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Ethics policy and good practices:

Reviewers' duties

- **Contribution to the editorial decision:** Peer review is a procedure that helps editors to make decisions on the proposed articles and also allows the author to improve the contribution submitted for publication. The reviewers are committed to performing a critical, honest, constructive, and unbiased review of both the scientific and the literary quality of the written work, i.e. based on their individual skills and knowledge.
- **Respect of time:** The referee who does not feel adequate to the task proposed or who are not able to finish the evaluation of a contribution in due time is required to promptly notify the coordinators. The reviewers are committed to evaluating the works in the minimum possible time so as to respect the stated deadlines.
- **Confidentiality:** Each assigned reading manuscript should be considered as confidential. Therefore, these texts should not be discussed with other people without the explicit permission of the editors.
- **Objectivity:** The peer-review must be conducted in an objective manner. Any personal judgment about the authors' contributions is considered inappropriate. The referees are required to give adequate reasons for their judgments. The reviewers will submit a complete and critical report. They are obliged, moreover, to advise the editors whether substantial sections of the work have been previously published, or if they are being revised by another publication.
- **Text display:** The referees should indicate the major bibliographical references possibly neglected by the author. The referee must also report to the editors any similarities or overlaps between the text received and other works known to her/him.
- **Conflict of interest and disclosure:** Confidential information or information obtained during the peer-review process must be considered confidential and may not be used for personal purposes. The referee will only accept the review of an article if there is no conflict of interest of any source.