

ACTA INSTITUTI ROMANI FINLANDIAE: PRINCIPLES OF THE PUBLICATION SERIES

Updated in August 2025

The series *Acta Instituti Romani Finlandiae* (= AIRF) publishes research conducted by the working groups of the Finnish Institute in Rome, as well as other collective volumes and monographs in the fields of Classical studies, Medieval studies, and Art studies. The series is peer-reviewed: each proposed collective volume or monograph is reviewed anonymously by international experts in the relevant field(s). The general principle is that the publications must present original research; abridged versions or translations of previously published texts are not accepted for publication in the series. The volumes are published both in print and online (as open access).

The publication series has a scientific editorial board, consisting of the Editor-in-Chief, the Director of the Finnish Institute in Rome, and a member of the Research and Publications Committee of the Foundation. In addition, there is a six-member international editorial advisory board.

Ethical Principles

In the AIRF series, an author is a person who has made a significant contribution to the publication and; authors are listed in the publication's author list. Regarding the order of author names, the series follows the established conventions of the academic discipline to which the publication belongs. For edited volumes, the publisher requires that the editors have agreed on the criteria by which editorship is determined or how contributions are acknowledged, for example, in the acknowledgements section.

Publication Process

1. Peer Review

The editors of an edited volume or the authors of a monograph wishing to publish in the AIRF series should contact the publisher through the editor-in-chief using the publication proposal form available on the institute's website. The form, which must be completed in Italian or English, includes the following information:

- Working title of the publication, editor(s) / author(s)
- Academic disciplines
- A brief summary of the publication and information on the authors
- Publication schedule – when will the manuscript be ready for peer review – and estimated length
- Suggestions for potential peer reviewers.

If the editorial board approves the publication proposal, the editor-in-chief will organise the peer review process. Each contribution is reviewed by at least two referees.

2. Finalising the Publication

Once the collective volume or the monograph has been approved for publication, the Editor-in-Chief of the series sends the reviewers' comments to the editors (or authors, in the case of a monograph). The editors revise the texts to comply with the AIRF guidelines. The final editing is then carried out at the institute.

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