Editorial Policies

NOTICE: The following are the editorial policies of the journal *Ephemeris Dacoromana* (ED).
If you are an author considering submitting to ED, please see the guidelines and use the online submission form.

Focus and Scope

Our main aim is a high scientific standard.

*Ephemeris Dacoromana* is a journal in which the aims and the scope are based on the originality of the articles and on interdisciplinary studies, concretized in a peer-review process.

We accept for publication articles from every field connected or related to human sciences in which the new contributions are clearly defined.

Peer Review Process

→ Each submitted manuscript is assigned by the Editorial Committee to two peer-reviewers selected from the International Advisory Board.
→ The peer-reviewers review the manuscript and send their report to the Editor-in-Chief using the ED review form (available for download below). This process is strictly confidential.
→ The review forms contain the peer-reviewers’ comments and decision regarding publication: the article is accepted as is, accepted with minor/major revisions, or is rejected from publication.
→ If the results of the two reviews are completely different (for example, “accept” and “reject”), the Editorial Board may assign a third reviewer.
→ After the peer-reviewers make these recommendations, they are analysed by the scientific committee; the scientific committee decides, following the evaluations, which article can be published in our journal.

Reviewers form

The ED Reviewers form can be downloaded as docx or pdf.

Publication Frequency

*Ephemeris Dacoromana* is published on an annual basis.

Open Access Policy

*Ephemeris Dacoromana* it is an open access journal. All content is freely available without charge to any user or his/her institution.

Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author.

As an author, you retain rights for large number of author uses, including use by your employing institute or company. These rights are retained and permitted without the need to obtain specific permission from Editor. These include:

→ the right to read, download, copy, distribute, print, search or link to full texts of the articles;
→ the right to present the journal article at a meeting or conference;
→ the right to include the journal article, in full or in part, in a thesis or dissertation;
→ patent and trademark rights and rights to any process or procedure described in the journal article;
→ the right to use the journal article or any part thereof in a printed compilation of works of the author;
→ the right to prepare other derivative works, to extend the journal article into book-length form, or to otherwise re-use portions or excerpts in other works, with full acknowledgement of its original publication in the journal.

Manuscript Structure

Manuscripts should be structured as follows:

* a title page with the title of the article, name(s) of author(s), email address(es) of the author(s), and their affiliation(s); the author(s) [ORCID](http://orcid.org/) number(s) can also be added
* an abstract between ~100 and ~200 words
* a short list (between four and eight entries) of keywords
* the main content (recommended structure: introduction, methods, results & discussion, and conclusions)
* supplementary content (e.g. acknowledgments section, catalogues, etc.)
* a list of references

Offprints

An offprint is available immediately upon publication and is an exact copy of author’s complete article. Offprints are provided freely to authors in either paper or digital (PDF) form. All authors automatically receive a free link to the full text of their article, which will allow other people to view their work without a subscription.

Proofs

Proofs are sent to the corresponding author by e-mail as a PDF file. These should be read carefully, paying particular attention to any tables, figures and references, and then corrected and returned to the **Editor-in-Chief** by e-mail within ten business days of receipt. Extensive changes at the proof stage are not permitted. In the event of important developments in a field that affect the manuscript arising after the final revision, a ‘Note added in proof’ may be permitted.

Copyright

Copyright on published articles is retained by the author(s). The exclusive responsibility in respect of the acknowledgement of author’s rights and/or copyright rests with the responsible author(s). The Editor, publisher and reviewers of this journal cannot accept responsibility for the infringement of authors’ rights or copyright. The author grants the publisher unlimited rights to publish the work in any format and/or medium, whether for gain or any other purpose.

Languages

*Ephemeris Dacoromana* prefers to receive submissions in English, French, and Italian.

Submission Process

All submissions are considered by the Editor-in-Chief in the first instance. Suitable papers are peer-reviewed by a minimum of two experts. Peer-reviewers (also known as Referees) are selected for their knowledge and expertise and may include, but are not limited to *Ephemeris Dacoromana*‘s Editorial Board. Submissions are assessed on the potential interest of new historical discoveries, ideas and methods and significance.

Authors are strongly advised to read the notes for contributors before submitting a manuscript. Submitted manuscripts that do not adhere to *Ephemeris Dacoromana* ‘s standards may be returned to the author(s).

Conflict of Interest

All funding sources supporting the work and all institutional or corporate affiliations are acknowledged. Except as disclosed on a separate attachment, I certify that I have no commercial association (e.g., consultancies, stock ownership, equity interest, patent-licensing arrangements) that might pose a conflict of interest in connection with the submitted article, and that I accept full responsibility for the conduct of the trial, had full access to all the data, and controlled the decision to publish.

Ethics and Malpractice

Publication ethics and malpractice statements for the journal *EPHEMERIS DACOROMANA* are based on [Publishing ethics resource kit of Elsevier](http://www.elsevier.com/wps/find/editorshome.editors/Introduction) and follows the recommendations of the Committee on Publication Ethics and are based on the guidelines of [Best Practice Guidelines for Journal Editors (COPE)](http://publicationethics.org/files/u2/Best_Practice.pdf).

**DUTIES OF THE EDITORIAL BOARD**

***Publication Decisions***
The Editorial Board of our journal is responsible for deciding which of the manuscripts submitted to the journal should be published. The Editor-in-Chief’s decision to accept or reject a paper for publication is based on its importance, originality, clarity, and its relevance to the scope of the journal.

***Fair Play***
The Editorial Board and the reviewers evaluate manuscripts for their intellectual content without regard to the author’s race, ethnicity, gender, sexual orientation, religious beliefs, citizenship, or political ideology.

***Confidentiality***
The Editorial Board must ensure that all material submitted to the journal remains confidential while under review. The Editorial Board and the editorial staff must not disclose any information about the submitted manuscript to anyone other than the corresponding author, reviewers, other editorial advisers, and the publisher.

***Disclosure and Conflicts of Interest***
Unpublished materials disclosed in the submitted manuscript must not be used by the Editorial Board in their own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Editors should require all authors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.

***Journal self citation***
An editor should never conduct any practice that obliges authors to cite his or her journal either as an implied or explicit condition of acceptance for publication. Any recommendation regarding articles to be cited in a paper should be made on the basis of direct relevance to the
author’s article, with the objective of improving the final published research. Editors should direct authors to relevant literature as part of the peer review process; however this should never extend to blanket instructions to cite individual journals.

***Involvement and Cooperation in Investigations***

An editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher (or society). Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, and if the complaint is upheld, the publication of a correction, retraction, expression of concern, or other note, as may be relevant. Every reported act of unethical publishing behaviour must be looked into, even if it is discovered years after publication.

***Publication decisions***
The Editor-in-Chief of the journal is responsible for deciding which of the submitted articles should be published. The Editor-in-Chief may be guided by the policies of the journal’s Editorial Board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making this decision.

**DUTIES OF REVIEWERS**

***Contribution to Editorial Decisions***
Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. Peer review is an essential component of formal scholarly communication, and lies at the heart of the scientific
method.

***Promptness***
Any reviewer who feels unqualified to review the manuscript or knows that its prompt review will be impossible should notify the Editorial Board so as to excuse himself from the review process.

***Confidentiality***
Any manuscripts received for review should be treated with strict confidentiality. They must not be shown to or discussed with others except when authorised by the editor.

***Standards of Objectivity***
Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly, with supporting arguments.

***Acknowledgement of Source***
Reviewers should identify relevant published work that has not been cited by the author. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. Any similarity or overlap between the manuscript under
consideration and any other published paper should be reported to the Editor-in-Chief.

***Disclosure and Conflict of Interest***
Privileged information or ideas obtained through the peer review process must be kept confidential and must not be used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other connection with any of the authors, companies, or institutions connected to the manuscript.

**DUTIES OF AUTHORS**

***Reporting Standards***
The authors of manuscripts should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the manuscript. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

***Data Access and Retention***
The authors may be asked to provide the raw data of their investigations for editorial review, and should be prepared to provide public access to such data for a reasonable period of time after the publication of their paper.

***Originality and Plagiarism***
The contributors 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 or quoted. Plagiarism takes many forms, from “passing off” another’s paper as the author’s own paper, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

***Multiple, Redundant or Concurrent Publication***
The authors should not submit manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

***Acknowledgement of Sources***
Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.
Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

***Authorship of the Paper***
Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made contributions should be listed as co-authors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are listed in the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

***Fundamental Errors in Published Works***
When the author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal as well as to cooperate with the Editor-in-Chief to retract or correct the paper.

***Disclosure and conflicts of interest***
All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible.

### Fees

ED is an open access and free-to-publish journal. ED does **not** charge submission fees or article processing fees from authors.

### Preparing the file(s) for submission

ED aims to make submission as easy as possible for submitting authors. Authors are asked to submit a source file (and any supplementary data files) in any of the formats that we can process: Microsoft Word (docx, doc, rft), Open Office (odt) or TeX/LaTeX.

For texts containing special characters (including polytonic Ancient Greek), the source file should be accompanied by a PDF version of the manuscript, to assist us with the accurate typesetting of the article

Authors can format their papers in any way they choose to. It is not necessary to try to produce pages that look like published journal pages; the detailed design (typesetting) work will be undertaken by the ED editorial team. One provision, however, concerns the use of in-text citations inside footnotes, not inline (see the ‘Style Format’ section below).

All illustration, figures and tables should be embedded (compressed or not), or their position marked by typographic placeholders, at the appropriate points within the text, rather than at the end of the manuscript. The figures must also be sent as separate files (acceptable filetypes: jpeg or tiff; minimum recommended resolution: 300 dpi).

### Preparing the manuscript

All figures and tables should be referenced within the text. The figure must have captions, and the tables explanations.

#### **Article Structure**

The submission should contain the following elements (in one or multiple files):

* a title page with the title of the article, name(s) of author(s), email address(es) of the author(s), and their affiliation(s); the author(s) [ORCID](http://orcid.org/) number(s) can also be added
* an abstract between ~100 and ~200 words
* a short list (between four and eight entries) of keywords
* the main content (recommended structure: introduction, methods, results & discussion, and conclusions)
* supplementary content (e.g. acknowledgments section, catalogues, etc.)
* a list of references

### Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission’s compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in the ‘Comments to the Editor’ field from the online submission form).
2. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.
3. The text adheres to the requirements outlined in the Author Guidelines.

### Copyright Notice

#### **Copyright Policy for Ephemeris Dacoromana**

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution Attribution-ShareAlike License](https://creativecommons.org/licenses/by-sa/4.0/) that allows others to share the work with an acknowledgement of the work’s authorship and initial publication in this journal. The exclusive responsibility in respect of the acknowledgement of author’s rights and/or copyright rests with the responsible author(s).
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal’s published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](http://opcit.eprints.org/oacitation-biblio.html)).
4. The Editor, publisher and reviewers of this journal cannot accept responsibility for the infringement of authors’ rights or copyright. The author grants the publisher unlimited rights to publish the work in any format and/or medium, whether for gain or any other purpose.

### Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

### Online Submission

Authors can submit their articles using the online submission form.

EPHEMERIS DACOROMANA

ISSN 1582-1854

Reviewers Form

**Editorial Office**

|  |  |
| --- | --- |
| *Reviewer’s Name and Surname* |  |
| *E-mail* |  |
| *Manuscript Number* |  |
| *Title* |  |
| *Date Sent to Reviewer* |  |
| *Date Expected from Reviewer* |  |
| **COMMENTS**Please rate the following: (1 = Excellent) (2 = Good) (3 = Fair) (4 = poor) |
| *General comment* |  |
| *Methodology* |  |
| *Originality* |  |
| *Results* |  |
| *Bibliography* |  |
| *Clarity of presentation* |  |
| *Language problems* |  |
| **RECOMMANDATION**(Kindly mark with an X) |
| *Accept As Is* |  |
| *Requires Minor Corrections* |  |
| *Requires Major Revision* |  |
| *Reject on grounds of (…)* |  |
| *Additional Comments* |  |

Date Signature