

Universitas Journal Code of Ethics

Preamble

Universitas - - studi e documentazione di vita universitaria ISSN-L: 0393-2702 (PRINT - ONLINE, etc.) ISSN: 2283-9119, registered with the Tribunal of Bari on 2 November 1979, no. 595, published by Associazione CIMEA Viale XXI Aprile, 36 - 00162 Rome – VAT No./Tax Code 08590541002, (hereinafter also referred to as “Universitas”) adopts peer review procedures, according to the double-blind system, in order to guarantee the impartiality of scientific evaluation. This system ensures that reviewers do not know the identity of the authors and vice versa.

This Code of Ethics complies with the guidelines of the *Committee on Publication Ethics* (COPE), promoting an ethical and transparent approach to scientific publication. All parties involved in the editorial process (Management, Editorial Board, Reviewers and Authors) are required to comply with the provisions set out herein.

Universitas also manages the Quaderni Universitas series, which is subject to the same rules and the same rights and duties contained in this code of ethics.

The Journal exclusively adopts the Open Access publication model and is committed to ensuring scientific quality, transparency in academic debate and respect for the integrity of research.

1. Duties of Authors

1.1 Originality and Plagiarism

Authors must submit original and unpublished works. The use of others' work must be properly cited with full bibliographic references. Plagiarism and self-plagiarism are serious ethical violations and may result in referrals to authorities and sanctions.

1.2. Protection of third-party rights

Authors must be the full and exclusive owners of the copyright relating to the contributions they submit for publication in Universitas, including texts, images, graphics, distinctive signs and other content of any kind.

1.3 Multiple Submissions

Simultaneous submission of the same manuscript to more than one journal or duplicate publication of substantially similar content in different journals is not allowed.

1.4 Authorship and Contributors

Only those who have significantly contributed to the research can be listed as authors. Other contributors must be explicitly acknowledged in the acknowledgments section.

1.5 Corresponding Author

The corresponding author must ensure correct attribution of all co-authors and obtain their approval of the final version of the article.

1.6 Funding and Conflicts of Interest

All sources of funding must be declared. Authors must disclose any conflicts of interest (financial or otherwise), including potential conflicts, that could influence the results or interpretation of the research.

1.7. Transfer of rights

Upon acceptance for publication in Universitas, authors irrevocably and gratuitously transfer, also pursuant to Articles 10 and 320 of the Civil Code and Articles 96 and 97 of Law No. 633 of 22 April 1941, all rights of use and exploitation, including economic exploitation, of their contributions to the CIMEA Association, which publishes Universitas, without limits of space or time, without prejudice to the moral rights over the work (Articles 20 and 142, Law 633/1941)¹.

1.8 Errors and Retractions

If an author identifies a significant error in their published article, they must promptly notify the Management to initiate appropriate corrections or retractions.

2. Duties of Reviewers (Peer Reviewers)

2.1 Qualification and Responsibility

Reviewers are selected among scholars with proven expertise in the relevant field. They must promptly notify the Editorial Board if unable to carry out the review in a timely manner or if lacking the required expertise.

2.2 Confidentiality

Manuscripts under review are confidential documents. They must not be shared or discussed without the explicit authorization of the Scientific Committee.

2.3 Objectivity

The review must be conducted objectively, avoiding personal judgments. Comments should be clear, reasoned and constructive.

2.4 Sources and References

Reviewers are expected to point out significant bibliographic omissions or substantial similarities with other published works.

2.5 Conflicts of Interest

¹ The rights transferred include, but are not limited to:

- the publication of photos, images and/or dissemination in any form on all CIMEA Association and Universitas channels, online and offline (websites, social networks, printed media), the right of reproduction and publication in print in volumes and/or periodicals and for any type of edition,
- the right of representation, dissemination and communication to the public, the right of transfer and use on computer and/or multimedia media and in any case on any type of media that allows reproduction and viewing by any means, including with background music;
- the right of reproduction and publication of videos by any means and on the internet;
- the right to market and distribute directly and/or indirectly by any means;
- the right to use, process and adapt for the production of films of any kind, in the version intended for production, dissemination and distribution both in cinemas and on television;
- the right to direct and/or derivative commercial exploitation, including for promotional purposes;
- the right to transfer, free of charge or for a fee, without obligation of communication and acceptance.

Reviewers must refrain from evaluating manuscripts in case of conflicts of interest stemming from collaborations, competition or personal relationships with the authors.

3. Duties of the Editorial Board Coordinator

- **Impartiality:** The evaluation of submissions is based solely on scientific merit.
 - **Confidentiality:** All manuscript-related information is handled confidentially.
 - **Integrity:** Unpublished material in the manuscripts may not be used for personal purposes without the author's consent.
 - **Guaranteeing the peer review process:** The Coordinator ensures that reviews are conducted correctly, anonymously, consistently and traceably.
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4. Duties of the Scientific Committee

The Scientific Committee oversees the entire editorial process, ensuring adherence to scientific and ethical standards. In case of doubts about the ethical validity of the research or the submitted content, it may request clarifications and supporting documentation.

It is responsible for implementing appropriate measures in case of Code violations, including suspension, retraction, or the publication of corrections.

5. Transparency and Scientific Debate

The journal promotes transparency in scientific debate by accepting responses or comments on previously published articles, in the form of notes or letters to the Editor. These contributions will be evaluated with equal scientific rigor.

6. Adherence to the ANVUR Code of Ethics

All members of the Scientific Committee and the Editorial Board commit to complying with the provisions of the **ANVUR Code of Ethics**, including rules on the declaration of conflicts of interest, participation in evaluation bodies and transparency of academic affiliations.

All members of the Management and Editorial Committee undertake to comply with the provisions of the ANVUR Code of Ethics, including the rules on the declaration of conflicts of interest, membership of evaluation bodies and transparency of academic affiliations.

Information on the processing of personal data

Pursuant to Articles 13 and 14 of Regulation 2016/679/EU (hereinafter ‘GDPR’), Associazione CIMEA (Centre for Studies on Academic Educational Institutions and Methodologies) (hereinafter ‘Data Controller’) with registered office in Rome (RM), Viale XXI Aprile 36 – 00162, in its capacity as ‘Data Controller’, informs you that your personal data collected for purposes related to the submission and publication of articles in Universitas will be processed in compliance with the aforementioned legislation, in order to guarantee the rights, fundamental freedoms and dignity of natural persons, with particular reference to confidentiality and personal identity.

Origin, purpose, legal basis and nature of the data processed

The processing of your personal data, provided directly by you, is carried out by the Data Controller for the fulfilment of legal and contractual obligations. If the aforementioned data also includes data that Article 9 of the GDPR defines as “special” (sensitive) data, such data will be processed in accordance with the provisions of the Code, as amended and supplemented and the GDPR, as well as in light of the applicable Authorisations issued by the Data Protection Authority (hereinafter also referred to as the ‘Authority’), by the Data Controller for the sole purpose of fulfilling legal and contractual obligations.

Communication

Your personal data may also be communicated to external companies, identified on a case-by-case basis, to which Associazione CIMEA (Centre for Studies on Academic Educational Institutions and Methodologies) entrusts the fulfilment of obligations arising from the existing contract. Your data may be disseminated through publication on the Universitas and CIMEA websites. All those authorised to process data carry out their activities on the basis of instructions received from the Data Controller, pursuant to Article 29 of the GDPR, and are appointed as “Authorised Data Processors”. The CIMEA Association (Centre for Studies on Academic Educational Institutions and Methodologies) provides the Authorised Persons or Data Processors, if designated, with adequate operating instructions, with particular reference to the adoption of and compliance with security measures, in order to guarantee the confidentiality and security of the data. With regard to the protection of personal data, you are invited, pursuant to Article 33 of the GDPR, to report to the Data Controller any circumstances or events that could lead to a potential ‘personal data breach’ in order to allow for immediate assessment and the adoption of any measures to counter such an event by sending a communication to the Data Controller at the addresses indicated below. The Data Controller remains obliged to communicate your data to Public Authorities upon specific request.

Transfer abroad

Your personal data may be transferred abroad if necessary for the management of the contractual relationship and distribution of the Universitas magazine. For the processing of information and data that may be communicated to these subjects, equivalent levels of protection will be required as those adopted for the processing of personal data of its employees. In any case, only the data necessary for the pursuit of the intended purposes will be communicated and the regulatory instruments provided for in Articles 43 and 44 of the Code and Chapter V of the GDPR will be applied.

Methods, logic of processing and storage times

Your data is collected and recorded lawfully and fairly for the purposes indicated above in accordance with the principles and requirements of Article 5(1) of the GDPR. Personal data is processed using manual, computerised and telematic tools with logic strictly related to the purposes themselves and, in any case, in such a way as to guarantee its security and confidentiality.

Personal data will be processed by the Data Controller for the entire duration of the collaboration and also subsequently to assert or protect its rights or for administrative purposes and/or to fulfil obligations arising from the regulatory and legislative framework applicable at the time and in compliance with specific legal obligations regarding data retention.

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In relation to the aforementioned purposes, the provision of your data is essential for the execution of the contract between you and the Data Controller. Without such personal data, it is impossible to establish and maintain the collaborative relationship between you and the Data Controller CIMEA (Centre for Studies on Academic Educational Institutions and Methodologies).

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With regard to the processing covered by this Information on the processing of personal data, as a Data Subject you have the right to exercise the rights referred to in Articles 15-22 of EU Regulation 2016/679.

Data Controller

The data controller, pursuant to Article 4 of the GDPR, is Associazione CIMEA (Centre for Studies on Academic Educational Institutions and Methodologies), Viale XXI Aprile 36 - 00162 Rome (RM) - VAT number: 08590541002 - Tax code: 08590541002.

Data Protection Officer (DPO)

The Data Protection Officer is College Team s.r.l. – Via Francesco Cilea 200 – 00124 Rome (RM) – email: dpo@collegeteam.it.