

Medieval Sermon Studies

Code of Conduct

Medieval Sermon Studies is an international, peer-reviewed journal published annually under the auspices of the International Medieval Sermon Studies Society (IMSSS, <https://imsss.net/>). The journal, founded in 1977, publishes high-quality, original research with a focus on the study of medieval sermons in Latin, Eastern languages, and vernaculars. The journal looks beyond Christian homiletic traditions to include also Jewish and Muslim traditions of preaching. While its focus is on the Middle Ages, adjoining periods, from Late Antiquity to the sixteenth and seventeenth century are also included. In addition to research articles, the journal also publishes book reviews and editions of sermons, as well as the occasional report about a conference or research project. It is an essential resource not only for sermon specialists but also for researchers working in the fields of religious culture, history, theology, philosophy, and literature. *Medieval Sermon Studies* is committed to rigorous peer review, academic integrity, and the ethical dissemination of knowledge. This Code of Conduct outlines the ethical responsibilities of all parties involved in the publication process.

Ethical Guidelines and Principles

The editorial team, authors, reviewers, and the publisher of *Medieval Sermon Studies* adhere to ethical guidelines inspired by international standards, including those established by the Committee on Publication Ethics (COPE, <https://publicationethics.org/>) and the European Code of Conduct for Research Integrity, drawn up by ALLEA (European Federation of Academies of Sciences and Humanities, <https://allea.org/code-of-conduct/>).

1. Duties of Authors

Authors who submit work to *Medieval Sermon Studies* must:

- Ensure their submission is original and the result of their own research.
- Properly cite all sources and avoid plagiarism, self-plagiarism, and redundant publication.
- Disclose any potential conflicts of interest (potential financial, institutional, personal, or professional relationships that could influence the research, or its interpretation, or the referee procedure).
- Obtain permissions for the use of copyrighted materials, such as images, charts, and figures.
- In the case of multiple authors: properly acknowledge all contributors to the article and ensure that only those who have made a genuine contribution are listed as authors.
- Cooperate with the editorial team in revising their manuscript in a timely manner.
- If an error is discovered post-publication, notify the editorial team and cooperate in issuing corrections or retractions if necessary.

2. Duties of Reviewers

Reviewers must:

- Maintain confidentiality regarding submitted manuscripts.
- Evaluate free of any personal bias, with the sole purpose of upholding scientific quality.
- Disclose any conflicts of interest that may influence their judgment.
- Report suspected plagiarism or ethical concerns to the editors.
- Provide timely and well-founded feedback.

3. Duties of the Editors

The Editors of *Medieval Sermon Studies* are committed to:

- Ensure an unbiased and transparent peer review process.
- Uphold the scholarly integrity and quality of published content.
- Guarantee the anonymity of authors and reviewers.
- Respond to ethical concerns regarding submitted or published manuscripts.
- Take appropriate action in cases of misconduct, including plagiarism, conflicts of interest, and data fabrication.
- Communicate clearly with authors regarding submission status and editorial decisions.

4. Duties of the Editorial Board

Members of the Editorial Board are responsible for:

- Contribute to maintaining the journal's high academic standards.
- Encouraging and mentoring potential contributors to the journal.
- Assisting in identifying scholars who could serve as peer reviewers or contribute to special issues.
- Ensuring fair evaluation of submitted manuscripts.
- Reporting any ethical concerns or potential conflicts of interest.

5. Duties of the Publisher

The publisher commits to:

- Maintaining ethical standards in line with international publishing best practices.
- Supporting the journal in addressing misconduct and ethical violations.
- Ensuring accessibility and preservation of published content.

6. Procedures in the event of malpractice

Malpractice (including but not limited to: serious errors, situations of conflict of interest, plagiarism) can be identified by anyone but must be brought to the attention of the Editors in writing and with the necessary information and/or proof to initiate an internal investigation.

In cases of ethical misconduct, the editorial board will:

- Investigate allegations thoroughly and fairly.
- Consult with COPE guidelines to resolve disputes.
- Take corrective actions, including issuing corrections, retractions, or banning authors from future submissions.
- Should the need arise, the editorial board will engage an independent external body for mediation and/or investigation.
- Notify relevant academic institutions or funding bodies if necessary, and in the case of major violations.

If the perpetrators of the violations are members of the journal, their position within the journal will be revoked, and those responsible will be warned in writing. If those responsible are authors, the Editors may invite them to formally withdraw their contribution or decide to revoke its publication. A formal embargo on future contributions can be imposed on these authors. In the case of serious malpractice a formal letter may be sent to the institution to which those responsible for the violation belong.

All contributors to the journal are expected to uphold this code of conduct, ensuring that *Medieval Sermon Studies* remains a leading forum for academic research.