

Editorial and Scientific Boards and Procedures

Editorial and Scientific Board of Directors

The Editorial Board of Directors guarantees the respect for freedom of expression and transparency.

The Scientific Board of Directors identifies peer referees; monitors the compliance with the ethical guidelines and with the integrity of double-blind peer review processes; indicates, with the advice of the Scientific Board, clear and precise timelines and criteria for the work of authors and peer referees; publishes a rectification or refutation in the case of evidence that a published contribution is not original upon notification by the Scientific Board of Directors itself or by the Scientific Board; monitors the fairness, impartiality and punctuality of peer review processes.

The Scientific Board of Directors avails itself of the Editorial Staff for: the contacts with the authors; the anonymous transmission of contributions to the Board of Directors, on the basis of disciplinary competences; the copyediting of the published contributions; the relations with the publishing house.

In addition, the Scientific Board of Directors liaises with the peer review procedures: on the basis of their disciplinary competence, the Board's members acquire, on the basis of their specific competence, contributions from the supervisor of the Editorial Staff, and transmit them, without mentioning any information about the authors' identity, to two peer referees by e-mail as an attached file, ensuring them transparency and autonomy. They are yet entitled to make a critical reading as a first level of screening: they may ask the authors, through the supervisor of the Editorial Staff, to draw up an abstract in a more or less extensive or clearer form; to report any possible problems or conflicts of interest which have come to their attention; reject contributions, even before sending the copies to the two peer referees if the texts are judged to be inconsistent with the purviews of the journal and the book series, or if they have found violations of copyright.

At the end of the referral procedures, the Scientific Board of Directors will scrupulously send the referees' evaluation reports to the supervisor of the Editorial Staff, without indication of the referee's name and affiliation, and of the pairing with the peer-reviewed contributions. The Scientific Board of Directors will hence take care to keep over time an archive of the referees' original evaluation reports.

Scientific Board

The Scientific Board, together with the Scientific Board of Directors, is the guarantor of the scientific quality of the published contributions, and decides on the editorial policies of the journal and the book series in order to improve and raise its scientific quality level; to propose a thematic issue; to promote the journal as a vehicle for the dissemination of research results; to encourage potential authors to submit contributions; to report any possible problems or conflicts of interest.

The Scientific Board has been mainly identified in prominent scholars in the journal's purviews and intents. Yet, in order to encourage the practices of scientific research, the composition of the Scientific Board has been identified by the Scientific Board of Directors also among university scholars and independent researchers, although in a minority segment.

Editorial Staff

The Editorial Staff coordinate, together with the Board of Directors, the relationship with the readers and publishing house; indicate errors in copyediting to the authors; promptly report to the Board of Directors any possible problems or conflicts of interest which have come to their attention.

The supervisor of the Editorial Staff (or, in his/her absence, the deputy supervisor) coordinates confidentially the relationship between the journal and the authors as well as the relationship between the authors and the Board of Directors; sends by e-mail, as an attached file, the anonymous contributions to the Scientific Board of Directors, according to the areas of disciplinary competence.

Likewise, she/he must verify that: the contributions — possibly marked by an alphanumeric code — must have no indication about the author's identity; the identity of the author cannot be inferred from any information included in-text or in any footnotes (acknowledgments, dedications, bibliographical references, etc.); and that the name of the authors' name is not present in the hidden properties of the file. The supervisor takes also care to send to the authors the referees' anonymous evaluation reports, submitted by the component of the Scientific Board of Directors at the end of referral procedures; and to keep over time an archive both of the referees' anonymous evaluation reports and of the dates of receipt and acceptance of contributions.

In case a component of the Board of Directors submits a contribution, he/she will follow the same procedures of the corresponding authors. The supervisor of the Editorial Staff is entitled to send the anonymous copy to the other component of the Board of Directors or to a component of the Scientific Board. The component will

send it to the two referees, or, in case he himself /she herself wants to review it, only to another referee. In case a member of the Editorial Staff submits a contribution, he/she will follow the same procedures of the corresponding authors.

In order to encourage the practices of scientific research, the Scientific Board of Directors identify the composition of the Editorial Staff among career-starting researchers.

Board of Anonymous Referees

Anyone, affiliated with a university or research entity or institute, may request to be included in the Board of Anonymous Referees in order to take part in peer-referral procedures. The application must be sent by e-mail to the Scientific Board of Directors, on the basis of their specific disciplinary competence, by enclosing his/her own curriculum, inclusive of full name and surname, telephone number, affiliation (inclusive of full name of the department or research entity or institute, street, civic code, code postal, city and nation) and institutional e-mail, along with the indication of the scientific area as well as the scientific-disciplinary sector of his/her own particular competence. The Scientific Board of Directors will take care to transmit the requests received to the Scientific Board. The journal's bodies, with the exception of the Editorial Staff, participate in the identification of the Board of Anonymous Referees whom the Board of Directors will avail itself of in peer-referral procedures.

Double-blind peer-referral procedures

In accordance with the "Regulation for the Classification of Journals in Non-Bibliometric Areas", approved by the Governing Council of ANVUR on July 21, 2016, all contributions published in the journal are evaluated by applying the double-blind method, in accordance with international scientific standards, by two anonymous scientifically active peer referees, one or both from the internal Boards, or one or both external (in the case of a declared conflict of interest, both external to the Boards of the journal). These are identified in a large national and / or international circle of scholars, according to the areas of disciplinary competence, in order to determine originality, high degree of depth, critical slant and accuracy in search of sources and bibliography, and in basic information.

After the referral process has expired in compliance with the deadlines indicated, the referees send an evaluation report provided for this purpose, which can be downloaded from the journal's site in PDF format, to the e-mail address caporedattore@synergheion.it, or to the sender of the e-mail.

The evaluation report is designed to allow referees to: a) attribute a score for each of the four evaluation criteria: 1) topicality, originality, relevance of the contribution; 2) accuracy of the research and completeness of the provided information; 3) fluency, comprehensibility, clarity, essentiality; 4) adequacy of sources and bibliography; b) provide a concise, well-justified assessment of the contribution, specifying the merit, with any suggestion of modifications or additions, or the lack of merit of publication. Upon receipt of the evaluation reports, they will be forwarded in an anonymous form to the authors by the supervisor of the Editorial Staff. In the case of divergent evaluations, the contribution will be sent to a third referee (referee adjudicator), identified by the Scientific Board of Directors among the Boards of the journal or external to them.

The journal publishes the list of the identified peer referees in an anonymous form every two years, without expressing the matching of the evaluated contributions. The Scientific Board of Directors reserves the right not to apply the peer referral process in the case of contributions from scholars of the highest repute. In this case, the non-reviewed contributions will be proportional to the other products published in each issue.

Contributions that are included in the book series "Quaderni di *Synergheion*" are also evaluated by double-blind peer referral process, in the same manner as the contributions in the journal.

In the case of conference proceedings, the peer referral process is not applied, and the editorship is entirely entrusted to the Scientific Committee of the conference.