

# Sēnmurw – Journal of Iranian Studies



## Publication Ethics

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### Ethical and Legal Conditions

*Sēnmurw – Journal of Iranian Studies* (<https://ipocan.it/index.php/it/senmurw-top>, henceforth Journal), founded in March 2022 in Rome, is an annual double-blind peer-reviewed publication of the *Istituto per l'Oriente Carlo Alfonso Nallino* (via Alberto Caroncini 19, 00197 Rome, Italy: <https://ipocan.it>, henceforth Publisher).

The Journal's publication ethics are based on the recommendations adopted by the *Committee on Publication Ethics* (COPE: <https://publicationethics.org>). The Journal endorses the adoption of the COPE criteria of operational and research transparency.

The Publisher, the Editorial and the Scientific Boards, and the Editorial Group are committed to guarantee the highest academic quality of the articles issued by the Journal and, to this end, this Statement on Publication Ethics is hereby provided to clarify specific aspects concerning rights and responsibilities of the parts involved in the publication process.

### Responsibilities of the Journal's Committees

#### *Editor-in-Chief and Associate Editors (Editorial Board)*

The Editor-in-Chief and the Associate Editors compose the Editorial Board. They guarantee the scientific commitment of the Journal.

The Editor-in-Chief leads the Editorial Board and is legally appointed by the Publisher in consideration of a documented position of outstanding relevance in the areas of study and research that define the scope of the Journal. The tasks of the Editor-in-Chief are to represent the Journal in the scientific community, to promote the submission of publication proposals to the Journal, and to assess the quality of these proposals together with the Associate Editors.



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The Associate Editors are also committed to the development of the scholarly debate in the Journal, actively encouraging the submission of articles to qualified personalities; they may also identify and recruit potential reviewers, in accordance with the Editor-in-Chief.

Acceptance or refusal of contributions and of peer reviewers is demanded to the whole Editorial Board; the Board members also supervise the work of the Editorial Group pertaining to the handling of contacts with reviewers and authors. Board meetings are kept regularly to manage these activities.

Positions in the Editorial Board and their length are decided in accordance with the Publisher, which is also in charge of determining which actions (or lack thereof) determine the termination of the appointments in the Editorial Board itself.

### *Scientific Committee*

The Scientific Committee guarantees the international relevance of the Journal and its conformity to the standards of quality followed by similar publications in the same areas of study and research in international contexts. Positions in the Scientific Committee are determined by the longstanding relevance of the scholars chosen to be part of it, their commitment to the discipline, and their efforts to promote research in their respective sphere of study.

### *Editorial Group*

The Editorial Group is composed by researchers or other personalities with academic or technical expertise who wish to devote their efforts to the improvement of the editorial quality of the Journal. Members of the Editorial Group are coopted by the Editorial Board or the Scientific Committee to manage the necessary operations related to the graphical layout and physical printing of the Journal itself, thereby concerning themselves with material editing of the contributions and typographic issues.

The Editorial Board mediates all interactions between authors and reviewers to guarantee an orderly and consistent reviewing procedure and assigns to the Editorial Group the responsibility of



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editing articles and their associated materials that do not meet the recommendations for peer-reviewing or publication.

The Secretary of the Editorial Group coordinates the editorial activities and keeps the contacts with the Editorial Board, the authors, and the peer reviewers, receiving and sending the related communications and correspondence.

### Authors and Reviewers Responsibilities

#### *Authors*

Authors accept to ensure that their work is the result of original research and that it has not been copied, wholly or partially, from other authors or previous sources. Authors should also state, before the publication process starts, that they have not submitted the same article elsewhere, and if their contribution is funded by institutions in a way that may cause a conflict of interest with the scope of the Journal.

Authors should employ photographic and visual materials only after having obtained the necessary authorisations, and after a rigorous control of their copyrights and permissions, but only if these rights do not determine legal or economic prejudice to the Journal. In this regard, the Journal makes clear that, in the final layout, quotations in the articles are managed in a way that their origin is clearly visible, and mention of the sources is evident.

Authors should promptly notify the Editorial Board if they have identified significant errors in their published articles for the Journal; in such cases, authors should cooperate with the Journal to publish a correction or an *erratum* notice, or to retract their paper, if necessary. Post-publication critiques may also require further explanations by the authors, if deemed grounded by the Editorial Board.



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### *Reviewers*

Reviewers agree to ensure that their evaluations are unbiased and based solely on scientific grounds. The double-blind peer review process used by the Journal should be strictly followed by the reviewers, who, therefore, should avoid judgement of the articles' contents determined by assumptions on their possible authors and their beliefs and preferences.

If a reviewer feels that an author has been identified by the style of writing or content of the article during the review process, the reviewer must consider the possibility of withdrawing from the review process and inform the journal immediately. The confidentiality of the review process must be respected in all aspects. The review is strictly personal, and no one should be involved in the review apart from the reviewer without the explicit permission of the Editorial Board.

Reviewers should also state clearly if they consider that their review of a submitted article may lead to potential disputes or conflicts with their own work in the field of study covered by the article.

Reviewers should conform to the timeline proposed by the Journal for their assessment and should agree to participate in the procedure only if they think they will be able to return a review within the agreed time frame. If circumstances make it impossible for a reviewer to adhere to the time schedule, a notification of this situation should be sent promptly to the Editorial Board, suggesting an alternative reviewer that may fill the required position.

### **Conflicts of Interest and Their Notifications**

All the members of the Editorial Board, of the Scientific Committee, and of the Editorial group are required to state before the start of their activity if they are aware of possible conflicts of interest, roles, commitments, or loyalties (based on institutional, financial, or personal relationships) regarding their participation in the activities of the Journal. In such cases, the Publisher may resolve to not accept or to remove from their positions the members involved in this process of evaluation.



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Potential conflicts of interests for the Editorial Board members may include cases regarding multiple positions with the same responsibilities in other journals focusing on similar fields of research, handling of peer reviews for different journals devoted to the same area of studies, overall decision-making authority regarding editorial strategies, policies, and content for more than one competing journal in the same sphere of interest.

The same assurance regarding conflicts of interest is required to the authors who submit proposals to publish their contributions with the Journal and to the persons selected for the process of review. If conflicts arise, authors and reviewers are given reasonable opportunity to respond to any complaint or claim of misconduct.

Unreported conflicts may be brought to the attention of the Publisher, the Editorial Board, or the Scientific Committee at any time and by anyone claiming to have discovered them. Evidence to support such claims must be provided before an investigation can be initiated. The Journal ensures that any substantiated allegation of conflict is treated with the utmost seriousness.

Reviewers and authors may be required to sign a statement regarding conflicts of interest before their review is accepted or their article is published to avoid future problems. Undisclosed conflicts of interest may be signalled to the Publisher, the Editorial Board, or the Scientific Committee also after publication has occurred. If, after an enquiry, no conflict is effectively found, the publications stand without need of further action, otherwise authors will be required to reassess their contribution.

## Peer Review Procedures

The Journal uses a double-blind peer review system, which ensures that authors do not know the identity of individual reviewers and reviewers do not know the names of authors. Each article is subject to two separate and parallel reviews by selected individuals chosen for their academic expertise in the field of research covered by the article.



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For the purpose of complete anonymity, authors are requested to ensure that images, figures, tables and other materials used in their contributions do not contain any information directly related to their names, institutions, or academic affiliations. Document properties and file names should also be anonymised to avoid any possibility of authors being identified during the peer review process.

Peer reviews submitted to the Journal are not published unless specific issues arise after the publication of an article; in such cases, peer reviews may be published, but still not signed and in the same anonymous form in which they have been sent to the authors, to clarify the correctness of the process.

The Editorial Board ensures that peer reviews are not edited in any way after they have been submitted to the Journal; if such a need arises, consent to edit will be asked to the reviewers. Reviewers are therefore required to put their utmost care in avoiding inappropriate tone, spelling and grammatical errors, and English language inconsistencies.

## Malpractices and Unethical Conducts

Allegations of misconduct or breaching of the responsibilities of authors and reviewers are subject to a process of investigation by the Editorial Board.

The authors or the reviewers involved in such allegations are contacted by the Editor-in-Chief or the Associate Editors, who also inform the Publisher of the situation. If the allegations are proven to be true, the authors or reviewers will be required to provide the necessary emendations to their work. Minor omissions (e.g., mistakenly unquoted sources, unfavourable review due to misunderstanding of articles' wording) will not require further action after an expression of concern and subsequent corrections. Major misconduct (e.g., plagiarism, prejudicial or unfair review) will be notified to the authorities or the employers of the authors or the reviewers concerned, and the articles or reviews that present issues will be subject to further enquiry by the Editorial Board.



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The results of the control procedure depend on the stage of the editorial process (contribution submitted or published) or of the review process (preliminary enquiry or full review).

If the contribution is still in the submission stage or the review has only been shared with the Editorial Secretary, the Editor-in-Chief or the Editorial Board will inform the author or the reviewer that they have noticed a malpractice occurring in their work and that emendations are needed. If the contribution has been published or the review has been submitted to the author, the Editor-in-Chief or the Editorial Board may (in increasing order of gravity): pretend the withdrawal of the contribution or the review; ask for a retract statement by authors and reviewers; issue a formal warning to the authorities or employers of the authors and reviewers; impose an embargo on the contributions of said authors and reviewers; report the case and notify the state authorities for further investigation and legal actions, whenever needed. Authors and reviewers will be kept informed of the ongoing control procedure and have the right to provide further information and relevant details about the reasons that have led to their actions.

### Management of Disputes and Post-publication Replies

The Editor-in-Chief, the Associate Editors, and the Scientific Committee ensure the quality of the articles published in the Journal, both methodologically and in terms of content. The Journal encourages post-publication discussion of contributions, e.g., when alternative interpretations of published data are brought to light, and it is available to receive and host comments in the form of letters to the Editor, notes, and replies.

If a paper is found to require correction or amendment, the authors may be asked to respond to these comments and provide a reply to these observations to ensure that accurate information is disseminated to the scientific community.

Disagreement between joint authors or between authors and reviewers should be sorted before submitting the paper or before the final editing stage. If these disputes are not resolved before the



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appropriate time, the Journal reserves the possibility to issue a statement together with the article, if deemed publishable, informing the readers of the disagreement involving the parts and clarifying the position of the Journal regarding the points of contention.

The Editor-in-Chief and the Associate Editors may contact the institutions involved in disputes with the authors or concerning an article published in the Journal, explaining if investigations have been conducted, what are the results, and how a settlement can be achieved.

The Editorial Board may consider to retract a paper if there is clear evidence that the findings in the article are not reliable, either as a result of major errors or of fabrication and manipulation, if the article plagiarises previous scholarship, if the article has been previously published in other Journals without significant differences and proper permissions to republish, and if the article contains materials that infringe copyright or causes serious legal prejudice to the Publisher. Retraction notices will clearly identify the reasons that led to this result and will be made freely available to the readers.

### **Authors' Copyright and Intellectual Property Management**

The Journal does not charge authors for publication; there are no publication fees, and publishing costs, such as for printing, are borne solely by the Publisher.

The Publisher retains the rights over the articles published and is authorised to the reproduction and sale of the articles in any subsequent form, including on-line. Authors are required to agree to the copyright transfer to the Publisher when their articles are accepted in the current Journal issue following the peer review process. For this purpose, a Consent to Publish form is sent to the authors; publishing cannot proceed if the authors deny their consent. In similar situations, therefore, authors are allowed to propose their contribution in other journals or series, provided they do not use the reviewed drafts they have received from the Journal.

Authors may not sell a paper published in the Journal on their own, but they have the right to self-archive and post their published articles in the Journal in an open access repository after one year



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(twelve months) has passed from the date of publication. For this reason, the publication date is intended as the day on which the authors receive the PDF copy of their article in the current issue of the Journal. Drafts and non-peer-reviewed texts of a submitted article may be made available freely as long as they do not imply acceptance in the Journal from the Publisher.

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