

Guidelines

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Religiographies

Fondazione Giorgio Cini



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Guidelines for Authors

Religiographies is an international, peer-reviewed, open-access online journal for the academic study of religious phenomena. Authors are not charged any fees, and articles are available to all to read. In accordance with the Creative Commons License: Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND 4.0), authors hold the copyright of their work, and readers may copy and distribute it freely, with attribution, for non-commercial purposes. Submissions that the editors consider suitable for the journal's mission are subject to one or two blind peer reviews.

Please follow these guidelines when submitting articles for consideration.

Submissions may be in English, Italian or French.

In special issues, only one language should be used. Contributors are responsible for their own language editing; submissions that are not acceptable in linguistic or stylistic terms will be returned for revision rather than sent for peer-review.

Article structure

- title (max. 60 characters spaces included);
- abstract (max 1200 characters spaces included);
- keywords (between 4 and 6);
- author's name, affiliation, and email;
- main text with full footnote references (max. 10.000 words);
- acknowledgements (max. 100 words);
- funding details and disclosure statement (max. 100 words).

Format

- We prefer files in Microsoft Word (.docx). We also accept Open Office document format, but in this case, please also provide a pdf.
- Use Times New Roman font in size 12.

Title and Headings

- first-level headings should be in bold;
- second-level headings should be in bold italics;
- third-level headings should be in italics.

Tables and figures

The authors are responsible for obtaining the necessary permissions for the reproduction of third-party material, such as images, tables, and charts. These permissions must be submitted along with the appropriate attributions upon acceptance of the article. Within the manuscript, the intended placement of tables and figures must be clearly indicated, for example by writing [*Fig. 1 near here*]. All submitted images must be of high resolution.

Language, spelling and punctuation

Articles and reviews should be submitted in English, Italian or French. Variations in language usage, such as British English or American English, are acceptable, but spelling should be consistent throughout the text. If quotations in languages other than that used for the main text are used, please provide a translation in a footnote.

All punctuation and spelling within quotations should remain faithful to the source quoted, regardless of overall usage within the article.

References

Submitted manuscripts must follow the Chicago Manual Style 17th edition.

The layout of the journal does not include either the author's biography or the bibliography, except in the case of heterographs.

Review Process

Religiographies uses a single or double blind peer-review system. Once submitted, we will make every effort to have your submission evaluated in a timely manner. To ensure the integrity of the blind peer-review process, we need to make every effort to preserve the anonymity of authors and reviewers.

Therefore, when preparing your manuscript for submission please:

- Remove your name entirely from the text. If you cite your own publications be sure to substitute the word "author".
- Author identification should also be removed from the properties for the file.

Potential Conflict of Interests

Religiographies requires all authors to disclose to the editors any potential conflicts of interest that might affect the objectivity of their research, at the time of first submission of articles or reviews. Examples include, but are not limited to, funding or reimbursement of expenses received from an individual or group related to the subject of the research or personal affiliation with an individual or group related to the subject of the research.

Author details

- All authors of a manuscript should include their full name and affiliation.
- One author will need to be identified as the corresponding author, with their email address normally displayed in the article.
- Authors' affiliations are the affiliations at the time that the research was conducted.
- Funding details. Please supply all details required by your funding and grant-awarding bodies as follows: This work was supported by the [Funding Agency] under Grant [number xxxx].

Guidelines for Peer-reviewers

Thank you for agreeing to do a peer-review for *Religiographies*, which is an international, peer-reviewed, open access online journal for the academic study of religious phenomena. Authors are not charged fees, and articles are available to all to read. Your review should be completed within five weeks of receipt of this communication; if you think you may need longer, please let us know immediately.

Reviews should be sent electronically as an attachment to religiographies@cini.it

Evaluation criteria and process

Questions to address in the review:

- Does the article fit the aims and scope of *Religiographies* and, if not, could it be revised so as to conform to them?
- Does the article submitted represent a significant contribution to academic knowledge?
- Considering the interdisciplinary approach of *Religiographies*, is the submitted article written in a clear and accessible manner? Does it communicate its central arguments effectively?
- Does the submitted article engage with the relevant literature and, if not, what important works are missing?

The review can opt for one of the following alternatives:

- acceptance without the need for changes;
- acceptance with minor revisions;
- likely acceptance after more significant revisions;
- rewrite and resubmit;
- rejection.

Guidelines for Book-reviewers

Thank you for agreeing to write a book review for our journal.
Here you will find some useful guidelines that aim to help you in the process.

Text

- Reviews should be 1500-2000 words in length.
- We ask that reviewers use Times New Roman font, 12 points.
- Margins should be at least 2.5 cm. Punctuation is in accordance with the Chicago Manual Style 17th edition.

Required information

When preparing your review, please include the following:

- title of book;
- author name in full;
- year of publication;
- publisher name and location (city and country/US state);
- page count of book;
- ISBN number;
- publication price.

Be critical where appropriate, but please always remain respectful, constructive and fair.

Please declare in advance if you have any potential conflict of interests with regards to the review. Also, please note that we commission original reviews. We will not knowingly publish reviews that have been scheduled to appear elsewhere.

Submission

- Reviewers should add their name and institutional affiliation (including city & country) and their email address at the end of the review.
- Please send your reviews only as Microsoft, Word (.docx).
- In case reviews need to be slightly edited after submission for space and clarity, the edited reviews will be sent back to authors for their approval before publication.

For any additional questions please contact us at religiographies@cini.it.

Code of Ethics

Religiographies follows the 2008 Code of conduct elaborated by COPE.

Authors, editors, and peer-reviewers are required to respect its principles and practices.

DUTIES OF THE AUTHORS

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Originality and plagiarism | Authors are required to declare that the work that they have composed is original in its entirety and that they have cited all the texts used and consulted in the preparation of their work.

Multiple, repetitive and / or concurrent publication | The author should not publish any article that features the results of the same research in more than one journal. Submitting the same text to more than one journal at the same time constitutes ethically incorrect and unacceptable behavior.

Indication of sources | The author must always provide the correct indication of all the sources and contributions mentioned in the article or review.

Authorship of the work | The authorship of the work must be correctly attributed. All those who have made a significant contribution to the conception, organization, realization and eventual re-elaboration of the research that is the basis of the article must be acknowledged as co-authors. If other people have participated significantly in some phases of the research, their contribution must be explicitly recognized.

Conflict of Interest and Disclosure | All authors are required to declare explicitly that there are no conflicts of interest that could have affected the results achieved or the interpretations proposed in their article. Authors must also indicate any funding for the research.

Errors in published articles or volumes | When an author identifies a significant error or inaccuracy in one of his/her articles, he/she is required to promptly inform the editors of the journal or the members of the scientific council and to provide them with all the information necessary to publish below the article the necessary corrections.

DUTIES OF PEER-REVIEWERS

Contribution to editorial decisions | The editors commit to following the peer review ethical guidelines established by COPE and the practical guidelines of *Religiographies*.

Respect for the time schedule | A peer-reviewer who knows that he/she cannot review the article within the established scheduled time, is required to notify the editors promptly.

Confidentiality | Each article is assigned to a reviewer with the obligation of maximum confidentiality.

Objectivity | On the basis of the COPE guidelines, the reviewer commits himself/herself to conduct the review of the assigned article objectively. Any personal judgment of the author is inappropriate. Reviewers are encouraged to express their views clearly, explaining and justifying all recommendations made. They should always attempt to provide detailed and constructive feedback to assist the authors in improving their work, even if the manuscript is, in the referee's opinion, not publishable.

Bibliographical suggestions | The peer-reviewers commit themselves to providing precise bibliographic details of works they consider fundamental and neglected by the author.

Conflict of interest and data disclosure | Peer-reviewers are required not to accept articles or books for which there would be a conflict of interest, due to a previous collaborative or competitive relationship with the author and/or with his/her institution. Reviewers undertake not to use any data or information contained in a manuscript in their own publications.

DUTIES OF THE EDITORS

Decision on publication | The journal's editors are ultimately responsible for the decision to publish or not the articles or reviews submitted. In doing so, they are guided by the journal's policies, as determined by the editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement, and plagiarism. Editors can request a consultation with one or more external advisors in order to make informed decisions about the publication of any work.

Correctness | The editors and scientific advisors are committed to evaluating the articles proposed for publication only on the basis of the quality of their content, without discriminating in any way on the grounds of the authors' gender, sexual orientation, religion, race, ethnicity, citizenship or political orientation.

Confidentiality | The editors and the members of the scientific council are committed not to disclose any information relating to the articles or reviews proposed, except to the authors, reviewers and publisher of the work reviewed.

Conflict of Interest and Disclosure | The editors and the members of the scientific council are committed not to use in their own publications any data or information contained in an article or in a book proposed for publication in the journal without the previous written consent of the author.

Retracting of an article | The editors will be guided by COPE's Guidelines for Retracting Articles when considering retracting, issuing an expression of concern about, or issuing corrections pertaining to articles that have been published in the journal.