

Editorial Ethics

Editorial Board Responsibilities

- The peer review process description is defined and communicated by the Editorial Board so that authors know the evaluation criteria. The Editorial Board is always ready to justify any controversy in the evaluation process.

Editor Responsibilities

- The editor assumes the responsibility for all material published in the journal in an effort to satisfy the needs of readers and authors; to constantly improve the Journal; to assure the quality of material published; to further academic and scientific standards. On the other hand, the editor shall publish corrections, clarifications, retractions and apologies whenever necessary.
- The editor's decision to either accept or reject a manuscript to be published will only depend on the article's importance, and its originality, clarity and pertinence for the journal.
- The editor compromises to guarantee confidentiality of the evaluation process and shall not disclose the authors' identity to reviewers. Likewise, he, she shall not, in any moment, disclose the reviewers' identity.
- The editor assumes the responsibility to duly inform the author on which stage of the editorial process is the manuscript submitted, as well as the resolutions of the evaluation report.
- The editor evaluates manuscripts and their intellectual contents with no distinction as to author's race, gender, sexual orientation, religious beliefs, ethnicity, nationality, or political preference.
- Neither the editor nor any member of the editorial team shall disclose information about any manuscript to any person other than the corresponding author, reviewers, potential reviewers or any other editorial adviser.
- The editor shall not use in any of his, her personal investigations any unpublished material disclosed in a manuscript submitted, without the author's express written consent. Inside information or any idea obtained through the peer review shall be deemed confidential and shall not be used for a personal benefit. Editors must take fair and unbiased decisions and must guarantee a fair and proper peer review process.

Authors' responsibilities

- Authors must guarantee their manuscripts are the product of their original work and that data has been obtained through an ethical manner. Also, they must guarantee their works have not been previously published nor are under consideration by any other publication.

A manuscript shall be deemed as previously published whenever any of the following takes place:

- 1) The entire text has been previously published.
 - 2) Extensive fragments of previously published material compose any part of the text submitted to the journal and there are no substantial changes in the contributions of such manuscript.
 - 3) The work submitted to the journal is contained in memories already published at large.
 - 4) These criteria refer to previous publications, either in a print or electronic form, and in any language.
- For the publication of their work, authors must strictly follow author guidelines as defined in the website and in the journal print version.
 - Authors shall submit the article to the journal as per the aforementioned author guidelines.
 - Authors must present a precise description of the performed research, as well as an objective discussion of its relevance. Underlying data must be distinctly conveyed in the article. A manuscript should contain sufficient details and references in order to allow others the use of such work. Fraudulent or deliberately inexact statements constitute an unethical conduct and therefore are unacceptable.
 - Authors must warrant they have written themselves the totality of an original work. And if authors have used someone else's work and/or words they must be duly cited or referenced. Plagiarism in all forms constitutes an editorial unethical conduct and is, therefore, unacceptable. As a consequence, any manuscript which incurs in plagiarism shall be eliminated and not considered for its publication.
 - An author should not, in general, publish papers that essentially describe the same investigation in more than one journal or primary publication. Submitting the same manuscript to more than one journal constitutes an unethical conduct and therefore its publication is unacceptable.
 - Sources must be properly acknowledged. Authors must cite publications that have influenced the nature of work submitted.
 - Authorship shall be limited to those who have made a significant contribution to the conception, design, fulfillment or interpretation of the study. All those who made significant contributions must appear as co-authors. The principal author(s) must assure that all co-authors be included in the article, and that all have seen and approved the document final version and have agreed on its submission for publication since the beginning of the process.
 - All authors must disclose in their manuscript any financial, or any other type of conflict which might influence the results or interpretation of their manuscript. All sources of financial support for the project must be disclosed.

- When an author finds a significant error or inaccuracy in his published paper, it is his, her obligation to immediately notify the journal director or editorial coordinator and cooperate with them for a retraction or paper correction.

Reviewers' responsibilities

- Reviewers compromise to give notice about any unethical conduct on the part of authors and to point out all information which may be a cause to reject the articles publication. Also, they must compromise to keep confidentiality about the data related to the articles they evaluate.
- For the reviewing of manuscripts, reviewers should count on the guidelines to perform such task. Such guidelines must be given by the journal and are the ones to consider for the evaluation.
- All reviewers chosen must notify the corresponding journal officer(s), within the time set, whether they are qualified to perform the work review or their impossibility to do it.
- Any manuscript received for reviewing must be deemed as a confidential document. It will not be shown or discussed with other experts, except if subject to the editor's consent.
- Reviewers must conduct themselves in an objective manner. Any criticism of the author of a personal nature is inappropriate. Reviewers must express their points of view in a clear manner and with the use of valid arguments.
- All inside information or ideas obtained through the peer reviewing must be confidential and shall not be used for a personal benefit.
- Reviewers must not evaluate manuscripts in which they bear any conflict of interest.