

## **PUBLICATION ETHICS AND MALPRACTICE STATEMENT**

### **Duties of Editorial Board**

- The Editorial Board will protect the confidentiality of all material submitted to the journal and all communications with reviewers.
- The Editorial Board must disclose any conflicts of interest.
- In consultation with the members of the Editorial Board, editor-in-chief will select reviewers who have adequate expertise in the field. The research articles must be evaluated by at least two reviewers, and where necessary the editor-in-chief will request additional opinions.
- The Editorial Board will ensure that the peer review process is fair.
- The Editorial Board will evaluate manuscripts based on their scientific content.
- The Editorial Board is responsible for making publication decisions for submitted manuscripts.
- The Editorial Board will ask for the publication agreement of all the authors of the manuscript.
- The Editorial Board will evaluate suspected cases of plagiarism according to the COPE Code of Conduct.
- The Editorial Board will cooperate with the authors to correct any significant errors or inaccuracies observed after the publication of the paper (in the next volume of the journal).

### **Duties of Authors**

- The authors state that their manuscript has not been previously published or that it is not currently being considered for publication elsewhere.
- Authors must state that their manuscripts are their original work. If the works, original ideas and/or words of other authors have been used in the manuscript, they will be cited accordingly (see [COPE discussion on plagiarism](#)).
- Authors must report any conflicts of interest.
- Authors must disclose all sources of funding for conducting research and/or preparing the article.
- Authors are required to promptly report any significant errors or inaccuracies found in their published paper and to cooperate with the members of the Editorial Board to publish the necessary corrections, retractions, etc., as appropriate.

### **Duties of Reviewers**

- The reviewers will fulfill the review process according to the single-blind method.
- Reviewers will inform the Editorial Board of the *Studii și Cercetări de Istorie și Arheologie* (SCIVA) regarding any conflict of interest (collaborative, competitive or other relations

with any of the authors, connections with the institutions involved in the respective research, etc.).

- Reviewers will keep all manuscript information confidential and they will not use it for personal advantage.
- Reviewers must not contact the authors without permission from the editor-in-chief.
- Reviewers will evaluate the manuscripts on criteria strictly related to their scientific content (the originality of the paper, the degree of novelty, the clarity of the speech and the conclusions expressed, the degree of knowledge of bibliographic resources by the author(s) and their proper use, writing accuracy).
- Reviewers must bring to the attention of the editor any substantial similarity between the evaluated manuscript and any other published paper.