

Guide of good practices and scientific integrity of Philostrato. Revista de Historia y Arte.

The National Declaration on Scientific Integrity drafted by CRUE, COSCE and CSIC in November 2015 says in its 4th paragraph:

“It corresponds to each institution or entity subscribing to the Declaration, to develop and implement it, promoting and an ethical conscience in general, and responsible research based on good scientific practices, in particular. The content of this Declaration is applicable to all fields of research and scientific disciplines, as well as coinciding in its purpose with the main Declarations, codes or relevant reports in the field”¹

Philostrato Revista de Historia y Arte, as a scientific publication belonging to the Moll Institute. The Flemish Painting Research Center, adds to this Declaration and also establishes this Guide of good practices in order to foment policies of scientific integrity, in which an ethical and conduct code is established for all parties involved in the Philostrato final publication: Editorial board, authors and reviewers.

Editorial board and editors. Ethical principles:

- Will keep confidentiality of all work received.
- The editors will be impartial in the treatment of these works and will decline to work with them if there is any conflict of interest.
- They must guarantee the originality and unpublished of the works received, ensuring that these aspects are monitored in the evaluation to detect plagiarism, autoplagic, copying and falsification or manipulation of data.
- A receipt will be sent to the authors as soon as their articles arrive.
- The Editorial Team can directly reject the Works received without resorting to external review, if it considers that the works do not have sufficient level to be published or are inappropriate for the content of the journal.

¹ Declaración Nacional sobre Integridad Científica. CRUE, COSCE, CSIC, (Madrid, 2015)

- The acceptance and evaluation of the Works will be based on objectives and no discriminatory criteria based on sex, racial or ethnic origin, religión or belief, disability or sexual orientation.
- The members of the Editorial Board will be reputed professionals in the field of art history and history.
- The name and affiliation of all members of the Editorial Board will be indicated on the journal's website <http://philostrato.revistahistoriayarte.es/index.php/moll/pages/view/organigrama>

Authors Ethical principles:

- Philostrato. Revista de Historia y Arte does not charge fees for publishing or reviewing articles.
- Authors must guarantee that the content of their work is original and their information has not been manipulated. They will follow the ethical principles contained in this guide and in the main international declarations and codes.
- All authors of a work will be named when it has more than one author, avoiding fictitious authorship.
- They will not send papers if they are being evaluated at the same time in another publication.
- When submitting their works, the authors will be governed by the Guidelines for authors (published in the link below) which details the characteristics, format, form of submission, etc. Likewise, the works will be recorded if they are part of a project and the sources of funding, if any. The images will be duly identified and the authors will be responsible for requesting and paying for the necessary permits for their reproduction. <http://philostrato.revistahistoriayarte.es/index.php/moll/about/submissions#authorGuidelines>
- If an author discovers a significant error in his article, he must communicate it to Philostrato so that it can be rectified by an editorial note or an erratum.

The original texts received for *Philostrato. Revista de Historia y Arte* must pass a previous evaluation of double blind peer-review, this means that the reviewers will not know the identity of the author, and the other reviewer either.

For the peer-review, the journal will look for specialists of recognized prestige in their different fields, so that they could give an impartial opinion of the article to be evaluated.

Evaluators - reviewers. Ethical principles:

The reviewers must report to the editorial team any type of conflict that may arise when receiving the work, and may decline their evaluation.

- They will do the reviews objectively and impartially.
- There are Forms for evaluators to facilitate their work.
- Review that the works are unpublished and that they adhere to the standards for authors established by the journal.
- Your suggestions and / or criticisms will be constructive, clear and concise.
- They will communicate to the editor any indication or sign of lack of ethics that they may find in the works to be evaluated.
- The list of reviewers who collaborate with *Philostrato* will be published in a visible place on the following website.

<http://philostrato.revistahistoriayarte.es/index.php/moll/pages/view/revisores>

BIBLIOGRAPHY:

CRUE, COSCE, CSIC: Declaración Nacional sobre Integridad científica.
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https://www.crue.org/Documentos%20compartidos/Informes%20y%20Posicionamientos/Declaraci%C3%B3n%20Nacional%20Integridad%20Cient%C3%A9fica_.pdf

CSIC: guía de buenas prácticas de las publicaciones periódicas y unitarias de la Agencia Estatal Consejo Superior de Investigaciones Científicas. (Versión 3.0 junio 2016)

http://revistas.csic.es/public/guia_buenas_practicas_CSIC.pdf