

CODE OF ETHICS

RISK MANAGEMENT MAGAZINE

Declaration on ethics and on unfair practices in the publication of research contributions

The mission of the AIFIRM publisher is to promote education, knowledge and research in the field of Risk Management. In order to pursue this goal, the publisher adopts a neutral stand on the topics published in the RISK MANAGEMENT MAGAZINE, but rigor and accuracy are required. The act of publishing indeed involves more persons, apart from the publisher, and each of them has his own fundamental role. Therefore, each person involved in the process – the authors, the Editor in Chief, the members of the Editorial Board and of the Scientific Committee – must respect certain ethical standards during each phase. AIFIRM undertakes to defend and ensure the respect of ethical behavior in each and every phase of the process, by adopting and promoting the standards indicated by COPE in the Code of Conduct and Best Practice Guidelines for Journal Editors. A summary of our commitment and of the conduct that is required from the Editor in Chief, the members of the Editorial Board and of the Scientific Committee, but also from the authors of our magazine can be found below.

Decision to publish and duties of AIFIRM

AIFIRM publishes its financial report annually, and indicates the funding sources and the expenses related to the magazine. The Association only accepts original contributions – written in full respect of copyrights and which are not simultaneously submitted for review to other journals – that follow high standards in the editing accuracy. Furthermore, AIFIRM promotes and controls the use of peer review as a way to select articles, with a verifiable handling of peer review. The Association supports independence of research, it condemns the violation of copyrights and plagiarism, it requires and promotes original contributions based on rigorous data, and it undertakes to publish the correction of potential errors in published papers or even their withdrawal. Finally, the Association is open to any form of promotion of culture and research, including forms of Open Access.

Duties of the Editorial Board, of the Scientific Committee and of the editorial bodies

The editorial bodies of the Magazine must respect the COPE Guidelines. In particular, the Editor in Chief, and the members of the Editorial Board and of the Scientific Committee are solely responsible for the decision to publish the articles that are submitted to the magazine. The Editor in Chief, the Editorial Board and the Scientific Committee are guided by the editorial policies of the journal and bound by the applicable laws on matters of libel, copyright violation and plagiarism. The Editorial Board is supported by at least two reviewers, selected among their members or among the members of the Scientific Committee or other academics, when taking decisions, and it follows the procedure of double-blind peer review. The referees must evaluate the manuscripts according to their scientific content, without discrimination of race, sex, sexual orientation, religious faith, ethnical origin, citizenship, or scientific, academic or political opinion of their authors.

In cases where manuscripts belong in sponsored articles, the assessment of the manuscript shall only consider the scientific quality and substance and shall disregard the business aspects. The members of the editorial bodies and the editorial staff shall not divulge any information on the submitted articles, to any other person apart from the author itself, the reviewers and prospective reviewers, editorial advisors and the Editor, according to the case. The unreleased material contained in the articles submitted to the magazine cannot be used by the members of the Editorial Board and of the Scientific Committee for their own research purposes without written consent from the author. If the Editorial Board notices or receives indication of any relevant issue related to errors/flaws, conflict of interest or plagiarism in any published paper, it will

immediately inform the author and the publisher and will undertake all necessary action to clarify the issue, and if need be, it will withdraw the article or publish a retraction or Erratum, as per the COPE Guidelines.

Peer reviewers' duties

The peer reviewers shall assist the Editorial Board in the editorial decisions and can, if need be, support the author in improving the manuscript. The selected reviewer who does not feel qualified for the review of the allocated manuscript, or who knows he/she will not be able to complete the review in due time, shall notify his/her decision to the Editorial Board, declining to take part in the review process. The articles received for review shall be considered as confidential material. They shall not be shown or discussed with anyone without prior consent from the Editorial Board. The review shall be implemented objectively. Personal criticism to the author is not allowed. Referees shall express their own opinion in a clear manner, with precise and documented argumentations. Referees shall identify the presence of relevant bibliographical material which was not cited by the author. Each statement, observation or argumentation written in the papers shall be accompanied by a citation. The reviewer shall report to the Editorial Board any substantial resemblance or overlap between the article under review and any other published document that he/she knows of. Information or ideas obtained from the review of manuscripts shall be kept confidential and shall not be used for personal convenience. Reviewers shall not accept to review articles in which they have any conflict of interest derived from competition, cooperation or any other relation to the authors, to companies or to entities connected to the object of the manuscript.

Authors' duties

Authors shall guarantee that their works are fully original, and when material and words from other authors are used, that they shall be conveniently mentioned or literally cited, and the correct reference to other authors' work shall always be thoroughly stated. Authors must mention all publications which have influenced the nature of their work. Authors of articles based on original research shall present an accurate summary of their work and an objective discussion on its meaning. Data shall be represented in a precise manner in the manuscript. Manuscripts shall include sufficient detail and references to potentially allow others to replicate the research. Fraudulent or voluntarily incorrect statements are considered unethical behavior and therefore unacceptable. The presented articles shall not have been published as copyrighted material in other magazines. Manuscripts under review by our magazine shall not be submitted to other journals for publication. When submitting a paper, the author/authors agree on the fact that, once the manuscript is accepted for publication, all rights for economic return, without limitation and by any means, through any existing or future technological mean, will be transferred to the management of the Magazine – which in turn will transfer them to the publisher AIFIRM.

The literary authorship of the manuscript is limited to those who have provided a significant contribution to the creation, planning, execution or interpretation of the research. Any person who has provided a significant contribution shall appear as a co-author. If any other person has participated to substantial aspects of the research project, they shall be acknowledged and listed as contributors in the acknowledgements. The author shall guarantee that all relevant co-authors be included in the manuscript, that they see and approve its final version and that they agree that it be presented for publication. Authors shall list in the manuscript any financial conflict or any other type of conflict of interest which could potentially impact the results or the interpretation of the article. Any source of funding to the research project shall be mentioned. In case an author would become aware of any relevant error or incorrect statement in the published manuscript, he/she shall immediately inform the Editorial Board of the magazine or the Editor and cooperate with them in order to retract or correct the article.

Organizing funding or supervising a research group alone does not constitute authorship.

Conflict of interest

A conflict of interest may arise when an author (or his/her organization), a referee or a member of the Editorial Board or of the Scientific Committee have any personal or economic relationship that could impact their behavior in an inappropriate manner. Such conflict may arise even in cases when the author believes that the mentioned relationship does not impact him/her. The magazine management shall handle any conflict of interest in the best possible manner (e.g. through the system of anonymous double-blind review), and they can require a statement from the authors on the matter.