



## U+D urbanform and design | Ethical code

Urbanform and is a peer-reviewed scientific journal inspired by the ethical code of publications developed by [COPE's](http://publicationethics.org/resources/guidelines), (Committee on Publication Ethics - Best Practice Guidelines for Journal Editors <http://publicationethics.org/resources/guidelines>). All parties involved - authors, editors and reviewers - must be aware of and share the following ethical requirements.

### MANAGEMENT AND EDITORS'S OBLIGATIONS

#### Judgment about publication

The directors and the Scientific Direction are responsible for the decision to publish or not the articles proposed. The editorial staff may refer to the referees and the scientific committee of the journal and is bound by the requirements of the laws in force on defamation, copyright infringement and plagiarism.

The management and editorial staff respect the strategies and editorial approach of the magazine.

U + D adopts the system of scientific evaluation of the articles that are submitted to it, double-blind: both the author and the reviewer do not know their respective names.

#### DECENCY

The editors evaluate the articles proposed for publication on the basis of their scientific content without discrimination based on race, gender, sexual orientation, religion, ethnic origin, citizenship, political orientation of the authors. The decision of the editorial staff to accept or reject a manuscript for publication must be based solely on the importance, originality and clarity of the text, as well as on the validity of the study and its relevance to the journal's interests. The peer review procedure must be impartial, free from prejudice and punctual. The publishing house cannot interfere with editorial decisions regarding the choice of articles to publish. All phases of the review process must be carried out using the protocol required by the editorial practice of the journal, to ensure the impartiality of the final decision and to ensure that the materials sent remain confidential throughout the evaluation process. The editorial staff must be willing to accept well-founded criticism of published works and not be precluded from the possibility of publishing research that questions previously published works. It is also their duty to publish corrections, clarifications and retractions, where needed. Authors must always be given the opportunity to respond to criticism and the journal has no barriers to studies that propose negative results.

#### Confidentiality

The editors and any member of the editorial team or of the scientific committee must refrain from disclosing any information about texts submitted to the journal's evaluation to anyone other than the corresponding author, referee, potential referee, editorial consultants, and the publisher, as the case may be.

#### Conflict of interest, disclosure and transparency

The management and editorial staff undertake not to use the contents of an article proposed for publication in their research without the written consent of the author. The contributions presented by the Editorial Committee for publication are subjected to the same anonymous and objective evaluation procedure.

The list of Referees who collaborate on the magazine will be published in the magazine as a thank you for the

collaboration provided and as a form of transparency with respect to the procedure adopted.

### Quality

Management and editorial staff periodically check the peer-review process in order to introduce possible improvements. They also reserve the right to resort to a third Referee in the event of a conflict between two opinions and if the decision to publish the essay cannot be resolved by an internal decision.

### Duties of referees

#### Contribution to the editorial decision

The practice of peer review helps the editorial staff to make editorial decisions and, through communication editorial with the author, it can also help the author improve his text.

#### Respect of the times

The referee who does not feel adequate for the proposed task or who knows that he or she cannot carry out the reading within the required time is required to promptly notify the editorial staff.

#### Confidentiality

Any text assigned for reading must be considered confidential. Therefore, such texts should not be discussed with other people without the explicit permission of the editors.

#### Objectivity

The peer review procedure must be conducted objectively. Any personal comment on the author it is inappropriate. Referees are required to adequately justify their judgments.

#### Indication of texts

The referees undertake to accurately indicate the bibliographic details of fundamental works, possibly neglected by the author. The referee must also report to the management any similarities or overlaps of the text received for reading with other works known to him.

#### Conflict of Interest and Disclosure

Confidential information or information obtained during the peer review process must be considered confidential and cannot be used for personal purposes. Referees are required not to accept for reading articles for which there is a conflict of interest due to previous collaborative or competitive relationships with the author and/or his / her institution.

## AUTHOR'S DUTY

### Access and retention of data

Authors of original research must also make available the sources or data on which the research is based, so that they can be kept for a reasonable period of time after publication and possibly be made accessible to others who intend to use the work. False or inaccurate claims constitute ethically unacceptable behavior.

### Originality and plagiarism

Authors are required to submit unpublished and original contributions to the examination for publication and, if the work and/or words of other authors are used, that these are appropriately indicated or literally quoted. Authors are obliged to cite all publications that have had an influence in determining the nature of the proposed work. Manuscripts must contain sufficient details and references to allow others to reproduce the research carried out. Fraudulent or intentionally incorrect statements constitute unethical behavior and are inadmissible.

Authors of original research reports should present accurate exposition of the work produced, as

well as an objective discussion about the importance. The cited data should be accurately represented in the paper which must contain details and references to allow others to reproduce the research carried out.

#### Multiple, repetitive and / or concurrent publications

The Author obligates itself not to publish articles, that describe the same results as a search in more than one journal or volume. Proposing the same text to more than one journal at the same time constitutes ethically incorrect and unacceptable behavior.

#### Recognition of sources

Proper recognition of the work of others must always be given. Authors must cite the publications that have been influential in determining the nature of their work and provide the correct indication of the sources and contributions mentioned in the article.

#### Authorship of the work

The author who sends the text for evaluation must ensure that all those who have made a significant contribution to the conception, implementation and reworking of the research underlying the article, appear as co-authors, and that they have given their approval to the version final article and publication. If other people have significantly participated in some phases of the research, their contribution must be explicitly recognized. The corresponding author should ensure that all co-authors have seen and approved the final version of the document and have accepted its submission for publication.

#### Errors in published articles

When an Author identifies a significant error or a material inaccuracy in one of his articles, he is required to promptly inform the Management of the journal and the Publisher, providing all the information necessary to withdraw or correct the text.

Rome, 02.06.2014