



### Ethical Code of Alteridad

Alteridad. Revista de Educación adheres itself to the guidelines of the Publication Ethics Committee (COPE) established in 1997, and available at: <http://publicationethics.org/resources/guidelines>

#### 1. Author Obligations

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- **Previous Requirements.** Before submitting an article to Alteridad the authors must declare they have read and understand the submission requirements found in this section. They must state they agree with the procedure of article selection used by the journal and that the texts submitted adhere to the norms of publication of Alteridad.
- **Multiple and/or repetitive publications.** The authors must abstain from submitting simultaneous/multiple articles for publication to different journals because of the possibility of the text being published more than once. This is not an ethical professional practice and is unacceptable.
- **Authenticity and plagiarism.** The submitted texts to the journal must be original and unedited, meaning they must not have been previously published partially or completely in Spanish or another language. The authors must avoid duplicated publications, produced when two or more articles by the same author or authors, without using cross-references, share essentially the same hypothesis, data, points of discussion and/or findings in a literal or paraphrased way. Alteridad uses Crossref's Ithenticate and Turnitin as its main anti-plagiarism systems.
- **Fragmentation.** The authors must avoid the fragmentation of a study, which occurs when a research project is divided into two or more publications, making the same hypothesis about the same population and using the same methods.
- **Sources.** The authors must cite the original sources of the materials used to produce their articles in order to avoid plagiarism. This practice of intentional omission of authorship of fragments of the work, or its entirety, may be apparent in different ways: a) literal copy, when reproducing a paper word for word, in fragments or its entirety, without permission and without any mention of the original paper; b) substantial copy, related to the research material, processes, tables or equipment; c) paraphrasing when reproducing the ideas of another person without copying them word for word, without permission or mention of the original paper; and d) recycling a text by reproducing parts of an author's own work and resubmitting it in order for the paper to be published as a completely new article.
- **Authorship.** There are two main criteria for being recognized as an author: a) Having contributed in a substantial manner to the conception and design of a research project, in the acquisition of data, or in the analysis and interpretation of the research; b) Having written or revised the intellectual content of the article. The authors must be included in a hierarchical way based on their level of responsibility and their involvement in the submitted manuscript.
- **Intellectual Property.** The authors must respect the intellectual property of third parties if the materials used for the development of their article is not their property. Therefore, they must obtain the necessary authorizations to reproduce pictures, illustrations, graphs, tables, maps,

diagrams, among others. The authors must avoid fraudulent conduct in the research and publication process, which takes place when the data or findings were not created through experiments or observations but were fabricated or falsified/manipulated, including the modification or omission of crucial data or findings.

The researchers who participated in the research project, but do not fit under either of these criteria, must appear as collaborators or under a subtitle of acknowledgements (e.g. in the case of research spaces, academic supervision, institutional support or financing). There are three unacceptable forms of authorship: a) falsification, which consists of including the names of people who participated minimally or did not participate at all in the research project, omitting the names of the people who did participate, and submitting a manuscript without the permission of one of the authors; b) ghost authorship, refers to the role of professional writers who are not recognized as authors and includes the unattributed contributions of those who analyzed the data

- **Mistakes in the published articles.** When an author identifies in their article an important error or inaccuracy, the author must immediately inform the editorial team of the journal, providing all the necessary information to make the pertinent changes. These changes will be made as soon as possible in the electronic version of the journal and through an erratum in the printed version.

- **Responsibility.** All the authors must hold themselves accountable for what they have written. The authors also acknowledge they have revised the most recent scientific and relevant literature about the analyzed subject, being aware in a plural way of the different trends of knowledge.

## 2. Peer Reviewer and Evaluator Obligations

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- **Contribution to the editorial decision.** Peer reviews are a procedure that helps editors make decisions about the proposed articles and allows authors to improve their submitted work for publication. The reviewers are committed to the best of their knowledge and abilities to make a critical, honest, and constructive revision about the scientific and literary quality of the text.

- **Regarding deadlines.** The reviewers who do not feel competent in the subject they will review or who cannot complete the evaluation on time will immediately notify the editors. The reviewers must commit to submit their evaluations by the designated deadline or in the shortest time period possible.

- **Confidentiality.** The journal uses a double-blind evaluation process, meaning the authors do not know the identity of the reviewers and the reviewers do not know the identity of the authors. The documents cannot be shared with third parties without the knowledge and authorization of the editors.

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### 3. Obligations of editors

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- **Publication decision.** The editorial team of Alteridad guarantees transparency in the evaluation and publication process. Therefore, the journal is responsible for the management of the submitted articles from the time they are accepted or rejected, as well as of the implementation of mechanisms which ensure anonymity throughout the editorial process. Relying on the peer reviewed evaluations, the editorial team of the journal is responsible for the final decision regarding the articles that will be published or rejected. This selection decision is made based on the relevancy, originality and contributions to the production of knowledge of the articles. Alteridad selects between 2 to 4 reviewers for every article to be evaluated, guaranteeing there will be greater objectivity in the review process.
- **Honesty.** The editors evaluate the submitted articles to be published only based on the scientific merit of their content, without discriminating based on the race, gender, sexual orientation, religion, ethnic origin, nationality, or political opinion of the authors.
- **Confidentiality.** The editors and members of the working group commit themselves to abstain from sharing information about the submitted articles for publication to people who are not the authors, reviewers or editors of the journal. The editors and the Editorial Committee commit themselves to maintain confidentiality regarding the manuscripts, reviewers, and editors, preserving the intellectual integrity of the process through anonymity.
- **Conflict of interest and diffusion.** The editors have the obligation to abstain from using information in the submitted articles for publication in the journal for their own research without the written consent of the author.
- **Responsibility.** The Alteridad editorial team will always inform the authors of the reasons and justifications for their articles being accepted or rejected based on the criteria previously mentioned. The communication, questions or explanations the authors, evaluators, reviewers or any person interested in the journal solicits will be addressed in a clear and timely manner. If a mistake is recognized in the content diffused, the rectifications, corrections or clarifications will be published in the webpage of the journal. The editors of the dossier agree to follow the ethical practices of the journal, always respecting the procedures established by Alteridad, as well as the guidelines of the editorial team.
- **Regarding deadlines.** The editors are the officials responsible for complying with the designated deadlines for the revision and publication of the accepted articles, ensuring a rapid diffusion of the results. They will adhere to the published deadlines (maximum of 30 days since the submission of the manuscript in the Review Platform in the selection of manuscripts and a

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#### 4. Process for addressing complaints

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- Complaints from authors will be addressed if they are substantiated. These complaints will be addressed as possible following the guidelines and diagrams established by COPE, as well the internal norms of the journal. Under no circumstance will the process of addressing complaints involve revealing the identity of reviewers.
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