

Peer Review

Books and articles published in tab edizioni's book series and journals have been evaluated both by the publisher and by selected referees.

Academic and independent scholars in the relevant research field evaluate submitted manuscripts for originality, validity, and significance to help the publisher to determine whether a text should be published in a book series or in a journal, if it needs to be modified/revised to be published, or if it cannot be accepted for publication.

Peer Review Process for Books

Each tab edizioni's book series can have some peculiar aspects concerning the peer review, however for each of them the following steps are expected:

- 1) a *first editorial evaluation* of the manuscript from the editorial staff of the publishing house (from both the editorial director and the editor of the relevant field);
- 2) identification, together with the series' director, of the referees for the *external peer review* (that can be single or double blind);

- 3) *submission of the manuscript (anonymously) to the referees, together with an evaluation form to fill according the following fields:*
 - a. originality (significance of the subject within the research field);
 - b. contribution provided to the research field (scientific relevance in the national and international scenario);
 - c. research level and depth (attention on the content and on the critical apparatus, methodological rigor);
 - d. argumentation clarity (language property and text fluency);
- 4) *notice concerning the peer review result from the publisher to the authors and/or submission of the anonymous evaluation forms with judgments.*

All phases of the reviewing process should aim at ensuring the fairness of the final decision and at protecting the confidentiality of the material submitted throughout the process of evaluation.

If a selected referee feels unqualified to review the contribution that he has been assigned or knows that he will not be able to meet the deadline for its assessment should notify the series' director or the publisher and decline the invitation to review the manuscript.

Furthermore, book reviewers are asked to recuse themselves if there is a conflict of interest such as a relationship of close friendship or enmity.

On the other hand, authors should ensure that their contributions are original and that their bibliographical sources are appropriately acknowledged by giving correct

and precise indications of the works or parts of works of other authors used in their essays/books.

In particular, authors should cite the publications that have been influential in determining the nature of their contribution, and if they have used works and/or words of others they should ensure that these are appropriately cited or quoted. The authorship of the contribution should be correctly indicated, and all those who have made substantial contributions to the conception, organization, realization, and elaboration of the research on which the contribution is based should be listed as co-authors. All authors should disclose in their manuscript any conflicts of interest that could be viewed as influential on the results or assessment of their contributions. When an author discovers an important error or inaccuracy in their published work, it is the author's obligation to inform the series' director and to collaborate with the editors to the correction of the contribution in the form of *errata corrige*.