

Ethical Code of Retos

Retos. Revista de Ciencias de la Administración y Economía 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

- **Previous Requirements.** Before submitting an article to Retos 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 Retos.

- **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. Retos 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

- **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.

- **Objectivity.** When a reviewer or evaluator has an opinion or a personal or financial interest that could affect their objectivity or influence the article evaluation, the reviewer must abstain from participating in the editorial process.

- **Contribution to the editorial decision.** The reviewers must send a response about the article they have decided to review, adjusting themselves to the designated deadlines in the form provided by the journal. They must define if the article is publishable or not, and if it needs to be modified in order to be published. The reviewers must provide recommendations to the authors for them to be able to improve the articles, if the article is publishable and requires

modifications, which is why the journal requires the reviewers to be specific about their observations and commentaries.

- **Conflict of interest.** The evaluators and peer reviewers must communicate if there is a conflict of interest or if they are incapable of completing the review, even if the reviewers believe this conflict of interest does not affect their judgement.
- **Suspicion of ethical violations.** If the evaluator or reviewer finds an irregularity in an evaluated article, the reviewer must report this to the editor of the journal. For example, if the reviewer finds too many similarities between the manuscript and another published text in another journal or book, if the article lacks original sources, if there is plagiarism or self-plagiarism.

3. Obligations of editors

- **Publication decision.** The editorial team of Retos 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. Retos 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 Retos 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 Retos, 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

maximum of 120 days since the initiation of the process of scientific revision by experts in the subject).

- **Diffusion.** Once the journal has been published, the editorial team of Retos is responsible for the wide diffusion of its contents by sending it to its repositories, databases, systems of information and national and international indexations; the publication of a new number and its presentation.

4. Process for addressing complaints

- 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.
- Any complaint regarding the evaluation process will be addressed provided that the author identifies the possible mistakes made in the revision. The competency of the reviewer will not be questioned under any circumstance. The complaints will be directed to the editor, with an argument and proof for the case to be considered. If necessary, the support of the Editorial Committee or one of its members who is an expert in the subject of the article at issue will be solicited. A response to the complaint will be sent in a period of up to three months.
- If a complaint of plagiarism is received after the publication of an article in Revista Retos, and this is verified by the journal's Editorial Board, that manuscript will be removed from the web page of the published issue and from all the repositories and databases in which the plagiarized text appears.

5. Others

«Retos» is an open access journal entirely **free for readers and authors** that favors the reuse and self-archiving of their articles in international databases, repositories, directories and information systems. "Retos" does not charge to publish, that is, there is no fee or payment by the authors and access to its content is completely free. In this sense, «Retos» has a Creative Commons 4.0 License of Attribution-NonCommercial-ShareAlike 4.0 and is included in the directory of Open Access DOAJ. The journal only retains the rights to publish the works, both in print and digital.

Copyright. The articles published in «Retos» are subject to the following terms: Universidad Politécnica Salesiana (RUC: 0190151530001) preserves the copyright of the published works, and favors and allows the re-use of the same under the Creative Commons 4.0 License of Attribution-NonCommercial-ShareAlike 4.0, which it could be copied, used, disseminated, transmitted and publicly displayed provided that:

1.1.a. Cite the authorship and original source of their publication (journal, editorial, URL and DOI of the work).

1.1.b. Do not use for commercial or costly purposes.

1.1.c. The existence and specifications of this license are mentioned.

1.2. The publication will grant each item a Digital Object Identifier (DOI). Example: Valdés-Pérez, D. (2016). Incidencia de las Técnicas de Gestión en la mejora de las decisiones administrativas. Retos, 6(12), 199-213. <https://doi.org/10.17163/ret.n12.2016.05>

Open Access Policy: «Retos» is an open access journal, available in open access with no time restrictions, and is included in the Directory of Open Access Journals (DOAJ).

Self-archiving conditions: Authors are allowed to re-use published works, ie post-print (or the final post-peer review or PDF version of the publisher) may be archived for non-publication purposes Commercial, including their deposit in institutional repositories, thematic or personal web pages. Color Sherpa / Romeo: Blue.

Right of readers. Readers have the right to read all of our articles for free immediately after publication. This publication does not have any economic charge for the publication or for access of the material.

Automatic publishing «Retos» makes your articles available in reliable repositories of third parties (eg: Redalyc, Latindex, institutional repositories ...) immediately after its publication.

Archiving: This journal uses different national repositories such as Redalyc, Latindex, Dialnet, REDIB ... The Portico repository and the Institutional Repository Universidad Politécnica Salesiana (Ecuador) are digitally archived and indexed.

Machine readability and interoperability: Full text, metadata, and citations of articles can be tracked and accessed with permission. Our open social policy also allows the readability of the files and their metadata, facilitating interoperability under the OAI-PMH protocol of open data and open source. Files from both full-length publications and their article targeting are available in open HTML, XML, but also PDF, E-Pub and ISSUU formats, making it easy to read on any device and platform computing.

Author and readers fees: Retos does not charge to publish. There is no fee or payment by the authors or readers. The access to its content is completely free.

Revenue Sources: The financial support of the journal depends 100% on the Universidad Politécnica Salesiana-Ecuador. There are no charges of any kind to authors or readers.

Advertising: The journal does not contain or accept any type of advertising.