

CODE of CONDUCT

Premise

Narrare i gruppi protects the scientific quality of the material it publishes, as well as the transparency of sources and the defense of the peer review anonymity. It also guarantees that the whole process is carried out in accordance with a strict code of conduct, which the actors get to see subscribing full membership.

General Responsibilities of Editorial Staff and Authors

The Editorial Staff is fully responsible for what is published, and committed to:

- Consider our readers' and authors' needs as much as possible;
- Constantly improve the quality of the journal;
- Ensure the quality of published material;
- Protect freedom of expression;
- Publish corrections, clarifications, retractions or apologies, should they become necessary.

1. Publications and Copyright

Should the authorship of the publication be challenged, it will be certified through a list of references and a statement indicating that the material is not the result of plagiarism. As far as the content authenticity is concerned, the above-mentioned statement will have to certify that the data reported therein are not fraudulent and / or the publication cannot be found in other publications of any kind.

2. Authors' Responsibility

- All authors are required to submit articles to the process of peer review, with the only exception of the contributions published in the sections called *Focus* and *Notes*, or of those received upon invitation.
- All the authors who have significantly contributed to the research implicitly certify that all information contained in their article is real and authentic.
- All authors are required to report any possible error to the journal or to provide retractions and corrections about their research and the material they published, even if those errors have come out at a later stage.

3. Peer Review / Revisers' Liability

- Evaluations must be objective and impartial. Revisers should have no conflict of interest with respect to the research being object of the publication they are evaluating.
- Revisers should highlight all those significant publications which have not been mentioned / considered.
- The article evaluation will not be public, and must be treated in a confidential manner.

4. Editorial Responsibilities

- The editorial staff has complete responsibility and authority to reject / accept an article.
- They cannot have any conflict of interest on the acceptance / refusal to publish articles.
- They will also guarantee the sole publication of articles and pieces of research with a reasonable degree of accuracy. Should any error or inaccuracy be found out, all editors commit to report them, promoting their official correction / retraction and relevant publication.
- The editorial staff also undertakes to ensure the reviewers' complete anonymity.

Relations between Editorial Staff and All Involved Actors

Relations with Readers

Readers can always ask for further information on published material and be informed, where possible, if the research is sponsored by public or private bodies and the sponsors' role in it.

Relations with Authors

Decisions to accept or reject a paper for publication are based on the importance, originality, clarity and relevance of the study in relation to scientific knowledge as a world heritage.

The first rule that mediates the relationship between publishers and journal is the loyalty to fight against illicit practices: the work must not have been published in other journals in its present form, the work does not belong to other authors, and the work is not the result of plagiarism.

The relationship between journal and authors inherent to the process of peer review is published, in detail, in the *peer review* section of this site. The only exception is provided just for the cases specified in that section.

The Editorial staff is also available to consider any reports by authors who wish to undertake action because they feel that one of their rights has not been recognized.

Complains

Narrare i gruppi will promptly respond to complaints against it or in respect of materials published by authors and ensures no opposition, of whatsoever nature, to inspections and investigations necessary for any further action.

Encouraging the Debate

The editorial staff is always willing to consider and accept criticisms on published works and articles which did not pass peer review evaluation, unless the opposite is the case. The journal is also committed to give the authors of criticized material the opportunity to reply at any moment putting its tools at their disposal. We also strive to give particular consideration to studies questioning works which were previously published in the journal not excluding those reporting negative results.

Integrity of Scientific Studies

Narrare i gruppi vouches for the compliance of published research material with internationally recognized ethical guidelines. Checking, where possible, that all research is approved by an organization with clear research ethics being recognized on a scientific level. It stresses, however, that the approval of an ethical organism does not guarantee that the research will be developed in a truly ethical way, releasing from the liability of being directly responsible for it.

Protection of Personal Data

Narrare i gruppi protects the confidentiality of individual information (such as, for example, that between doctor and patient) requiring patients to sign a written informed consent in accordance with the legislation in force in the field of personal data protection. It is also committed to ensure the confidentiality of peer review sensitive data.

Guaranteeing the Integrity of Scientific Data

Every time the editorial staff recognizes a statement as inaccurate, misleading or distorted, its author will be immediately asked to correct it.

If, after a thorough survey, the statement comes out to be fraudulent, the same author will be required to retract his or her contribution from the database. The retraction will be clearly identifiable both for readers and indexation systems.

Relationships between Owners, Publishers and Editorial Staff

The relationship between publishers, owners and editorial staff is based on the principle of editorial independence and the priority of scientific circulation rather than on an immediate financial profit.

Commercial Considerations

As to advertisements, *Narrare i gruppi* declares that the contents thereof must be related to the scientific content in the journal. Misleading or unsuitable publicity not respecting the overall essence of the journal will be rejected.

Conflicts of Interest

Narrare i gruppi agrees to avoid conflicts of interest through a clear and transparent management of internal processes and evaluation procedures.