

VICINO ORIENTE
SAPIENZA UNIVERSITÀ DI ROMA
DIPARTIMENTO SCIENZE DELL'ANTICHITÀ
SEZIONE DI ORIENTALISTICA

Peer-review Process

This journal follows a double-blind review process. After acceptance by the Scientific Committee, the Scientific Editor sends the submitted papers to two external reviewers, one chosen by the Editor and the other chosen by the Scientific Committee (International and National).

The reviewers will support the Scientific Editor and Editorial Board in making a decision, according to the procedure described below.

Reviewers are independent scholars, with expertise on the subject of the submitted articles, and do not come from the same institution of the authors. They are selected according to the subject of the manuscript in the fields of Near Eastern and Middle Eastern Archaeology, Levantine and Mediterranean Archaeology. Reviewers must produce a vote evaluation based on five concise judgement parameters: completeness and reliability of data base; bibliographic accuracy and updating; inner coherence of the paper; rank of innovation; impact in the field of study, corroborating their votes with a synthetic written evaluation of the articles (maximum 500 words).

After the reviewers evaluation, the Scientific Editor and the Scientific Committee accept the papers with the following possibilities (A to D): A) Ready to be published; B) To be published with minor corrections; C) To be published after a major revision (needs a second reading by the same reviewers after); D) Rejected.

Afterwards, articles elected to publication are again examined by the Editorial Board, for formal assessment and editing.

Peer reviewers assist the Scientific Editor in making editorial decisions and through the editorial communications with the author may also assist anonymously the author in improving the paper. Any selected referee who feels unqualified to review the research reported in a manuscript should notify the Scientific Editor and retreat himself from the process.

Reviewers should identify relevant published work that has not been cited by the authors.

A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Authors can reject a referee in case of conflict of interest or any kind (religious, gender or political) of discrimination. In this case, the Scientific Editor with the Scientific Committee will appoint a new reviewer.

Publication Ethics

The policies and guidelines provided on this page are in order to protect the quality and integrity of scholarly practice and research and the scientific attainment of the Journal Vicino Oriente. Manuscripts are evaluated for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, as well as scientific, academic, or political orientation of the authors.

Editors and Editorial Board members are central to the publishing process. They serve the research community in the publication and dissemination of scholarly research. The Scientific Editor board members are responsible for deciding which of the articles submitted to the Journal should be published. The main responsibilities of the Editors and Editorial Board are:

to handle all submissions fairly and in a timely manner, acknowledging submissions and communicating decisions made after peer review, including any help of advice that can be provided by the reviewers or the editors themselves.; to ensure that all submitted manuscripts are treated confidentially. Equally, the identity and details of all reviewers should be treated confidentially; to act objectively, making decisions, following the indication of reviewers in a double-blind system, about papers based entirely on their relevance, importance and quality; to ensure that, should any suspicions of scientific or publishing misconduct occur, they are treated reasonably, sensibly and confidentially; and to deal fairly with any author appeals.

It is the responsibility of all reviewers to deal with requests from editors to review papers, and make those reviews, in a timely manner, with care, consideration and above all objectivity, exercising confidentiality at every stage. It is appreciated by authors when reviewers explain and support their judgements so that comments may be fully understood. Reviewers should not retain copies of any article that they review. If a reviewer believes that his/her relationship to an author, if known, or the subject matter of an article, may constitute a conflict of interests for any reason, this must be disclosed to the Scientific Editor.

Articles submitted for publication must be original work of the author/s and do not have to be published in any form (even online on the web) before submission to Vicino Oriente.

If a reviewer suspects for any reason that the author may have submitted the paper in the same or similar form to another publication, or suspects that plagiarism has occurred, then this should be discreetly brought to the attention of the Scientific Editor.

Reviewers must take great care to maintain confidentiality in all cases as accusations, whether suspicions are proven or disproven, can have a serious and damaging effect on the career and reputation of the individual(s) concerned. Any communication with the Scientific Editor must be balanced, carefully argued and suitably qualified such that reviewers do not leave themselves, the Scientific Editor, or the publisher open to accusation of libel, which may occur whether or not the case is proven.

All procedures will be carried out in a sensitive and confidential manner.

Authors should present original research.

Authors should ensure that they have written entirely original works and if the authors have used the work and/or words of others, that this has been appropriately cited.

If there are two or more authors, the corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper and that all co-authors have seen and approved the final version of the paper, having agreed to its submission for publication. All sources of financial support for the project should be disclosed.

When an author discovers a significant error or inaccuracy in the published work, it is the author's obligation to promptly notify the journal and cooperate with the Scientific Editor to retract or correct the paper.

Vicino Oriente supports the ethical principles set out by the Committee on Publication Ethics (COPE). A number of useful resources, such as guidelines, discussion papers and the COPE Code of Conduct, are available on the COPE website.

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