

## **PUBLICATION ETHICS AND PUBLICATION MALPRACTICE**

*Orillas* ethic statements are based on COPE Code of Conduct.

### **Duties of the Journal Editors**

The editors of *Orillas* are responsible for deciding which of the articles submitted to the journal should be published.

Editors have a system for managing their own conflicts of interest as well as those of the staff, authors, reviewers and editorial board members.

Editors have a process for handling submissions from the editors or members of the editorial board to ensure unbiased review.

Editors guarantee that errors, inaccurate or misleading statements are corrected promptly and with due prominence.

Editors ensure to publish contents on a timely basis, following the stated frequency.

Editors take all reasonable steps to ensure the quality of the material published in *Orillas*.

Decision of the editors as to accept or reject a paper for publication in the journal is based on subject relevance and originality and is guided by the review of suitably qualified reviewers.

Editors will ensure that appropriate reviewers are selected for submissions.

Editors strive to ensure that peer review at the journal is fair, unbiased and timely.

Editors evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors

Editors' decision may be constrained by such legal requirements regarding libel, copyright infringement and plagiarism.

Editors provide guidance to authors that encourage accuracy, completeness and clarity of research reporting, including technical editing and the use of appropriate guidelines and checklists.

Editors ensure that material submitted to the Journal remains confidential while under review. Confidentiality of individual information obtained in the course of research or professional interactions is guaranteed.

### **Duties for Authors**

Authors are responsible for the articles they submit: they must assure the originality of their works, being aware of the consequences of misconduct.

Authors should always acknowledge their sources and provide relevant citation details for all publications that have influenced their work.

Authors should follow the Author's Guidelines published by the Journal, therefore ensuring accuracy, completeness and clarity of research reporting, including technical editing.

### **Duties for Reviewers**

Reviewers assist the editors in making editorial decisions and may also assist the author in improving the paper.

Reviewers will ensure the confidentiality and protection from misuse of material submitted to the journal while under review.

Reviewers are required to disclose any potential competing interests before agreeing to review a submission.

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Reviewers are encouraged to comment on the originality of submissions and to be alert to redundant publications and plagiarism.