

Institutum Historicum Societatis Iesu (IHSI)

Publication Ethics

Mission Statement:

AHSI (Archivum Historicum Societatis Iesu) is a biannual journal published with the IHSI imprint. IHSI Publishes books across 5 series, with occasional volumes outside those series.

IHSI publishes research concerning the universal history of the Society of Jesus, either explicitly, or in terms of the wider consequences that a focused study might have for our understanding of Jesuit history in its broadest sense. IHSI seeks to publish work that conducts critical analysis of original documents within the context of current literature in the field, with the aim of providing valuable, even new, perspectives in any given field of research touching on Jesuit history.

Following guidelines of the Roman Jesuit Archive (ARSI), where IHSI is located as part of the ARSI mission, IHSI does not publish work beyond the period open to researchers in the archives. Exceptions may be approved on application to the ARSI Academic Director.

Statement of Compliance:

In order to ensure the research integrity of our publications, and by so doing to ensure that we achieve our aim of providing scholars with superior service, IHSI works closely with authors to promote adherence to the core principles of publication ethics as articulated by the Committee on Publication Ethics (COPE). We encourage further exploration of COPE's resources on their website (<https://publicationethics.org/>). All submissions are expected to conform to the standards of ethical behavior promulgated by COPE. For the benefit of our authors, editors, reviewers, readership, and staff, we have listed below the ethical requirements most relevant to the academic publishing community. For detailed discussion and resources to assist in handling specific cases of research misconduct and violations of publication ethics, please visit the COPE website.

Affiliation:

Any article or chapter or book affiliations should represent the institution(s) at which the research presented was conducted and/or supported and/or approved. For non-research content, any affiliations should represent the institution(s) with which each author is currently affiliated. Knowingly providing false or fraudulent affiliation information is a form of misconduct, and may lead to article retraction.

Authorship:

Authorship may be defined as the creator of a concept, discovery or idea, as well as one or more individuals who produce knowledge that is made public and disseminated. IHSI's definition of authorship is in line with the guidelines put together by the Committee on Publication Ethics (COPE)

available here. 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. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. Authors may use Artificial Intelligence (AI) and/or Large Language Models (LLMs) in the writing and preparation of their manuscripts when doing so with transparency, as outlined in the COPE guidelines, maintaining full responsibility and accountability for their research. (Read our full position statement on author / editor use of AI and LLMs here.) The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included, and that all co-authors have seen and approved the final version of the publication and have agreed to its submission for publication.

Author Name-Change Policy:

An author who has changed their name may request an author name change on articles published in this journal. This can be done silently or through an Addendum according to author preference. We do not require evidence of name changes, but changes to both surname and first name may be subject to additional checks. Authors should contact IHSIasst@fondazionepolanco.org to request more information or a name change.

Plagiarism:

Appropriation of another person's words, ideas, methods, results, or artwork as one's own (i.e., without appropriate citation). • Self-plagiarism: Repurposing of one's own words, ideas, methods, results, or artwork without appropriate citation. • Compression plagiarism: Distillation and repurposing of the words, ideas, methods, results, or artwork of a substantially longer work without appropriate citation. Concealment of this ethical violation relies on a ruse of concentration. • Translation plagiarism: Repurposing of the words, ideas, methods, results, or artwork of a work written in a foreign language without appropriate citation. Concealment of this ethical violation relies on interpretational and grammatical divergences.

We do not tolerate plagiarism in any of our publications, and we reserve the right to check all submissions through appropriate plagiarism checking tools. Submissions containing suspected plagiarism, in whole or part, will be rejected. If plagiarism is discovered post-publication, we will follow our guidance outlined in the Retractions, Corrections and Expressions of Concern section of these guidelines.

Failure to Acknowledge Sources:

Includes all forms of plagiarism. Also includes intentionally or unintentionally omitting to cite irreproducible sources.

Duplicate and Redundant Publication:

Duplicate or redundant publication occurs when a work (or a substantial part thereof), is published more than once by the author(s) of the work without appropriate cross-referencing or justification for the overlap. This can be in the same or a different language. We do not support substantial overlap between publications, unless:

- it is felt that editorially this will strengthen the academic discourse; and
- we have clear approval from the original publication; and
- we include citation of the original source.

We expect our readers, reviewers and editors to raise any suspicions of duplicate or redundant publication, either by contacting the relevant editor or by emailing IHSIasst@fondazionepolanco.org.

When authors submit manuscripts to this publisher, these manuscripts should not be under consideration, accepted for publication or in press within a different journal, book or similar entity, unless explicit permission or agreement has been sought from all entities involved. However, deposition of a preprint on the author's personal website, in an institutional repository, or in a preprint archive shall not be viewed as prior or duplicate publication.

Text Recycling:

Text recycling, also known as self-plagiarism, is when an author re-uses sections of text from their own previous publications without proper attribution. This is distinct from redundant or duplicate publication which refers to larger scale repeated publication of text or data with at least one author in common. This publisher will follow [COPE guidelines](#) on text recycling when assessing acceptability of text recycling in a given manuscript. These factors that will be considered are:

- How much text is recycled
- Where in the article the text recycling occurs
- Whether the source of the recycled text has been acknowledged
- Whether the article is a research or non-research article
- Whether there is a breach of copyright
- In some circumstances, cultural norms at the time and place of publication.

Where text recycling is deemed unacceptable, a submitted manuscript may be rejected. Where possible (e.g. in the case of the journal) a published work may require a post-publication change as described in the Retractions, Corrections and Expressions of Concern below.

Any manuscript based on a thesis should be a reworking of the material in the thesis and written to conform to IHSI'S style guide. When quoting from the thesis or reusing figures, authors should avoid self-plagiarism by citing and referencing any extracts copied or adapted from the thesis appropriately.

If a thesis was published by a publisher and is publicly accessible, permission may be required from the thesis publisher before submitting to a journal.

Corrections, Retractions, and Expressions of Concern:

Corrections

Minor changes such as those which would likely occur during copyediting, typesetting or proofreading may be made on accepted manuscripts, but will not normally be made to First View or Versions of Record unless they impact the interpretation of the work.

Where possible (e.g. in the case of the journal), if an author is found to have made an error in a published work, a Corrigendum will be used. If IHSI is found to have made an error, an Erratum will be used.

Retractions

Where possible (e.g. in the case of the journal), IHSI will consider retractions in line with [COPE's Retraction Guidelines](#)*.

Retractions are usually reserved for articles that are so seriously flawed that their findings or conclusions should not be relied upon, or that contain substantial plagiarism or life-endangering content or report unethical research.

**Note that the list of reasons to retract in COPE's guidelines is not exhaustive. The editor may retract a publication for any reason that irreversibly undermines the article's validity or integrity.*

Expressions of concern

Where possible (e.g. in the case of the journal), occasionally, where the reliability or integrity of a publication is of concern, but where an investigation will take an unusually long time, or where an investigation is not possible, the editor may choose to publish an Expression of Concern on the article to alert readers to interpret the article content with caution.

Peer Review:

IHSI uses the double-blind peer review system.

Disclosure of interests and funding:

Competing interests are situations that could be perceived to exert an undue influence on the presentation, review or publication of a piece of work. These may be financial, non-financial, professional, contractual or personal in nature. Conflicts of Interest do not necessarily mean that an author's work has been compromised. Please contact the relevant editor for further guidance on whether a competing interest declaration is required; declarations are subject to editorial review and may be published in the article.

Peer reviewers are expected to declare any competing interests arising at any point during the peer review process. The editor will review the competing interest and work with the reviewer to mitigate the competing interest. Where a reviewer's competing interest is too significant to mitigate, the reviewer should recuse themselves from reviewing. See [Ethics in Peer Review](#) for further information.

Ideological or Political Bias

Explicit or implicit sympathy or antipathy toward another school of thought or propensity or differential treatment of another school of thought or propensity that results in the objective standards of intellectual rigor being discarded in favor of a personal and tendentious assessment of merit.

Reporting Suspected Violations of Publication Ethics or Misconduct:

In cases of suspected or verified research misconduct or violations of publication ethics, the first course of action should always be to notify the Editor at arsi-pubb@sjcuria.org.

Appeals:

Appeals of editorial decisions will only be considered if they refer to a specific manuscript and must be based on evidence that either (1) an editor or reviewer made a significant factual error/a major misunderstanding of a manuscript, or (2) the integrity of the editorial decision making process was compromised. In general, only one appeal per manuscript per decision stage will be considered. For further information on how to appeal, please refer to this journal's [peer review information](#).