

Ethical principles

Responsibilities of the Editorial Board

- The description of the peer review process is defined and released by the Editorial Committee in order to the authors know the peer review criteria. The Editorial Board is always ready to justify any controversy in the peer review process.

Editor Responsibilities

- The editor should be responsible for everything published in the journal. He should strive to meet the needs of readers and authors; to constantly improve the journal; to ensure the quality of the material published; to enhance academic and scientific standards. Moreover, the publisher must be willing to publish corrections, clarifications, retractions and apologies when necessary.
- The editor's decision to accept or reject a paper for publication should be based only on the importance of the article, originality, clarity and relevance that the paper represents for the journal.
- The editor is committed to ensure the confidentiality of the evaluation process, may not reveal to the reviewers the identity of the authors, nor may reveal the identity of the reviewers at any time.
- The editor is responsible for deciding which items can be accepted to the Journal.
- The editor is responsible for properly informing the author of the editorial process phase in which the text is involved as well as the resolutions of the peer review process.
- An editor should review manuscripts and their intellectual content without regard to race, gender, sexual orientation, religious beliefs, ethnicity, nationality, or political philosophy of the authors.

- The editor and any editorial staff shall not divulge any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers or other editorial advisers.
- All Unpublished materials disclosed in a manuscript submitted will not be used for personal research of an editor, without the express written consent of the author. Privileged information or ideas obtained through peer review shall be confidential and not used for personal gain. Editors must make fair and impartial decisions and ensure a peer review process fair and appropriate.

Responsibilities of authors

- Authors must ensure that manuscripts are the product of his original work and that the data have been obtained in an ethical manner. They must ensure that their work has not been previously published or are not being considered in another publication. It is considered as a previously published work in any of the following situations:

1) When the full text is published.

2) When large fragments of previously published materials are part of the text sent to the Journal.

3) When the work submitted to the Journal is contained in reports published *in extenso*.

4) These criteria relate to previous publications in printed or electronic form and in any language.

- For publication of his works, authors should strictly follow the rules defined for the publication of articles by the Editorial Committee.

- The authors will send the original journal article without personal information (name, contact details, affiliation, etc.) and excluding his name from the citations in which it appears.

- The authors of the original research reports must present precise description of the work done, as well as an objective discussion of its significance. Underlying data should be represented accurately in the article. A document must contain sufficient detail and references to permit others to use the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
- Authors must ensure that they have written entirely original works, and if the authors have used the work and/or words of others has to be properly cited. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. Consequently, any paper that incurs plagiarism will be penalized according to its severity.
- An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. The presentation of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.
- It must acknowledge sources properly. Authors should cite publications that have been influential in the nature of the work presented. Information obtained privately, as in conversation, correspondence or discussions with third parties should not be used without express written permission from the source.
- Authorship should be limited to those who have made a significant contribution to the conception, design, execution or interpretation of the study. All those who have made significant contributions should be listed as co-authors. The principal authors must ensure that all co-authors are included in the article, and that everybody has seen and approved the final version of the document and agreed to its submission for publication.
- All authors must disclose in their manuscript any financial conflict of interest or other background that could influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.¹

- When an author discovers a significant error or inaccuracy in his published work, it is his duty to immediately notify the Director of the journal or publisher and cooperate with the editor to retract or correct the paper.

Responsibilities of Reviewers

- The reviewers will undertake to report any unethical behavior on the part of the authors and point out all the information that may be reason to refuse publication of articles. They must also commit to keep confidential information related to the items evaluated.
- To review the work, reviewers should have guidelines for this task. Such guidance should be provided by the publisher and those that should be considered for evaluation.
- All selected reviewer must notify in the shortest possible time to the editor is they are qualified to review the investigation of a manuscript or if it is not possible to do the review.
- Any manuscript received for review must be treated as a confidential document. It should not be shown or discussed with other experts, except with permission of the publisher.
- Reviewers should conduct themselves objectively. All personal criticism to the author is inappropriate. Reviewers should express their views clearly and with valid arguments.
- All privileged information or ideas obtained through peer review must be kept confidential and not used for personal gain.
- Reviewers should not evaluate the manuscripts in which they have conflicts of interest.

1: For medical journals you can find more information about unacceptable behavior in scientific publishing in the World Association of Medical Editors (WAME), the Committee on Publication Ethics (COPE) or the International Committee of Medical Journal Editors (ICMJE).