

ARCHIVUM FRATRUM PRAEDICATORUM

ETHICAL CODE

Duties of the Director and the Editorial Board

1. The Editorial Board is responsible for ensuring that the Journal publishes only articles whose academic merit has been assured through the anonymous peer-review process.
2. The Director of the Journal, possibly through another member of the Board or a member of another academic institution, will appoint two reviewers who are experts in the field to assess the submitted article. In the event of significant disagreement between the reviewers, the manuscript will be submitted to a third expert for assessment.
3. It is expressly assured that, even if the authors are members of the Editorial Board or the Academic Committee of the Journal or of the Historical Institute of the Order of Preachers, their contributions will be subject to a peer-review process.
4. Contributions published in the *Notae* section are excluded from the peer-review process.
5. During the review and editing process and until publication, submitted articles will be treated as confidential documents.
6. An article kept in the editors' archives will retain this confidential status even if it is not accepted for publication due to negative reviews.

Duties of the Authors

1. The author submitting an article for publication guarantees its originality and that it has not been published elsewhere in identical form, even in another language.
2. The author guarantees that the submitted manuscript is not under review or being published elsewhere.
3. If others have contributed significantly to the research and writing of the paper, the author must acknowledge their contribution.
4. All sources used by the author, both primary and secondary, must be accurately cited. Particular care must be taken to ensure that shelf marks on manuscripts and archival documents are accurate and complete. If the author has not personally consulted a manuscript or archival document and is citing the source only on the basis of another publication, this must be stated.

5. After submission, during the peer-review process, and after acceptance for publication, the author is obliged to cooperate with the editors to clarify any ambiguities or problematic aspects.
6. If the author discovers a serious error during the editorial process after the paper has been accepted, he or she must inform the editors immediately.
7. If the article contains illustrations, it is the author's responsibility to obtain publication rights. Authorisation from the copyright holder must be provided to the editors.

Duties of the Reviewers

1. Reviewers will anonymously assess the submitted articles according to the criteria set by the editors and within a deadline agreed with the editors.
2. Reviewers undertake to read the manuscript objectively and promptly with the aim of improving the quality of the text to be published. To this end, they must point out relevant titles not cited by the authors.
3. If a scholar approached by the editors for a review has a conflict of interest, he/she must inform the editors and resign as a reviewer in the case in question.
4. The reviewer must immediately report any suspicion of plagiarism to the Director of the Journal.
5. Reviewers agree to treat the submissions they assess as confidential documents and therefore not to disclose the results of the authors' research to third parties, nor to use the information obtained for their own purposes.
6. If, after accepting an assignment, the reviewer realises that it will be impossible to complete a review within the agreed time frame, he or she must inform the editors immediately.