

## ÑAWI's Code of Ethics

ÑAWI: arte.diseño.comunicación adheres to the guidelines of the Committee on Publication Ethics (COPE) established in 1997, and available at:

<http://publicationethics.org/resources/guidelines>

### 1. Related to authors

- 1.1. **Originality:** authors or writers undertake to create unpublished and original works that are based on their own research field. They should not contain fragments of other articles, unless these are cited within the percentage allowed in the reference standards, in the case of the literature reviews.
- 1.2. **The truthfulness of the information:** the authors are responsible for ensuring that the information provided in the article is reliable, trustworthy, and real.
- 1.3. **Multiple publications:** the written results of a research study expressed in an article should be shared in a single journal. Duplication of this article is considered ethically incorrect.
- 1.4. **Citations and attributions:** papers must endorse or attribute credits from primary and secondary sources applying the updated APA norms.
- 1.5. **Authorship:** the authors will decide fairly the order of participation according to the volume of contribution of each researcher or if the contribution is equitable, list them in alphabetical order.
- 1.6. **Responsibility:** the published content is the exclusive responsibility of the authors; the position of the writers is not necessarily shared by the journal.
- 1.7. **Withdrawal of an article:** when the author decides to withdraw the written document he/she must make a statement, explaining the reasons and arguments. The journal will then issue an official document releasing the article.
- 1.8. **Confidentiality of personal data:** it is important to respect the confidential content of the information, especially when there is sensitive information.
- 1.9. **Conflict of interests and disclosure:** all those involved in the research declare that there is no conflict of interest or funding from any agency related to the study.
- 1.10. **Errors in published articles:** when there is an error, the author should provide the necessary information to make corrections.

- 1.11. **Double publication:** no more than two publications are allowed in the same issue of the journal by a single author.

## 2. Responsibility of reviewers

- 2.1. **Objectivity:** reviewers are committed to being critical and impartial in the review for the improvement of articles published in the journal, expecting to provide adequate feedback that motivates and justifies their position on the article. The review processes are carried out under a double-blind scheme.
- 2.2. **Respect for time and competence:** the reviewer undertakes to deliver the review within the stipulated time; otherwise, he/she must request an extension. If the reviewer is not qualified to evaluate a manuscript, he/she will request a change and notify the reviewer within the RTE platform to continue with the review process.
- 2.3. **Conflict of interest:** if the reviewer has any conflict of interest, whether personal, financial, intellectual, professional, political, or religious, he/she must notify it immediately. In addition, he/she agrees not to use in his/her research the contents of the articles submitted for publication without the written consent of the author.
- 2.4. **Confidentiality:** the information review is confidential; therefore, reviewers should not share information with external agents without prior consent of the authors.
- 2.5. **Responsibility for plagiarism:** the reviewers must indicate bibliographical references forgotten by the authors; as well as inform the editors of any similarity with other published works.

## 3. Responsibility of the editors

- 3.1. **Publication decision:** the editors will guarantee the selection of the most qualified and experienced reviewers on the subject to be evaluated. In addition, they will ensure that aspects of originality, clarity, and contribution of the study are fulfilled, as well as its relevance to the thematic line of the journal.
- 3.2. **Confidentiality:** the editors undertake not to disclose confidential information related to the personal data of the authors and reviewers, except for data related to articles strictly necessary for their evaluation and/or orientation correction of observations sent to reviewers or authors.
- 3.3. **Honesty:** the editorial team will act transparently, without discrimination based on race, gender, sexual orientation, religion, ethnic origin, nationality, or political opinion of the authors.

- 3.4. **Respect for deadlines:** the team must inform the authors about the progress of the review of the article. The estimated times for each stage will be stated in the description of the refereeing process on the journal's platform.
- 3.5. **Conflict of interest and disclosure:** the editors undertake not to use in their research the contents of the articles submitted for publication without prior consent of the author.

#### 4. Functions of the Editorial Team

- 4.1. **Managing Director / Chief of Editor:** The Managing Director is responsible for the editorial content of the journal; i.e., the topics and type of articles, as well as the actual content of the articles published in the journal. He/she is also responsible for establishing authorship and manuscript submission policies for the journal. Within his responsibilities, the Managing Editor is in charge of planning the editorial calendar and supervises the performance of the rest of the Editors, in this sense, he has the final word on the content and planned publication dates. He represents the organization in academic or social events and has the authority to define and on indexing processes and selection of publication repositories to which the journal will be submitted.
- 4.2. **Executive Director:** The executive editorial director is responsible for defining the journal's best practices and policies, evaluating and reviewing programs and procedures to ensure compliance with its regulations, and supervising the conception, planning, and execution of its publication and indexing. He/she may represent the organization in academic or social events in agreement with the managing editor.
- 4.3. **International or Thematic co-editor – International co-editor:** The international or thematic co-editor is a specialist with proven academic links that guarantee to direct the evaluation of articles related to the English or Portuguese language or in specific areas of his/her specialty within a thematic or miscellaneous issue of the journal. Share with the editor the scientific and academic quality of the issue he/she edits in the section related to another language or his/her area of expertise. Suggests anonymous peer reviewers and performs editorial revisions.
- 4.4. **Guest Editor – Invited Editor:** Guest editors are a fundamental part of the editorial process of a journal. A special issue or section of the journal may have the collaboration of a guest editor as a professionally and/or academically recognized expert in the field of study of a particular volume to be published. Their functions are similar to those of a section editor, but they are invited to edit specific special issues.

**4.5. Editor – CopyEditor:** The Copy Editor or Proofreader is a professional with experience in editing publications or specialist in areas of language and text for the evaluation of the wording and semantics of the content of articles within a thematic or miscellaneous issue of the journal. He/she shares with the editors the responsibility for the quality of the presentation and content of the issue being edited.

## **5. Bad practices in the publication**

ÑAWI warns editors, authors, and reviewers of the following bad practices:

- 5.1. Multiple or redundant publications:** it is considered when the same article is published in different media.
- 5.2. Plagiarism:** it is determined by not providing the primary source of the research, whether quotations, paraphrasing, fragments, etc. As well as the abuse of the textual content of citations on the same article, which exceeds 21% of similarities. ÑAWI uses the TURNITIN application to perform a similarity analysis.
- 5.3. Manipulation of citations:** excessive use of citations unrelated to the research, or excessive use of related citations.
- 5.4. Permits on the research:** To conduct research without having the legally required permits in the country where the research is carried out, whose evidence will be requested in case it is considered pertinent.
- 5.5. Falsification of data:** when information is altered, included, or omitted, may lead to misinterpretation of the results.
- 5.6. Attribution or exclusion of authorship:** when authors without significant contributions to the research are included. Also, the exclusion of authors who have made significant contributions to the research and its documentation.
- 5.7. Lack of privacy when involving human beings:** by omitting the use of informed consent when conducting research involving people, especially those from vulnerable sectors or of a sensitive nature.
- 5.8. Lack of approval by an ethics committee when publishing results of research conducted on human beings and/or animals:** It is the responsibility of the author(s) to present the respective evidence of compliance with this requirement, such as a document issued by an ethics committee that endorses the observance of good practices in the study. Failure to provide this information may result in delays in the review process or rejection of the manuscript.

## 6. Appeals and complaints

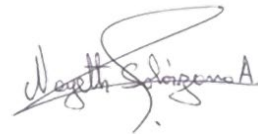
Complaints from authors will be received as long as they are well-founded, which will be dealt with by the following guidelines and diagrams established by the internal rules of the journal. In no case will the complaint resolution process involve revealing the identity of reviewers.

When appeals refer to cases of plagiarism, the journal will use the similarity analysis tools at its disposal to confirm the case. If this is not sufficient, it will resort to the opinion of an external evaluator.

If justified complaints of plagiarism are formally presented by professionals or authors related to the research, a tribunal composed of three members of the Scientific Council of ÑAWI will be formed, who will recommend a decision on the case based on the internal rules of the journal. A response to the complaint will be given within a period of up to three months.



Jorge Polo Blanco, Ph.D.  
**Managing Director**



Nayeth Solórzano Alcívar, Ph.D.  
**Executive Director**