

Ethic code and good editorial practices for Revista Ean

1. Introduction

Revista Ean ensures integrity and academic ethics in scientific production as a basic principle in all phases of the research and editorial process: from conception, writing, publication and final dissemination. This document aims to compile the good ethical practices that are fundamental for a quality scientific publication and useful for the different actors within and outside the editorial process (authors, reviewers, editors, associations, institutions, sponsors and funding sources).

Revista Ean accepts and follow the guidelines of the **Committee on Publication Ethics (COPE)**, an organization that aims to support researchers in achieving ethical, integral and responsible publication.

2. Research integrity

The principles of ethical integrity of the *Revista Ean* are governed by honesty in all its stages, environments and dimensions of scientific character: from the strict and meticulous care in research practice, to transparency and open communication of data, respect among participants and actors involved in the research, and the responsibility of the behaviors present in this ethic code.

Any observation, concern or complaint will be addressed taking into account this document and, if applicable, COPE guidelines, raising, if necessary, such questions to the editorial committee of the *Revista Ean*, who will advise on best practices in the editorial ethics, mediating appropriate decisions to the actors involved.

Regardless of their relationship with the *Revista Ean*, any person who considers that the ethical guidelines in this publication are not being followed at any stage may express this directly to the editor by sending an email to the following address revistaean@universidadean.edu.co

3. Editorial process

Revista Ean does not discriminate against authors, editors or reviewers based on their personal characteristics or identity in its editorial processes. We are committed to integrating diversity in its multiple dimensions, promoting inclusion and promoting equity at every stage of the process.

The editorial board does not accept improper or abusive behavior or communications towards our team of editors, authors and reviewers, as well as other people involved in the publication process. If anyone engages in such behavior, the editorial board has the duty and the right to take measures to protect the those involved. This could be, for example, in the withdrawal or retraction of a manuscript, or the rejection of clearly incorrect or abusive comments in the peer review process.

4. Authorship and co-authorship

Revista Ean recognizes that authorship and co-authorship practices may vary significantly depending on the discipline, number of people involved, their sequence in the bylines, and the format of submission. In the absence of specific guidelines on author inclusion and hierarchy, we recommend considering the following aspects:

- Significant participation in the conception or design of the idea, in the development of the analysis, or in the interpretation of the extracted data.
- Drafting the manuscript or providing critical and intellectual review critically and intellectually during the development process.
- Approval of the *Online first* and final versions, prior to submission and publication.

The foregoing aims to promote transparency, academic accountability and fair recognition of collaborative intellectual work.

5. Plagiarism and self-plagiarism

Plagiarism is defined as the total or partial use of ideas, words, data or material generated by third parties without their authorization. This may occur in various forms, such as texts, illustrations, music, computer programs, material downloaded from websites, other documents or digital media, including unpublished or unpublished material such as courses, presentations and gray literature. The above is understood as intellectual misappropriation.

Self-plagiarism refers to the reuse of one's own previously published work without clearly indicating, first, that it has already been published, and second, that the content is the author's own. This practice is considered inappropriate and is rejected in the context of scientific writing from any ethical standpoint.

Revista Ean only publishes and encourages original and innovative works. Therefore, it does not accept percentages of plagiarism in its manuscripts, conducts a rigorous review the submissions sent through the scientific journals web portal by specialized software for the verification of plagiarism and self-plagiarism in their articles. In this case, the respective notification of rejection will be made, clearly stating the reason for the decision.

Reviewers, authors or the scientific community may raise suspicions of plagiarism that will be analyzed by the editorial committee, following COPE's correction guidelines and retraction.

Any manuscript resulting from a graduate work, master's thesis or similar, must be presented reworked and edited. When citing compiled information or reusing figures and elements from these documents in the manuscript, authors should avoid self-plagiarism by properly citing the adapted content. If a thesis has been published by a publisher and is publicly available, permission from the publisher may be required to submit it to the journal. This should be notified to the editorial committee through the "Comments to the Editor" space in the scientific journals web portal or by sending a communication to the following email address revistaean@universidadean.edu.co

6. Duplicate and redundant publications

Duplicate and redundant publications occur when an author publishes a work, or significant parts of it, more than once, without it being considered plagiarism, although in these cases, no reference is made to the original work to justify the length or complementary nature of the new publication. This practice may occur in the same or between different languages. Therefore, the *Revista Ean* does not admit overlapping between publications, unless, from an editorial standpoint, the manuscript is considered to reinforce and extend the academic discourse, it has the corresponding approval of the editorial committee where the original publication is located, and includes proper citation of the original source is included. Our readers, reviewers and editors may express any suspicion of duplicate or redundant publication to the editor via email at revistaean@universidadean.edu.co, who will forward the case to the committee for analysis and decision.

When submitting manuscripts to our journal, authors should ensure that they are not under consideration, accepted for publication or in "*Online first*" format in another journal or publisher and must explicitly state this in a cover letter.

7. Conflict of interest and financing

Revista Ean ensures the legal compliance of all published manuscripts. Authors submitting a manuscript to the journal must declare any conflict of interest that may affect the objectivity or integrity of the submitted work, whether financial, professional, contractual or personal in nature. In addition, the journal invites anyone who suspects an undeclared conflict of interest in a published work to report it to the editorial board.

8. Libel, defamation and freedom of expression

Freedom of expression is a core principle of the journal. The editorial board rejects publications that include false statements that may damage the prestige of individuals, groups or institutions. *Revista Ean* will review texts for potentially defamatory content prior to publication, and will address any allegation of defamation related to its contents.

9. Withdrawals, corrections and reservations

Revista Ean will consider retractions, corrections or reservations about legal concerns of its publications in accordance with COPE guidelines. If it is determined that an author or the journal has made an error, an erratum will be published. Retractions will only be applied to articles that contain serious errors that call into question their results, or that include substantial or partial plagiarism. The journal uses the "*Online first*" system that allows the review and reading of the manuscript before its final publication, allowing authors to make necessary corrections before final publication.

Revista Ean will make the exception of removing a manuscript from online publication when it is necessary to comply with legal obligations. This includes, but is not limited to, concerns about a manuscript that is defamatory, violates personal privacy or confidentiality laws, court orders, or may present serious risks to a person's health and integrity. In these situations, the manuscript will be withdrawn and clearly marked as withdrawn in the appropriate section.

10. Manipulation, falsification and creation of images

When research data are presented in image format or any alterations to the original images or data that alters the results obtained should be carefully considered by the authors. *Revista Ean* recognizes that there are legitimate reasons for such modifications such as anonymity, confidentiality, protection of privacy or legal non-compliance, among others. However, authors are expressly requested to refrain from altering images in a way that may mislead or distort findings in a way that could lead to falsification or misrepresentation of the results. The above is in accordance with the [Intellectual Property regulations of Universidad Ean](#). In case of any misconduct related to this section, it will be resolved by the Intellectual Property committee.

11. Research malpractice

If the *Revista Ean* becomes aware of or suspects research misconduct in a submitted study by the authors, it will ensure the integrity of the publication. To this end, the editorial board, in collaboration with the intellectual property committee of the university, and the relevant institutions, will conduct a thorough audit and investigation of the study. Any publication that presents fraudulent results will be retracted immediately. For more details, see section 9.

12. Transparency

Revista Ean is committed to following COPE's Transparency Guidelines and Best Practices in Academic Publishing, and promotes that all parties involved in the editorial process uphold and safeguard these principles at every stage of the process.

13. Data and evidence

Revista Ean encourages transparency and open access to data, codes and materials associated with research. Therefore, requests authors to keep accurate records of their evidence necessary to verify and reproduce their findings, so they can be made available upon reasonable request for verification or replication. In this regard, we invite authors to:

- Deposit the evidence in a data repository (Papyrus) that allows sharing it with third parties.
- Describe where the data evidence can be located for comparison or validation purposes.

14. Record integrity and management

Revista Ean maintains an internal record-keeping system for the management of all manuscripts received (not evaluated, evaluated, rejected and published) with a complete history in the OJS platform in its version 3.3. Although the internal information is confidential, it may be consulted or accessed in case of conflict of interest, problems related to academic integrity, or in compliance with legal processes.

15. Institutional affiliations

Revista Ean allows only one institutional affiliation per author, corresponding to the institution that supports the research presented and, if so, the one that finances it. Multiple affiliations are not allowed in order to avoid fraud related to institutional affiliations. Authors are free to declare their main institution and, therefore, their signature, which must be the one that has supported the previous research processes.

16. Commitments

Revista Ean invites the different actors involved in the editorial process to comply with a series of commitments.

16.1. Authors

- **Originality and plagiarism:** Authors submitting manuscripts to the journal assure that the work is original, that it does not contain parts of other authors' work or fragments of work previously published by the authors without their authorization. They also confirm the accuracy and authenticity of the data used.
- **Duplicate and/or redundant publications:** The author should not publish articles in which the same results are repeated in more than one scientific publication (journals, book chapters, papers, among others). Simultaneous submission of the same contribution to different scientific journals is also considered ethically incorrect and unacceptable.
- **Citations and references:** The author must incorporate correctly and according to the indications of the journal, the citations and bibliographic references of the totality of the documents used for the construction of the manuscript.
- **Authorship:** The authors confirm the inclusion of those persons who have made a significant scientific and intellectual contribution in the conceptualization and planning of the manuscript, as well as in the analysis, interpretation of the results, writing and revision of the manuscript. In addition, the order of authorship must reflect the actual contribution according to their level of responsibility and commitment.
- **Conflict of interest and disclosure:** All authors are required to declare explicitly that there are no conflicts of interest that may have influenced the results obtained or the proposed analyses. Authors should also mention any funding from agencies, institutions and/or projects from which the manuscript arises.
- **Errors in published articles:** When an author detects an error or inaccuracy in the published information, they must promptly inform the editor of the journal and provide all the necessary information to make the appropriate corrections.

- **Responsibility:** All authors accept responsibility for the approaches and information presented. They also commit themselves to conduct a thorough and up-to-date review of the most recent and relevant scientific literature on the analyzed topic, considering the different currents of knowledge.
- **Data treatment and confidentiality:** The authors must guarantee the confidentiality of the information related to persons, groups and institutions when this has been agreed upon. Likewise, they must obtain the necessary authorizations from the persons or entities involved in the research, either for the use of their data, photographs, among others. The above is in accordance with the Intellectual Property regulations, the personal data processing policy of Universidad Ean, and other applicable regulations.

16.2. Reviewers

- **Contribution to the editorial decision:** The reviewers undertake to carry out a rigorous, critical and objective review, evaluating both the scientific quality and the writing quality, according to their knowledge and skills. This makes it easier for the editor to make decisions on the proposed articles, and offers the author the opportunity to improve the contribution submitted for publication.
- **Respect for deadlines:** The evaluators are committed to evaluate the manuscripts in a timely manner, respecting the deadlines, and thus, respecting the authors and their contributions. In addition, they will make sure to verify any necessary revisions, if necessary. If they are unable to perform this task, they should immediately inform the editor so that other evaluators can be assigned to fulfill this function.
- **Confidentiality and conflict of interest:** The reviewer must maintain the confidentiality of the evaluation process. Likewise, the information resulting from this review must be considered confidential and cannot be used for personal purposes. Reviewers only review one manuscript at a time if there is no conflict of interest.
- **Objectivity:** Reviewers will submit a critical and complete report according to the guidelines of the *Revista Ean* in the format provided for this purpose. In addition, they are obliged to notify the editorial team if parts of the work have been previously published or are under review for another publication, which should be indicated with precision.

16.3. Editorial team

- **Publication decision:** The editor will make sure to select the most suitable and qualified peer reviewers to issue a critical and expert assessment of the work, minimizing possible biases.
- **Confidentiality and integrity:** The editor and his team undertake not to disclose the information corresponding to the articles submitted to the journal to persons other than authors, reviewers and editors. Likewise, they will ensure the confidentiality of the manuscripts, their authors and reviewers, in such a way that anonymity ensures the integrity and impartiality of the entire process, ensuring that the process is transparent and rigorous.
- **Conflict of interest and disclosure:** The editor and his staff agree not to use content from articles submitted for publication in their research without the written consent of the author.
- **Intellectual property and copyrights:** The editor and his team will be responsible for protecting the intellectual property and copyrights of each of the contributions, as well as eliminating any practice that may harm their own or others' copyrights. In addition, they will clarify the terms of access and article usage to the journal and the possibilities of use of the articles within the framework of copyright legislation.
- **Notification of errors and corrections:** The editorial team is responsible for issuing timely corrections, clarifications, or retractions as needed.