

Ethics and Good Editorial Practices Policy¹

Journal Actualidades Investigativas en Educación

Approved by the Editorial Board: April 17, 2017

1. General Requirements

General provisions are established for the regulation of the scientific and editorial work of Actualidades Investigativas en Educación, the processes of application, evaluation, publication and dissemination of each article submitted to the journal, and the rights and duties of those involved in these aspects. These provisions are based on the following guidelines and documents.

International:

- *Principles of Transparency and Best Practice in Scholarly Publishing*, de Committee on Publication Ethics (COPE, 2015).
- *COPE Ethical Guidelines for Peer Reviewers*, de Committee on Publication Ethics (2013).
- *Retraction Guidelines*, de Committee on Publication Ethics (2009).
- *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*, de International Committee Of Medical Journal Editors (2015).
- *Ethics in Research & Publication*, Elsevier (2014).
- *Code of Conduct and Best Practice Guidelines for Journal Editors*, COPE (2011).
- *Ética en revistas científicas*, Baiget (2010).

Nationals:

- *Ley N° 6683 sobre Derechos de Autor y Derechos Conexos y sus reformas en la Ley N° 7979*, de la República de Costa Rica.
- *Reglamento de la Investigación*, Universidad de Costa Rica (2016).

This policy responds to the need of science to ensure the integrity of scientific promotion and guarantee freedom of expression under the good development of society.

2. Purpose

The objectives of the policy are (1) to guarantee the quality of the editorial processes of the journal Actualidades Investigativas en Educación, (2) to serve as a guide for the resolution of conflicts among the actors involved in the editorial process, (3) to ensure the academic-scientific rigor of the journal's publications, and (4) to protect the rights of the people participating in the research.

¹ Based on the Ethics Policy and good editorial practices of the Revista e-Ciencias de la Información, prepared by Licda. Daniela Muñoz Alvarado

3. Definicions

For the purposes of this policy, the term work is understood as any document submitted to Actualidades Investigativas en Educación, under any of the sections established by said entity: scientific article, theoretical article, technical report, bibliographic review, essay and miscellaneous.

The *editorial process* is understood as the set of stages or operations that an article goes through for its publication in Actualidades Investigativas en Educación. This process begins with its submission and ends with its official publication or rejection.

4. Regulatory principles

4.1 *Principle of transparency*: Refers to the openness and willingness to provide the necessary information on the quality of Actualidades Investigativas en Educación processes and items.

4.2 *Principle of mutual respect*: It refers to the establishment of a common framework of equality and consideration with the other, in terms of dignity, tolerance and assertive communication.

4.3 *Quality principle*: It refers to the constant and committed search for improvement and excellence in the processes and products carried out by Actualidades Investigativas en Educación.

4.4 *Principle of recognition and authorship*: It refers to the proper and careful attribution of other people's creative works and their ethical and responsible use in the publication of articles.

4.5 *To guarantee that publications involving the direct participation of human beings are endorsed by the basic principles of the ethics of scientific research*. In chapter 1, article 6 of the Scientific Ethical Regulations of the University of Costa Rica for research involving human beings, the following aspects are established as obligatory:

- Respect for the person and personality, a principle that extends to the dignity and privacy of the individual, his religious beliefs, his political inclination, the practices derived from cultural belonging, his capacity for self-determination.
- The good faith expressed by individuals.
- The fairness that governs the relationships between the instances involved, the researchers and the people participating in the study.
- Proportionality and reasonableness that allow weighing the appropriateness of the study.
- Non-maleficence aimed at avoiding risk or harm that may be suffered by the participating subjects or even the investigators.
- Honesty given in the transparent communication between the parties involved in the research (University of Costa Rica, 2000, p. 1).

5. Roles and responsibilities of Authors, Reviewers, Editors and Editorial Board Members

5.1 Authors

Refers to those persons involved in the production of a new written work and who comply with the four requirements stipulated by the International Committee Of Medical Journal Editors (ICMJE): (1) substantial and significant contribution in the design of the work, collection, analysis and interpretation of the data; (2) design and review of the study draft; (3) final approval of the draft; and (4) compliance

with accountability for all aspects of the study². Individuals contributing as authors to *Actualidades Investigativas en Educación* agree to:

- Guarantee the originality and non-simultaneous submission of your article.
- Commit to each step of the editorial process of your article.
- Be familiar with all information related to the focus, scope, policies and guidelines for authors.
- Be aware of and approve the intellectual property conditions that your article submits if it is published.
- Guarantee the veracity of the information presented in the article, properly attributing that taken from other sources.
- To account for any conflict of interest in the article.

5.2 *Evaluators*

Refers to those persons who have received the request to evaluate one or more articles, directly from the people in charge of the editorial process of *Actualidades Investigativas en Educación*. The people who collaborate as evaluators in *Actualidades Investigativas en Educación* commit themselves to the following:

- Accept the evaluation of only those articles whose subject matter is within their expertise.
- Maintain in absolute confidentiality all information assigned before, during and after this process and the article to be evaluated.
- Not to use the information provided for any purpose beyond the evaluation as such.
- Declare any conflict of interest with the evaluation as soon as it is detected.
- Be objective and make a professional evaluation, avoiding any use of hostile or disrespectful language.
- Comply with the deadline requested for the evaluation

In addition, a certificate of participation will be given to those evaluators who comply with the commitments described above. The Editorial Board reserves the right to issue a certificate of participation to those evaluators who do not comply with these commitments. Likewise, the opinion given by each evaluator will be taken into account by the Editorial Board; however, such opinion will not constitute the final decision on the evaluated document

5.3 *Editors*

Refers to the people in charge of the editorial process, who guide the preparation of the text for its evaluation and eventual publication, following scientific and ethical criteria. The people who collaborate as editors in *Actualidades Investigativas en Educación* are committed to:

- Guarantee the quality of the articles published in *Actualidades Investigativas en Educación*.
- Guarantee the relevance of the reviewers chosen for the article evaluation process.
- Return the opinion of a postulated article in the shortest possible time.
- Ensure compliance with the reviewers' comments on the article.

² Persons who do not meet the 4 requirements may be included in the work as contributors in the acknowledgements section. Likewise, we recommend reviewing Letter of Acceptance of Conditions in the appendix of this document on page 10.

- Maintain confidentiality of the necessary data of reviewers and authors in the evaluation process.
- To guarantee that the information published on the web site is up to date.

5.4 *Members of the Editorial Board*

It refers to those professionals in the area who give their academic and political support and backing to Actualidades Investigativas en Educación, in their representation as members of said editorial body. The people who collaborate as members of the Editorial Board of Actualidades Investigativas en Educación commit themselves to the following:

- Promote the journal in its academic and institutional spheres.
- Recommend articles for submission to Actualidades Investigativas en Educación.
- Recommend evaluators for the evaluation process of an article.
- Conduct evaluations of articles submitted to Actualidades Investigativas en Educación.
- Accept the writing of editorials and other miscellaneous writings.
- Participate in and contribute to the convening of Editorial Board meetings.

6. **Editorial conflicts and infringements**

The following actions are established as undesirable conduct and violations of the editorial process. Persons who perform one or more of these actions are subject to an investigation process and the Editorial Board has the right to make the decision and take the disciplinary actions it deems appropriate for each case.

- 6.1 *False authorship*: This refers to the recognition of one or more persons as authors of an article, but who did not make a significant or weighty contribution for such recognition; or the lack of recognition of a person who did participate actively and was not recognized as such. There are three types of false authorship:
 - 6.1.1 Ghost author: person who substantially participated in the study and meets the ICMJE author criteria but was not credited with authorship.
 - 6.1.2 Guest author: person who did not make a significant contribution to the study but is included in the list of authors to increase the visibility of the article (e.g., the case of a renowned researcher).
 - 6.1.3 Gift autor: person who did not participate but is included in the authorship because of his or her institutional position or link to the other authors (e.g., the head of a department).
- 6.2 *Plagiarism*: Refers to the action of using information of any kind from another source without due acknowledgment of the respective authorship. It includes: literal copying (word for word) and paraphrased copying (reproduction of another's ideas with different words). To detect plagiarism, Actualidades Investigativas en Educación makes use of the Turnitin software, which it uses as a basis for identifying bibliographic inconsistencies in articles.
- 6.3 *Self-plagiarism*: Refers to the action of using information that is the author's own but has been previously published, without due indication of this publication status.
- 6.4 *Conflicts of interest not indicated*: This refers to the lack of mention of financial or institutional relationships with entities linked to an investigation, and where a personal or economic interest may have been involved in order to modify the results of the study in favor of those interests.
- 6.5 *Scientific fraud*: Refers to the manipulation of data, or creation of false data, for personal interests. It also includes the manipulation of images.

- 6.6 *Segmented publication*: Or *salami slicing*, refers to the split publication of the results of a research, in such a way that this splitting responds to interests of increasing the number of published articles and not to the healthy dissemination of science. This includes the publication of more than one article with the same hypothesis, population and methods.
- 6.7 *Simultaneous submission*: refers to the submission of the same document to two or more media or publications at the same time.
- 6.8 *Duplicate publication*: refers to the submission of two or more papers that share the essential information on hypotheses, population, methods, discussion and conclusions, without any notice to the editors. This type of conflict can be realized through plagiarism or translation of the article.

7. Disciplinary actions in case of violation

Actualidades Investigativas en Educación grants itself the right to apply the following actions in the case of finding any of these editorial infringements or any other:

In case the article is published:

- 7.1 *Retraction*: It refers to the action of removing the article from the website and other means of dissemination available on the web, and the publication of an official communication to the general public on the reasons for such decision.
- 7.2 *Correction*: Refers to the publication of a new version with an indication of the change made.

In case the article is not yet published:

- 7.3 *Rejection*: The article will be rejected from publication in Actualidades Investigativas en Educación.

In any of these cases, the decision will be communicated to the author. If it is proven that the infraction was made in bad faith, the disciplinary procedure established by the Universidad de Costa Rica will be followed. In the event that the institutional affiliation is different from the Universidad de Costa Rica, the authorities of the respective institution will be notified.

8 Final Statements

These guidelines are considered general for the regulation of processes in Actualidades Investigativas en Educación. For the analysis of specific cases, the international standards of ethics in scientific publication will be used, through the use of the flow charts recommended by COPE (n.d.) and other reference materials.

References

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Annex: Letter of acceptance of conditions for authors

The following letter must be submitted at the time of the manuscript application, with all the data duly filled in and signed by the persons. The complete description of the instructions for sending the letter and its different versions can be found at the following link: <https://revistas.ucr.ac.cr/index.php/aie/about/submissions>

Date:

Place:

Editorial Board
Journal Actualidades Investigativas en Educación
Instituto de Investigaciones en Educación
Universidad de Costa Rica

The undersigned person(s), as author(s) of the work titled

submitted for evaluation in the journal Actualidades Investigativas en Educación, declare(s) under oath that:

1. Admit that the submission and possible publication of the article in the journal Actualidades Investigativas en Educación will be governed by the editorial policies of the journal, the institutional regulations of the Universidad de Costa Rica and the legislation of the Republic of Costa Rica. Additionally, in case of any eventual difference of criteria or future dispute, this will be settled in accordance with the mechanisms of Alternative Dispute Resolution and the Costa Rican Jurisdiction.
2. The work is original and unpublished, that is, it constitutes an intellectual production of the person(s) indicated as author(s) and has not been published in printed or digital form.
3. The work has not been simultaneously submitted for publication to another print or electronic journal or any other written medium or editorial body.
4. The work does not present any conflicts of interest that could influence the results of the work. If the article does present conflicts of interest, these must be explicitly declared in the work.
5. If the article has several authors in such a way that it is impossible to attribute to any of them a particular and divisible participation in the article, it will be considered as a collective work. Therefore, the authors must designate a single person to be in charge of

answering queries and comments from the journal Actualidades Investigativas en Educación and, if published, to receive correspondence from readers.

6. Acknowledges that the journal e-Information Science does not necessarily agree with the statements made in the article.
7. State(s) that all citation data within the work and their respective bibliographic references have the source and credit duly identified.
8. In case the article contains content such as tables, figures (illustrations, photographs, drawings, maps, diagrams and the like) or any other content that is copyright of a third party not listed as author or co-author of the article, the authors have obtained the respective permissions for the publication of these contents in the journal Actualidades Investigativas en Educación and may provide them at the request of the Journal. Exceptions to this obligation are those contents that are in the public domain or have been published under a license compatible with the publication and dissemination policies of the Journal, available on the website <http://revistas.ucr.ac.cr/index.php/aie/about>
9. According to the intellectual property regulations of their institution, the contractual responsibilities of the funding entities and any other related provisions, the authors of the article state that they are authorized to submit the article to the journal Actualidades Investigativas en Educación for consideration by the journal for any of the following activities:
 - a. The graphic and style editing of the work or part of it so that the article complies with the Journal's standards indicated on the website <http://revistas.ucr.ac.cr/index.php/aie/about/submissions#authorGuidelines>
 - b. The publication and reproduction of the work or part of it, both in print and electronic media, including the Internet and any other technology known or to be known.
 - c. The translation into any language or dialect of the work or part thereof.
 - d. The adaptation of the work to reading, sound, voice and any other available technical representation or mechanism, which makes possible its access for partially or totally blind people, or with any other form of special abilities that prevent their access to the conventional reading of the article.
 - e. The distribution and availability of the work to the public, in such a way that the public may have access to it from the time and place that each person chooses, through the physical or electronic mechanisms available to him.
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 - g. All of the above activities will be carried out following the principles of Open Access and through the use of Creative Commons licenses or other equivalent mechanism.
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Mail:	
Orcid:	
Other articles in press (under evaluation or publication process):	
Funding entity of the study (if applicable):	