

Journal policy

«Il capitale culturale. *Studies on the Value of Cultural Heritage*»

1. Policy aims and principles

- This policy aims at ensuring the quality and fairness of the editorial process and the transparency towards users, besides supporting internal workflow management.
- The Journal *Il capitale culturale* (from now on *The journal*) is represented by a set of other policy documents, connected to this one:
 - Focus and scope¹
 - Publication ethics, inspired by the COPE document COPE, *Best Practice Guidelines for Journal Editors*²
 - Document on sustainability and evaluation of Italian SSH scientific journals (2017)
- The journal fully supports the principles contained in the Berlin Declaration on Open Access to scientific literature (2003), reiterated in the Italian CRUI Guidelines on Open Access journals. The expression Open Access is used exactly as in the BOAI (*Budapest Open Access Initiative's definition of Open Access*)³, i.e. the right for anyone to download, reuse, re-print, modify, distribute and/or copy the published papers. Then, the journal offers its content on the Web, under the Creative Commons CC-BY-SA License (Attribution – Share-Alike).
- The journal applies a promotion strategy of its content in commercial data bases but gives attention to the growing development of all the methodologies that can be used for measuring and evaluating journals, participating in online databases created and maintained by the scientific community itself, such as DOAJ, and taking into account the analysis of the so-called *Altmetrics*.
- This policy will be updated according to the requests approved by the journal's organs.

2. Financial management and relationships with the publisher

- The publishing costs of the journal are sustained by the University of Macerata, by its CSIA-Centro di Servizio per l'Informatica di Ateneo (for the OJS platform maintenance and ICT security), the EUM-Edizioni Università di Macerata (for layout editing, editorial distribution and printing, when this form of publication is specifically decided) and the Division on Cultural Heritage of the Department of Education, Cultural Heritage and Tourism (from now on *Sezione*) for the organization of events and activities, the hospitality of the editor-in-chief and the co-editors, specific technical outsourced interventions, when necessary.

¹ Il testo *Perché questa rivista / Journal mission* è stato pubblicato nel fascicolo n. 1 (2010), pp. 5-8, in <http://riviste.unimc.it/index.php/cap-cult/article/view/33>; la dichiarazione dell'ambito di interesse è disponibile sul Web in <http://riviste.unimc.it/index.php/cap-cult/about/editorialPolicies#focusAndScope>.

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³ <http://www.budapestopenaccessinitiative.org/read>.

- The costs of layout editing and eventual printing of the *Supplements* are charged to the Sezione and / or by individual editors.

3. Roles e organs

The journal is based and manages its editorial workflow on the following roles and organs:

- Editor-in-chief
- Co-editors
- Editorial coordinator
- Managing editor
- Editorial board
- Scientific committee

4. Editor-in-chief

The editor in-chief of the journal is an authoritative personality, not necessarily only in the academic field, capable of interpreting the journal's trans-disciplinary mission and promoting a fruitful dialogue with the scientific and professional communities of reference.

Functions: s/he

- is responsible for the editorial policies;
- chairs the editorial board;
- writes and signs the editorial;
- has a binding opinion on controversial cases and on the modification of strategies.

The editor-in-chief is chosen on a proposal from the editorial board, in agreement with the co-editors and with the *Sezione*. The term of office is 3 years, renewable.

5. Co-editors

The co-editors are authoritative personalities, representative of the disciplinary areas of reference, who share and support the mission of the journal.

Functions: they

- define and update, together with the editor in-chief, the editorial policies, the strategy and the related activities of the journal;
- support the journal's mission and strategies in their scientific and professional fields, replacing the editor-in-chief when necessary.

The co-editors are chosen by the editor-in-chief, in agreement with the editorial board and the



Sezione. The term of office is 3 years, renewable.

6. Scientific committee

The scientific committee is composed of national and international authoritative exponents of the scientific areas and professional communities of reference. The members of the *Sezione* belong to it by right.

Functions: they

- contribute to updating the journal's strategies and related activities with proposals and contributions;
- guarantee their availability to support the review process;

The components are chosen by the editorial board in agreement with the editor-in-chief, they are at most 30, and their term of office is 5 years, renewable.

7. Editorial board

The components of the editorial board represent the scientific areas of reference for the journal's mission, in an adequate number to guarantee the correct and punctual management of the editorial processes.

Functions: they

- evaluate and take charge of the proposals, selecting and maintaining relations with the reviewers, and following the editorial process until final publication;
- update the contents published on the journal's web platform (information, notices, guidelines for authors, the composition of the journal's organs, etc.);
- have responsibility for the ordinary management of the journal.

The components are chosen by the editor-in-chief in agreement with the editorial board. Their term of office is 3 years, renewable.

8. Editorial board coordinator

Functions: s/he

- coordinates the editors and the editorial process, ensuring its correctness and compliance with the timing, based on this policy and the programmatic documents of the journal listed in point 1;
- convenes the editorial board, defining its agenda;



- coordinates the journal's internal and external communication flows;
- maintains relations with the publisher;
- maintains relationships with the layout editor.

The coordinator is identified among the members of the editorial board and is chosen by the editor-in-chief in agreement with the editorial board. He/His term of office is 3 years, renewable.

9. Managing editor

Functions: s/he

- manages the technical problems of the OJS electronic platform, taking care of technical relations with the CSIA and with the EUM;
- manages the indexing strategies of journal's content on national and international databases and registers, in agreement with the editorial board.

The technical coordinator is identified among the members of the editorial and is chosen by the editor-in-chief in agreement with the editorial board. Her/His term of office is 3 years, renewable.

10. Editorial policy

The editorial policy of the journal, which acts as the unique reference for authors, reviewers and editorial staff, is based on specific, updated and transparent rules, available on the journal's web platform. Here are the essential traits:

- **Proposal evaluation policies.** Before starting the review process, the editorial board verifies the respect of the duties of the authors explained in the journal's *Code of Ethics*, the adequacy of the proposed contribution with the journal's topics and the compliance with the editorial rules. They can reject the proposals by sending a reasoned opinion to the authors, or condition the start of the editorial process to the adaptation of the text to the *Authors guidelines*.
- **Reference policies.** The journal adopts a double-blind review procedure for the *Essays*, while the contributions published in the other sections (*Documents*, *Book reviews* and *Discussions*) are subject to the revision of the editorial board and the editor in-chief. In case of discordant reviews, the editor in-chief, helped by the editor in charge of the contribution and by the editorial board, decides whether or not to publish the contribution or whether to transmit it to a third reviewer. The list of active reviewers is published on the journal's website and updated every three years.
- **Frequency of publication of the issues.** The journal guarantees a publication on a six-monthly basis, in June and December. The issues have a continuous complete numbering with the indication of the year of publication.
- **Thematic issues.** The journal proposes calls on specific scientific topics to the scientific



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community. The process involves, in a first phase, a call for abstracts, which is followed by the selection of the proposals and the subsequent submission of the definitive contributions by the authors. The papers are subjected to the usual review process.

- **Supplements.** The journal can publish supplements dedicated to conference proceedings or particular topics, not numbered following the issues' numbering but with their own one. Supplements are published in a maximum of 2 issues per year and are edited by at least one member of the editorial board.
- Each issue includes a **Classic**, i.e. a complete or part of a text, not subject to republication constraints, which the journal considers to be particularly representative and in line with its mission.

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