

La matematica e la sua didattica

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Code of Ethics

This declaration is based on COPE's Best Practice Guidelines for Journal Editors
http://publicationethics.org/files/Code_of_conduct_for_journal_editors.pdf

Editorial responsibility

The Scientific Director of the journal *La matematica e la sua didattica* is solely responsible for the decision to publish the articles submitted to the journal itself. The Scientific Director may refer to the Editorial Board and the Scientific Committee of the journal and is bound by the current laws concerning defamation, copyright infringement and plagiarism. The Scientific Director employs at least two Reviewers to make decisions, according to a double-blind peer review procedure.

The Scientific Director is required to assess the manuscripts based on their scientific content without distinction of race, gender, sexual orientation, religious belief, ethnic origin, citizenship or scientific, academic or political orientation of the Authors.

The Scientific Director and the Editorial Board are required not to disclose any information on the manuscripts. Communications relating to the publication process are only sent to the Authors, Reviewers and potential Reviewers, Editorial Consultants, as appropriate. The original material contained in the manuscripts submitted to the journal cannot be used by the members of the Editorial Board for their own research without the Author's permission.

Duties of the Editorial Board

The Scientific Director of the journal *La matematica e la sua didattica* guarantees the correctness of the systems used to evaluate, accept or reject the articles submitted by the Authors, and in particular oversees the *peer review* process and the anonymity of the Reviewers with respect to the specific article under examination. He also avoids any conflict of interest and discrimination based on gender, sexual or religious orientation, political convictions, geographical origin.

The decisions of the Scientific Director are bound by the journal's editorial policies and are bound by the current laws concerning defamation, copyright infringement and plagiarism.

The Editor in Chief and the Editorial Board are required not to disclose any information regarding the manuscripts submitted, except to the Authors themselves or to those who have been previously authorized.

The original material contained in the manuscripts submitted to the journal cannot be used by the members of the Executive Committee (Scientific Director and Editor in Chief) and the Editorial Board for their own research without the written consent of the Author.

Duties of Reviewers (Peer Reviewers)

The Reviewers assist the Executive Committee in editorial decisions and, through communications conveyed by it, may eventually help the Author to improve the manuscript.

The selected Reviewer who does not feel qualified to review the assigned manuscript or who knows that he or she is unable to perform the review within the required time frame must notify the Executive Committee of the decision, declining to take part in the review process.

The articles examined for assessment must be treated as confidential documents. They must not be shown or discussed with anyone who has not been previously authorized by the Executive Committee.

The review must be conducted objectively and with clear and documented arguments.

The Reviewer has the task of identifying the presence of bibliographic material relevant to the work to be assessed but not cited, and to indicate to the Authors possible improvements useful for the publication of the contents.

The Reviewer must not accept manuscripts that have conflicts of interest arising from competitive relationships, collaborations or other type of connection with Authors, companies or entities associated in any way with the subject of the manuscript.

The Reviewer must notify the Editorial Board if he or she finds a substantial similarity or overlap between the manuscript under review and any other published document of which he or she has personal knowledge.

Duties of the Authors

The Author guarantees that the article submitted for assessment is original, unpublished and not submitted simultaneously to other journals, and if the work and/or the words of other Authors are used, they must be appropriately paraphrased or literally cited.

The Authors are obliged to cite all the publications that have had an influence in determining the nature of the work proposed.

The Author must accept the methods for selecting articles and in particular the peer review process. Manuscripts under review by the journal must not be submitted to other journals for publication purposes.

If the article is accepted, the Author grants the journal the right to publish, releasing it under the Creative Commons 4.0 International license (<https://creativecommons.org/licenses/by/4.0/>), which allows the users to read, download, copy, redistribute, print, search or link integrally published texts, and use them for every other lawful purpose.

When submitting the contribution for assessment, the Author commits to declare any possible conflicts of interest that may have influenced the manuscript's contents.

The Author is obliged to correctly cite the sources of the contents included and obtain – under his or her responsibility – the authorizations necessary for the publication of images, tables or other content already published as established by copyright law. Fraudulent or willfully inaccurate statements constitute unethical behavior and are unacceptable.

The Author guarantees the truthfulness of the information presented in the manuscript and the objectivity of his or her interpretations. The corresponding data must be reported accurately and in detail to allow others to replicate the study.

All those who actually took part in drafting the text, viewed and approved the final version and agree with its publication must be included in the manuscript and noted as Authors.

If there are other parties who have made substantial contributions to relevant parts of the article, they must be recognized and listed as Contributors.

If the Author finds significant errors or inaccuracies in the published manuscript, he or she has the duty to promptly notify the Editorial Board and provide the appropriate corrections.

Conflicts of interest

A conflict of interest may exist when an Author (or his or her institution), a Referee or a member of the Editorial Board has personal or financial relationships that may inappropriately influence his or her behavior. It is up to the Executive Committee to manage any conflicts of interest as best as possible (for example with the system of double blind anonymous referees), and a declaration in this regard may be requested from the Authors.

Handling of errors and misconducts

Editors will promptly act in case of errors and misconducts, both proven and alleged. In case such as errors

in articles or in the publication process, fraudulent publication or plagiarism, appropriate steps will be taken, following the recommendations, guidelines and checklists from COPE. These includes the publication of an *erratum* (errors from the publication process), *corrigendum* (errors from the Author(s)) or, in the most severe cases, the retraction of the affected work.

Publication Fees

The journal has neither article processing charges nor submission fees.