

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT¹

Duties of EDUCADE editors, reviewers and authors as well as process description are stated below.

DUTIES OF EDITORS & EDITORIAL BOARD

1. **Publication Decisions:** Editors of EDUCADE are responsible for deciding which of the manuscripts submitted to the journal should be reviewed or published. However, editors may consult other editors or reviewers in making such decisions.
2. **Equal Treatment:** Editors of EDUCADE must evaluate manuscripts for their intellectual content and their contribution to specific disciplines, without regard to gender, race, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
3. **Integrity of Blind Reviews:** Editors of EDUCADE should ensure the integrity of the double blind review process. Therefore, editors should not reveal either the identity of authors to the reviewers, or the identity of reviewers to authors.
4. **Confidentiality:** Editors of EDUCADE must treat received manuscripts for review as confidential documents. Editors and any editorial staff must not (I) disclose any information about submitted manuscripts to anyone other than the corresponding author, reviewers, other editorial advisers, and the publisher, (II) use materials disclosed in a submitted manuscript for their own research without the author's written authorization.
5. **Ethical complaint investigations:** Editors of EDUCADE should conduct a proper and fair investigation when an ethical complaint (concerning a submitted or published manuscript) is reported. Such process may include contacting the author(s) of the manuscript and the institution, giving due process of the respective complaint. If the complaint has merits, a proper action should be taken (publication correction, retraction, etc.). Besides, every reported action of unethical publishing behaviour should be investigated even if it is discovered years after publication.

DUTIES OF REVIEWERS

1. **Contribution to Editorial Decisions:** Reviewers assist editors in making editorial publication decisions, and also assist authors in improving their submitted manuscripts, through the editorial communications with authors. Therefore, reviewers should always provide explicit and constructive feedback to assist authors in improving their work.
2. **Qualifications:** Reviewers who believe that they are not qualified to review a received manuscript should inform the editors promptly and decline the review process.
3. **Promptness:** Reviewers are requested to complete their reviews within a timeframe of 30-60 days. Reviewers also are free to decline reviews at their discretion. For instance, if the current

¹ This Publication Ethics and publication malpractice statements are largely based on the statements of the International Journal of Business and Public Administration, Polibits, Elsevier policies and COPE's Best Practice Guidelines for Journal Editors.

work load and/or other commitments make it impossible for reviewers to complete fair reviews in a sensible timeframe, reviewers should refuse such invitations for review and promptly inform the editors.

4. **Confidentiality and disclosure:** Reviewers must consider all received manuscripts for review as confidential documents. Received manuscripts must not be seen by or discussed with others, except as authorized by EDUCADE editors or authorized editorial staff. Information or ideas obtained through blind reviews must be kept confidential and must not be used by reviewers for personal benefits.
5. **Objectivity:** Reviewers should conduct their reviews objectively. Criticism of the author's personality or the topic is unprofessional and inappropriate. Reviewers should explain their recommendations clearly and explicitly and provide rational support and justification.
6. **Conflict of Interest:** Reviewers should refuse the review of manuscripts in which they have conflicts of interest emerging from competitive, collaborative, or other relationships and connections with any of the authors, companies, or institutions connected to the manuscripts.
7. **Substantial Similarity:** Reviewers should inform editors about significant similarity or overlap between received manuscripts and any other published manuscripts that reviewers are aware of.
8. **Proper and Accurate Citation:** Reviewers should identify relevant published work that has not been cited by the authors. Statements that include observation, derivation, or argument (currently or previously reported) should be accompanied by the relevant and accurate citation.

DUTIES OF AUTHORS

1. **Originality:** Authors submitting manuscript to EDUCADE should ensure that this submission is original work and is neither currently under consideration for publication elsewhere, nor has been published as a copyrighted material before. EDUCADE do not consider the publication of previous versions in conference proceedings as publication for the aims of the present paragraph. However, a clear statement should appear in the text if any material has been published elsewhere in a preliminary form or presented in conferences with published proceedings. If authors have used the ideas, and/or words of others researchers, they should acknowledge that through proper quotes or citations.
2. **Reporting standards:** Reported objectives, discussions, data, statistical analysis, and results should be accurate. Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.
3. **Multiple or Concurrent Publication:** Authors should not publish manuscripts describing essentially the same research in more than one journal. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable. This action leads to the rejection of the submitted manuscripts.
4. **Plagiarism:** Plagiarism appears into various types, such as claiming the authorship of work by others, copying and paraphrasing major parts of others research (without attribution), and using the results of research conducted by other researchers. However, any type of plagiarism is unacceptable and is considered unethical publishing behaviour. Such manuscripts will be rejected.
5. **Copyright:** Authors submitting articles with a view to publication warrant that the work is not an infringement of an existing copyright and agree to indemnify the publisher against any

breach of such warranty. Authors should take into account that EDUCADE is an Open Access Journal.

- 6. Authorship of Manuscripts:** Authorship of a manuscript should be limited to authors who have made significant contributions to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper. The names of authors should be ranked by efforts. If all authors equally contributed to the paper, they should appear in alphabetical order and this fact should be clearly stated. The corresponding author must ensure that all listed co-authors have seen and approved the final version of the manuscript (as it appeared in the proofreading copy) and agreed to its publication in EDUCADE.
- 7. Acknowledgement of sources:** Authors should acknowledge individuals whose contributions are indirect or marginal (e.g., colleagues or supervisors who have reviewed drafts of the work or provided proofreading assistance, and heads of research institutes, centres and labs should be named in an acknowledgement section at the end of the manuscript, immediately preceding the List of References). In addition, all sources of financial support for the research project should be disclosed.

Authors should always properly and accurately acknowledge the work of others. Authors should cite publications that have significant contribution to their submitted manuscripts. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

Unacknowledged work of others contributing to manuscripts is unethical behaviour and is unacceptable. Such manuscripts will be rejected.

- 8. Conflicts of Interest:** Authors should disclose in their manuscript(s) any financial or other substantive conflict of interest that might influence the results or interpretation of their manuscript.
- 9. Substantial errors in published manuscripts:** It is the authors' responsibility to promptly inform EDUCADE editors when authors discover substantial errors or inaccuracy in their own published manuscripts, and cooperate with them to correct them.
- 10. Data Access and Retention—** Authors may be asked to provide the raw data in connection with manuscripts for editorial review and to retain data for a reasonable time after publication.

PROCESS

- 1. Submission:** Manuscripts are to be submitted via e-mail to the editor. Only full papers are reviewed; abstracts are not considered for review. The recommended format is indicated on the main page of the journal.

Papers can be submitted in English or in Spanish. If submitted in Spanish, the paper should be supplied with a title, keywords, and abstract in English (in addition to those in Spanish).

- 2. Peer review process:** All submitted papers are subject to strict double-blind peer-review process by reviewers that are experts in the area of the particular paper. The factors that are taken into account in review are as follows:

- **Originality:** Does the paper contain new and significant information adequate to justify publication?
- **Relationship to Literature:** Does the paper demonstrate an adequate understanding of the relevant literature in the field and cite an appropriate range of literature sources? Is any significant work ignored?
- **Methodology:** Is the paper's argument built on an appropriate base of theory, concepts, or other ideas? Has the research or equivalent intellectual work on which the paper is based been well designed? Are the methods employed appropriate?
- **Results:** Are results presented clearly and analysed appropriately? Do the conclusions adequately tie together the other elements of the paper?
- **Practicality and/or Research implications:** Does the paper identify clearly any implications for practice and/or further research? Are these implications consistent with the findings and conclusions of the paper?
- **Quality of Communication:** Does the paper clearly express its case, measured against the technical language of the field and the expected knowledge of the journal's readership? Has attention been paid to the clarity of expression and readability, such as sentence structure, jargon use, acronyms, etc.

3. **Recommendations** could be one of the following:

- Acceptance
- Acceptance with revisions (after compliance with the reviewers' recommendations) but without re-review of the manuscript.
- Major changes recommended by its reviewers; revise and resubmit.
- Reject the publication of the manuscript based on the reviewers' recommendations

If authors are encouraged to revise and resubmit a submission, there is no guarantee that the revised submission will be accepted.

Rejected articles will not be re-reviewed.

Articles may be rejected without review if the Editors consider the article obviously not suitable for publication.

4. **Publication Frequency:** The journal is published once year in December. However, accepted manuscripts could be available in advance in the web of the journal.
5. **Cost of publication and access:** Publication has no cost to the authors. The journal provides open access to all published papers.
6. **Author Self-Archiving:** The authors are permitted and encouraged to post published articles on their personal or institutional website, with a clear indication of that the paper was published in this journal and with a link to the journal's site.

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