

## Elevatori Magazine (bimonthly magazine) Code of Conduct.

### **Foreword**

Elevatori Magazine - The International Elevator Magazine is one of the **very first international magazines focused on the vertical transport sector**. Sector-wise, the magazine ranks first in terms of importance and circulation in Europe and Italy. Today Elevatori Magazine is recognised internationally for its **leading role as a specialised technical magazine**.

### **1. Publication decision and Publisher's duties**

The magazine's editor and editorial staff are responsible for deciding whether or not to publish submitted articles. In their decisions they are bound to comply with the strategies and editorial approach of the Magazine. They are also bound by the requirements of legal requirements as shall be in force regarding libel, copyright infringement and plagiarism.

The Editor and the Editorial staff identify the topics for each issue and evaluate articles submitted for publication based on their content without discrimination on the basis of race, gender, sexual orientation, religion, ethnic origin, citizenship, or political orientation of the authors. The decision of the members of the editorial staff to accept or reject an article for publication must be based solely on the importance, originality and clarity of the text, as well as the validity of the study and its relevance to the interests of the magazine.

The Editor, the Technical Committee and the Editorial Staff are required not to disclose any information about submitted articles to anyone other than the authors, reviewers and/or potential reviewers.

Unpublished material contained in articles submitted to the Magazine may not be used by members of the Editorial Staff for their own research without the written consent of the author.

If the Editorial Staff detects or receives reports of errors or inaccuracies, conflict of interest or plagiarism in a published article, they will promptly notify the author and the publisher and take the necessary action to clarify the matter and, where needed, withdraw the article or publish a retraction.

### **2. The reviewer's duties**

The peer review process must be unbiased and timely. All stages of the review process must be carried out using the protocol set out in the magazine editorial practice, to ensure the impartiality of the final decision and to guarantee that submitted materials remain confidential throughout the evaluation process.

The Reviewer supports the Editor and the Editorial Staff in the editorial decisions and may, if any, suggest corrections and/or improvements to the manuscript to the author.

The review must be conducted objectively. It is not permitted to criticise or offend an author personally.

The Reviewer shall:

- give his/her opinions in a transparent manner and with the support of clear and detailed examples.
- promptly notify the Editorial Staff if he/she is unsuitable for the proposed task or unable to carry out the review in the required time.
- draw the attention of the Editorial Staff to any substantial similarity or overlap between the article under evaluation and any other article.
- accurately indicate any bibliographical references of fundamental works that may have been overlooked by the author.
- not accept articles arising any conflicts of interest from competition, collaboration or other connections with authors, companies or bodies related to the article topic.

### 3. **The author's duties**

- The author shall guarantee the absolute originality of the texts sent, and, in the event of using others' work and/or words, this shall be appropriately stated or mentioned.
- The authorship of the work must be correctly attributed, and all those who have made a significant contribution to the conception, organisation, realisation and re-processing of the research on which the article is based must be indicated as co-authors. If other persons have participated significantly in some phases of the research, their contribution should be explicitly acknowledged. In the case of co-written contributions, the author submitting the text to the magazine shall declare that he or she has correctly stated the names of any co-author, that he or she has obtained their approval of the final version of the article and their consent to publication in the magazine.
- The Author shall cite all publications that have had an influence in determining the nature of the proposed work; manuscripts must therefore contain sufficient details and references to allow others to reproduce the research carried out. (Fraudulent or wilfully inaccurate statements constitute unethical behaviour and are inadmissible).
- The Author shall indicate in their manuscript any conflicts that could affect the results or interpretation of their work.
- If the author finds any significant errors or inaccuracies in the published article, they have a duty to promptly notify the magazine Editorial Staff or Editor and to cooperate with them in order to retract or correct the document.