



# Passagens

*International Review of Political History and Legal Culture*

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## Ethical Guidelines for Peer Reviewers

Peer review is fundamental to ensuring the integrity of academic work submitted for publication in a scientific journal. *Passagens. International Review of Political History and Legal Culture's* Ethical Guidelines for Peer Reviewers establish standards and basic principles guiding the peer-review process. Peer review aims to improve the texts submitted, by means of providing suggestions, complementary references and incentives for the development of research and scientific knowledge.

The guidelines have been produced based on the suggestions of the *Committee on Publication Ethics (COPE)*.

[http://publicationethics.org/files/Ethical\\_guidelines\\_for\\_peer\\_reviewers\\_0.pdf](http://publicationethics.org/files/Ethical_guidelines_for_peer_reviewers_0.pdf)

### 1.1. Peer reviewers should:

- respect the confidential nature of the review and not disclose details on the article or its analysis during or after the review process, apart from those set for publication.
- not use information obtained during the peer-review process for personal benefit or that of any another party or organization, or to disadvantage or discredit others.
- only review articles on which they have sufficient knowledge to make an adequate assessment and to which they may commit to undertake the work within a reasonable timeframe.
- declare any potential conflicts of interest, consulting the *Passagens. International Review of Political History and Legal Culture* editors in case of any uncertainty as to the relevance of such conflicts.

- ensure that their reviews are in no way influenced by the origin of an article or by the nationality, religion, political or ideological beliefs or gender of its author(s).
- be objective and constructive in their reviews, avoiding inflammatory remarks and derogatory comments.
- recognize that the peer-review process is a reciprocal task and ensure their commitment to undertaking their share of the work in a timely manner.
- provide accurate personal and professional information in terms of experience and field of knowledge when completing or updating journal data.

## 2.2 During the peer-review process, peers are expected:

- to respond in a timely manner, without intentional delay.
- to decline the work if they believe themselves incapable of producing an informed, fair and impartial review within the timeframe.
- to declare if they do not have the subject expertise required to undertake the review.
- to declare any conflicting or competing interests (which may be personal, economic, professional, political, ideological or religious, for example), consulting the *Passagens. International Review of Political History and Legal Culture* editors in case of any uncertainty as to the relevance of such conflicts.
- to declare their involvement with the work or with its reporting when necessary and provide details on their participation.
- to declare if they have already reviewed the article for another publication. If the editor still wishes to invite them to review the work and the reviewer feels comfortable doing so, the review should be made afresh, due to the possible existence of discrepancies between the two texts.
- not to agree to review an article if they have issues regarding the *Passagens* review model which may influence their review or invalidate it due to their inability to adhere to the publication's policies.
- to notify and consult *Passagens. International Review of Political History and Legal Culture* immediately if they discover a conflict which was not initially apparent or any other issue which might impede them from providing a critical and impartial review.
- to carefully read the article, ancillary material and *Passagens* instructions; and if any further clarifications are necessary, contact the journal to request any missing or incomplete material which they deem necessary for the completion of a thorough review.
- not to involve third parties in the review without first obtaining consent from the *Passagens. International Review of Political History and Legal Culture* editors.
- to ensure the confidentiality of all of the details of the article and the review.
- to inform the *Passagens* editors if circumstances arise which will prevent them from submitting the review within the timeframe stipulated and

provide an accurate estimate of the time required to finish the review, if they are still requested to do so.

- to notify the *Passagens* editors if they encounter any irregularities, or have concerns on ethical questions surrounding the article, or suspect misconduct during the research, editing or submission of the article.
- not to contact the authors directly.
- to complete the form provided by *Passagens* preceding the written review.
- when using the space for 'Recommendations for Improving the Work', to produce text which is clear and concise, providing the necessary clarification for improving the article.
- to be objective and constructive in their reviews, refraining from making derogatory personal remarks or unfounded accusations.
- to refrain from making unfair negative remarks or from including unfair criticisms of competing works mentioned in the article.
- to ensure that their comments and suggestions to the editors are consistent with their report to the authors.
- only to suggest the inclusion of citations to articles by the reviewers (or their associates) for legitimate reasons, and not merely to increase the number of citations for the reviewers (or their associates) or to enhance the visibility of their work (or that of their associates).
- if requested by *Passagens. International Review of Political History and Legal Culture*, to respond promptly to questions regarding the review of an article and provide the information required.
- to contact the journal if circumstances which may affect their review and suggestions come to light after the submission of the review.
- to read other peer reviews when provided by *Passagens. International Review of Political History and Legal Culture* to improve their own understanding of the subject and the recommendations proposed.
- to try to accommodate requests by *Passagens. International Review of Political History and Legal Culture* concerning the revision of reviews or the re-assessment of new versions of articles previously reviewed.