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Series editors are responsible for deciding which book proposal submitted to the series will be accepted for publishing. They coordinate the peer review process. If the series has an editorial committee and advisory board, they assist the series editor in fulfilling their responsibilities.

The manuscripts submitted for the reviewing process will be evaluated without regard to the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. The decision whether to publish a manuscript within *ibidem's* catalogue will be based on its importance, originality and clarity, and the study's validity and its relevance to the topics discussed within the series the proposal is submitted to.

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Series editors will strive to prevent any potential conflict of interest between the authors or editors of a submitted manuscript and the editorial and review personnel.

If an ethical complaint is made concerning a submitted or published manuscript, series editors will, in cooperation with the publisher, take reasonable measures to such a claim by contacting the author and, if the author's response is not satisfying, by contacting the relevant employers or institutions for further investigation.

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It is the author's responsibility to ensure that the work submitted is entirely original. Any work or words of other authors, contributors, or sources has to be credited and referenced appropriately.

Authors of original research have to present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data has to be represented accurately. Furthermore, the data should be presented in such a way that others are permitted to replicate the findings.

Manuscripts which have been published elsewhere cannot be submitted. In addition, publishing the same research repeatedly constitutes unethical publishing behavior and is unacceptable.

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. It is the responsibility of the corresponding author to ensure that all co-authors are listed and have approved the final version of the manuscript and its submission.

All authors should include a statement disclosing any financial or other substantive conflict of interest that might influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

When an author discovers a significant error or inaccuracy in their own published work, it is the author's obligation to promptly notify their respective series editors or the publisher and to cooperate to retract or correct the manuscript.

By submitting the manuscript for publication, authors confirm that their work is meeting these standards.

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Reviewers are responsible for assisting in making editorial decisions and through the editorial communications with the author may also assist the authors in improving their work.

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orientation, religious belief, ethnic origin, citizenship, or political philosophy. In addition, the reviewing process should be conducted objectively. Criticism should be stated clearly with supporting arguments. Personal criticism of the author is inappropriate.

Reviewers have to report to the series editor or the publisher if they are aware of copyright infringement and plagiarism on the author's side.

A reviewer who feels unqualified to review the manuscript, knows that its prompt review will be impossible, or discovers a conflict of interest has to notify the series editors or the publisher immediately and excuse themselves from the review process.