

## Publication ethics

The publication ethics of U3 and QU3 are based on COPE's Best Practice Guidelines for Journal Editors (<https://publicationethics.org/resources/guidelines>).

### *Tasks and duties of the director and editors*

- Publication decision. The decision of publishing an article within Rubriche lies with the director and the editors. In any case the director's decision is final.
- Fair play. The director and editors evaluate manuscripts for Rubriche for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship or political philosophy of the authors.
- Confidentiality. The director and editors must not disclose any information about a submitted manuscript for Rubriche or QU3 to anyone other than the author, guest editors and reviewers.
- Disclosure and conflict of interest. The director and editors must not use in their own research unpublished materials disclosed in a manuscript submitted for Rubriche or QU3 without the express written consent of the author.

### *Tasks and duties of reviewers*

- Contribution to editorial decisions. The peer-review procedure assists the editors in making editorial decisions and may also assist the author in improving the paper.
- Promptness. Any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should promptly notify the editors.
- Confidentiality. Any manuscripts received for review must be treated as confidential documents. Therefore, they must not be shown or discussed with others without explicit authorization by the editors.
- Objectivity. Reviews should be conducted objectively. Personal criticism of the author is deemed inappropriate. Reviewers should express their views clearly with supporting arguments.
- Acknowledgement of sources. Reviewers should precisely identify relevant published work that has not been cited by the authors. They should also call to the editors' attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.
- Disclosure and conflict of interest. Privileged information or ideas obtained through the peer-review process must be kept confidential and not used for personal advantage. Reviewers should not accept manuscripts in which they have conflicts of interest due to previous competitive, collaborative or other relationship with the author and/or their institution or company.

### *Tasks and duties of authors*

- Reporting standards. The authors of reports of original research should present an accurate account of the research performed and an objective discussion of its significance. Underlying data supporting such research should be represented accurately in the paper. Within it, there should be enough detail and references in order to allow others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

- Data access and retention. If applicable, authors are asked to provide raw data in connection to a paper for editorial review. They should also be prepared to provide public access to such data and should in any event be prepared to retain such data for a reasonable time after publication.
- Originality and plagiarism. The authors should ensure that they have written entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited or quoted.
- Multiple, redundant or concurrent publications. The author should not publish manuscripts describing essentially the same research in more than one journal. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is deemed unacceptable.
- Acknowledgement of sources. Proper acknowledgement of the work of others must always be given, by citing and/or quoting the publications that have been influential in determining the nature of the reported work.
- Authorship of the paper. Authorship should be attributed correctly. All those who have made significant contributions to the conception, design, execution, or interpretation of the reported study should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.
- Disclosure and conflicts of interest. All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.
- Fundamental errors in published works. When authors discover a significant error in their own published work, it is their obligation to promptly notify the journal director, editors or publisher and cooperate with the director or editors to retract or correct the paper.