

PUBLICATION ETHICS AND GOOD PUBLICATION PRACTICE OF THE JOURNAL *ÁMBITOS*

The edition and publication of the journal *Ámbitos* is based on the guidelines developed by the Committee on Publication Ethics (COPE), who pursues the quality of the research and of its manifestation through the publications in the academic journals. Thus, all the parties involved in the research have a particular responsibility that they themselves should know but also should be known by the rest of the parties.

1. RESPONSIBILITIES

1.1. Editorial Board's Responsibilities

The Editorial Board is formed by the Editor (or Director), the Deputy Director, the Secretary, the Treasurer and some Chairs.

The Editorial Board accepts responsibility and authority for accepting or rejecting the manuscripts. The Editor and the Editorial Board do not have any conflict of ideological or economic interests that can endanger the acceptance or the rejection of the manuscripts. The acceptance as well as the rejection is based solely on, firstly, the certainty of both the authenticity and the originality of the manuscript, and, secondly, on the assessments written by their reviewers. In case that the Editorial Board finds and verifies that this originality does not exist, the manuscript will be rejected immediately and the reasons for this decision will be notified to the author. Under no circumstance the rejected article will be accepted again for its inclusion in another volume of the journal.

1.2. Author's Responsibilities

The author submits her/his manuscript accepting the guidelines of the journal. As well, the author commits her/himself to submitting a manuscript that should be original and all the data associated with the manuscript should be real and authentic.

The author should make changes or corrections in the format (not fulfilment of the journal's guidelines) as well as in the content (as it is assessed by the reviewers). The author will send the new modified manuscript in a month maximum time.

1.3. Reviewers' Responsibilities

The reviewers will be international or national experts on the manuscript's topic, and they will not have any conflict of interests (financial, institutional, collaborative or other relationships between the reviewer and the author). None of them will have relationship with the members of the Editorial Board or the manuscript's author, who will always remain anonymous to them. If the reviewers would think they could know the possible identity of the author (because of the thematic, the style of the manuscript), they should notify it immediately to the Editorial Board, so a new reviewer will be looked for in order to keep the impartiality and the objectivity through the process of revision.

The reviewers will write their assessments objectively, based on the content of the manuscript and avoiding personal, offensive or deprecating criticism at the author. Any objection, suggestion or change should be referred to the content of the manuscript. The assessments can suggest changes of the style of some paragraphs, as well as new bibliography not referred in the manuscript. If the reviewers suspect misconduct (not originality or plagiarism), they should write in confidence to the Editor, who will proceed as it is indicated in 1.1. Responsibilities of the Editorial Board.

The reviewers will maintain the confidentiality about their reviews throughout the process of revision and after its ending.

2. ORIGINALITY AND PLAGIARISM

The manuscript submitted to the journal for their publication should be original, which means that it should not be a total or partial copy of others publications which describes the same or similar research to the submitted manuscript. Neither should the submitted manuscript be the translation into another language.

Plagiarism is the unreferenced use of others' published and unpublished ideas, whether they are a literal copy or a reformulation. If the Editorial Board and/or the reviewers find plagiarism in the manuscript, it will be rejected immediately and the reasons for the rejection of the journal for its publication will be notified to its author.

3. PEER REVIEW

Each manuscript, once its originality and authenticity have been checked, is sent to two experts, who will remain anonymous to the author. They will write an assessment, which will be crucial for the acceptance or rejection of the manuscript by the Editorial Board (double-blind peer-review process). If the assessments would not be unanimous, the Editorial Board will send the manuscript to a third reviewer, whose assessment will decide whether it should be accepted or sent to its author for major revision. The author, whose manuscript has been returned due to the necessity of a major revision, could send it again after the corrections indicated in the assessments have been included.

The reviewers can suggest the definite rejection of the manuscript, if it does not meet the usual criteria in any academic publication. If two assessments agree with the rejection of the manuscript, it will not be published in the journal.

4. EDITORIAL ETHIC

The editorial ethic will be controlled by the Editorial Board, who will look after the observance of the good practices in the research. The manuscripts, the accepted and the rejected ones, and all the assessments will be deposited in the editorial office of the journal, maintaining the confidentiality of all of the involved parties. The journal will be willing to publish corrections, clarifications, retractions and apologies whenever it is necessary.

The accusations of lack of ethics, after being verified by the Editorial Board, will be sent to the author along with the proofs and the decision of the Editorial Board.