the proposal and its eventual publication.

Articles subjected to double blind peer review are marked in the issue indices and under the abstract of the same article by the symbol .

External experts who participate in manuscript review play an essential role in the process that guarantees the quality of published material. They assist the Editorial Teams in making their decisions, help to improve the submitted works, and provide a warranty of scientific merit.

### *1. Confidentiality*

Peer reviewers must consider all manuscripts as confidential documents both during and after the peer review process, until after they are published.

Under no circumstances should the reviewer divulge or use any information, details, lines of reasoning or interpretations in the material to be reviewed for his or her own benefit or that of any other persons, or with the intent to harm any third parties. Only under exceptional circumstances may the reviewer obtain advice from other specialists in the subject of the manuscript, and the reviewer must inform the Editor of this measure.

### *2. Objectivity*

Experts who evaluate manuscripts must judge the quality of the whole report objectively, i.e., they must consider the background information used to formulate the hypothesis of the study, the theoretical and experimental data and their interpretation. Attention must also be given to the presentation and writing/reporting of the text.

They must be specific with their criticisms and provide their comments in an objective, constructive manner. They must justify their judgments with reasoning, avoid hostility and respect the authors' intellectual independence.

Peer reviewers must notify the person who requested the review of any substantial similarities between the manuscript under review and any other published work or manuscript they are aware of and that is undergoing review for another publication. In addition, reviewers must draw attention to any text or data that have been plagiarized from different authors or self-plagiarized or duplicated from other works by the authors of the manuscript under review. Reviewers

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must also alert the person who requested the review if they suspect or are aware of any text or data that have been falsified, fabricated or manipulated.

### *3. Timely response*

Peer reviewers must act promptly and provide their report by the agreed deadline, and must notify Novecento.org Editor's office of possible delays regarding their assessments.

In addition, they must notify the Editor's office of the journal or book series as soon as possible if they do not feel qualified to evaluate the manuscript or if they are unable to complete their review by the agreed deadline.

### *4. Acknowledgment of sources of information*

Peer reviewers must verify that previously published studies relevant to the topic have been cited. To do so they must review the literature cited in the manuscript with a view to suggesting the removal of superfluous or redundant references, or the addition of references that were not cited.

### *5. Conflict of interest*

Peer reviewers must decline to review when they suspect or are aware that they may be influenced by any of the situations potentially able to affect their judgment of the work, as described above..

Conflict of interest may also arise when the manuscript is closely related with work the re-viewer is currently performing or has previously published. In such cases, and if in doubt, the reviewer should decline to review the manuscript and return it to the Editorial Team, with an explanation of the reasons for his or her decision.