

## STATEMENT OF ETHICAL PRINCIPLES AND GOOD EDITORIAL PRACTICES

### Innovaciones Educativas Magazine

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## I. Presentation

Innovaciones Educativas Journal shares with readers, authors, reviewers, as well as the editorial team, the document called "*Declaration of Ethical Principles and Good Editorial Practices*" which establishes the obligations for ethical behavior in the processes of application, editorial management and publication of manuscripts submitted for consideration to this journal. The people who perform the aforementioned roles must be aware of this document and apply the actions derived from the guidelines established. For its preparation, the following guiding documents were observed:

- The Code of conduct and best practice guidelines for journal editors of the Committee on Publication Ethics (**COPE**), full version available at <https://bit.ly/3XSR7Li>.
- The Scientific Style and format: The CSE Manual for Authors, Editors and Publisher, full version available at <https://bit.ly/3rB2JX0>.
- Ley Reguladora de Investigación Biomédica N° 9234 and its Regulations, Executive Decree No. 39061-S amended by Decree No. 39533-S, available in full at <https://bit.ly/3Q1tRc3>.
- Publishing Ethics: Academic Research published by Cambridge University Press; the full version is available at <https://bit.ly/43yU30K>.
- WMA Declaration of Helsinki. Ethical Principles for Medical Research Involving Human Subjects. The full version is available at <http://bit.ly/44rNjDi>.
- Elsevier's Legal Guide for Publishers on Ethical Issues, available in its full version at <https://bit.ly/3NU5bja>.
- Recommendations on Chatbots and Artificial Intelligence from WAME, you can consult the full text at <https://bit.ly/3Q60xRT>.

## II. Good editorial practices

The Journal Innovaciones Educativas (RIE) governs its work based on the ethical principles presented in this document, in relation to the processes of submission of originals, editorial processing and publication of contributions (articles, scientific essays, systematizations and systematic or bibliographic reviews).

The journal is committed to the communication and dissemination of knowledge about innovation in the field of education, in a transparent, integrated, honest and reliable manner. To this end, it ensures that authors, reviewers, editors and other members of the editorial team and collaborators of RIE are committed to comply with the ethical obligations and commitments established by the journal during the process of evaluation and publication of an article, and also shares the postulates of the Committee on Publication Ethics (COPE). Therefore, RIE has established a series of ethical principles and good practices that must be applied by the people involved in the process. The Journal will not consent to the non-compliance of these commitments and will ensure compliance with the following general principles:

**Editorial quality** : those who participate in the editorial processes of Innovaciones Educativas ensure that the quality of the texts published is the highest, and therefore are committed to its permanent improvement from the role they play in this process.

**Respect in editorial management** : implies that the processes developed in the magazine are marked by respect among the different people who participate in them, by the construction of assertive debates and discussions when they disagree and by respect for the ideas, beliefs and world views of other people, in such a way as to guarantee the expression of the convictions that each person contributes.

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**Open access** : while Innovaciones Educativas offers the people who collaborate with the journal the opportunity to participate and publish at no cost, but also to access the publications in a timely, free and universal manner, always within the margins that legally define the rights of the authors and their interests.

**Recognition and respect for the production of other authors** : RIE does not admit plagiarism or self-plagiarism in its publications, all insertions made by third parties must be cited in the official citation format of the journal. When there is a reasonable doubt about the legality and integrity of the writing, detected by the reviewers or by other persons of the society who so inform the Journal ([innoveducativas@uned.ac.cr](mailto:innoveducativas@uned.ac.cr)), the situation will be investigated and if true, the text will be immediately rejected or, if published, the corresponding procedure will be followed.

**Use of artificial intelligence** : The use of artificial intelligence technologies is becoming more and more widespread in publications, so that the authors who are going to require it, must inform it by means of a statement at the end of the manuscript. The journal urges that this type of technology is to improve the understanding or language of the document, but not for the production of scientific knowledge, which should be the direct responsibility of the author(s), so that any type of artificial intelligence technology cannot be included as a co-author of the publication.

**Professional growth** : understanding that the publication of articles, scientific essays, systematizations and literature reviews are the result of the professional scientific and academic work of people who aspire to constant growth, and therefore deserve to be supported and guided when the editorial process merits it.



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**Declaration of conflicts of interest:** Authors, reviewers and editorial team must disclose personal, commercial, academic or financial interests that they have directly or indirectly with the manuscript submitted for publication. The journal has as a fundamental principle that guides its work the editorial, scientific and professional independence, therefore, it does not accept or is not governed by any kind of pressure from academic, business, financial or political groups.

**Peer review:** The external reviewers are specialists in educational sciences who provide their professional assessment in the instruments that the journal has designed for this purpose, in order to improve the quality of the manuscripts submitted for consideration. RIE assumes the "double-blind peer review" model, which implies that neither the reviewer nor the author knows who they are, thus guaranteeing confidentiality and impartiality. For more details, you can visit the commitments of the reviewer in this document.

**Similar or concurrent publications:** RIE does not allow redundant publication, this means that when two or more manuscripts share data, discussions, as well as conclusions, only one of them will be published, at the discretion of the editorial team. This applies when a new manuscript is submitted for review based on a manuscript already published in the Journal.

**Respect for persons :** The journal does not discriminate or exclude authors, editors and reviewers on the basis of their personal characteristics, class, gender, sexual diversity, ethnicity, age, religious beliefs or political affiliation. The journal will not publish texts that contain false accusations, slander, biased ideas, prejudices, stereotypes, stigmatizations, defamations or any other statement that damages the honor, dignity, image and reputation of persons, organizations or institutions. No abusive, violent or disrespectful practice of the author towards the people who work and collaborate with the Magazine is accepted.

**Research integrity** : The journal is a scientific journal, therefore, it does not publish any text whose data, analysis, reflections and critiques are not the result of rigorous, objective and well-founded scientific research, for which evidence can be provided. The journal only publishes texts based on research, practices or systematization of original, relevant, pertinent and impactful experiences. As well as systematic reviews that use a methodology methodologically designed for this purpose. It also publishes scientific editorials, however, the latter are by invitation of the editorial team.

**Retractions and corrections of information** : When an author, reviewer, reader or member of the editorial team reports an error in a manuscript subject to the editorial process or already published, a correction will be made; if it is the author who reports that an error was included, a "corrigendum" will be made (Cambridge University Press, 2021); if it is the Journal who made the error, an "erratum" will be made. Retractions will be considered by the editorial team according to the seriousness of the error in the manuscript and will be dealt with according to the established internal mechanisms; when due to an external situation a published article must be eliminated, this will be reported on the RIE website in the space where it was originally published, indicating the reasons for the elimination.

**Dissemination of publications** : As part of the academic and scientific dissemination processes carried out by the journal, social networks are used to promote the contents, which fully respect the integrity of the manuscript.

### III. Ethical principles

#### 3.1. Commitment of the author:

**Integrity of the author** : The author must be honest throughout the research and publication process, being rigorous, transparent, and willing to openly communicate the



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data and findings. Always maintaining due respect and human quality, both with the people investigated and all the people who make up and support the journal.

**Quality of the manuscript** : the content of the article should demonstrate the fundamental contribution it makes to the educational community, through objectivity, thoroughness, honesty and confidentiality of the sources, data and results published.

**Originality of the article** : the author must guarantee that the manuscript is original and the author(s) is/are the author(s) own. In other words, that it does not contain parts of articles published in other media, even if they are publications prepared by the same persons listed as authors. The integrity, originality and veracity of the results of the text is the absolute responsibility of the authors, who must leave proof of the originality of the manuscript, and express their agreement with the terms of publication indicated therein in the affidavit document to be sent to the journal.

**Informed consent** : the author should inform the journal of the mechanisms used during the research to ensure that the process was carried out within the ethical frameworks of scientific research in terms of informed consent of the participants and protection of identity, including confidentiality and anonymity when required by the study. If the study involves any physical, emotional or intellectual risk for the subjects, it is the author's responsibility to ensure that the national and institutional laws and requirements for the protection and prevention of risks are complied with. This should be done by means of a statement indicating that informed consent was obtained from the persons participating in the study and also presenting the authorization of the ethics committee of the Center or Institution where the research was carried out.

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**Confidentiality** : the author must maintain the confidentiality and integrity of the research and of the persons participating in the study, which serves as the basis for the preparation of the manuscript. Respecting the information and the request for confidentiality expressed by them, strictly complying with the stipulations and agreements included in the informed consent. The record and evidence of the information obtained during the research must be safeguarded, to be delivered to the journal when requested by it, as long as a reasonable and objective doubt arises about the originality and veracity of the research carried out.

**Simultaneous submission** : the manuscript submitted to the RIE cannot be submitted for evaluation in several journals at the same time, nor can the results of the same research be used to submit articles to different journals.

**Acknowledgement of sources** : the theoretical sources that integrate the manuscript must be duly cited as a form of acknowledgment of authorship, complying with the style guidelines indicated in the journal's author's guide. Likewise, the sources of the information obtained during the research must have the permission of the participants, in strict compliance with the informed consent, whether they are explicitly cited, whether a coding system is used, or whether an anonymous citation is made.

**Accreditation of authorship** : Only those who directly or indirectly had a significant role in the design and construction of the manuscript should appear in the paper as authors, indicating their degree of participation. Both the main author and the co-authors must know and have approved the version sent to the Journal. The order of the names of the names of the authors of the manuscript will obey the internal organization that they decide. However, the journal requests that the "Affidavit" certifies their participation by means of the CRediT (*Contributor Roles Taxonomy*) proposal. Institutions or organizations that have had some degree of substantive participation or financing to carry out the research must

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be named in the acknowledgements, which in these cases should be included in the manuscript.

**Truthfulness of the data** : when a text is postulated, the author must guarantee that the data used in the research on which the manuscript is based, whether from primary or secondary sources, are true and were not spuriously adapted in order to adjust them to the purposes of the article, scientific essay or literature review.

**Access and preservation of data** : the author must make available to the Journal, upon request, the complete documentation concerning the sources and/or raw data of the research, including after publication and for a reasonable period of time.

**Conflict of interest and disclosure** : the author(s) must explicitly declare that they have no personal or financial conflicts of interest that have influenced the integrity of their actions during the execution of the study and/or the results presented in the manuscript. At the same time, the source of funding for the research project should be transparently declared when it has been received. In case of proven conflict of interest leading to misconduct during research and publication, the manuscript will be automatically rejected or withdrawn if it has been published by the Journal.

**Withdrawal of contributions** : in the event that the author considers that there are significant reasons why a manuscript previously submitted to Innovaciones Educativas should be withdrawn, he/she will send an e-mail to the journal indicating the reasons for requesting the withdrawal and the editorial process of said document will be immediately stopped.

**Responsibility for opinions and results** : the content exposed in articles, scientific essays, systematizations and literature reviews are the responsibility of the authors, who also

understand and accept that Innovaciones Educativas does not necessarily share what is expressed in a manuscript.

**Retraction in published articles** : the author should be responsible for the entire content of the manuscript, and when significant inaccuracy is detected in the published data should be notified to the Journal and also provide valid information, for which must cooperate in the article to correct or retract the data presented. If the error is slight or even of the Journal, the situation will be rectified by means of an erratum, if it is serious, for example, defamatory, the publication of the corresponding manuscript will be immediately withdrawn.

**Complaints and appeals** : in case the author has complaints and/or appeals, based on reasonable doubts or suspicions, about the evaluation process of his/her manuscript, he/she should refer to the journal and present in writing the situation that causes him/her discomfort with well-founded arguments that demonstrate the lack of rigor, knowledge and objectivity on the part of the reviewers or editors. The journal will immediately initiate the investigation process and gather information related to the actions of the persons involved. If it is determined that an observation or suggestion made by the reviewer is not in line with the reality of the manuscript, the author will be informed that it should not be taken into account. Any complaints or appeals should be sent to [innoveducativas@uned.ac.cr](mailto:innoveducativas@uned.ac.cr).

### 3.2. Commitment of the reviewer:

**Truthfulness of the professional identification** : when the evaluators register or agree to participate as such in Innovaciones Educativas, they state that the data provided regarding their professional training are true and that they have the means to prove it.

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**Specialized, voluntary and pertinent review** : those who participate as reviewers understand that they have been asked to collaborate as experts in the topics addressed by the text to be evaluated, so the review will focus on expertise within the area of knowledge and is accepted on a voluntary and ad honorem basis. In addition, the evaluation is carried out in a broad objective manner and with the depth of the case, clearly transmitting in the respective evaluation form the elements of judgment that led to the opinion issued. When there is any objection or difficulty, or any conflict of interest is presumed to carry out the assigned review, the evaluator will communicate it in a timely manner to Innovaciones Educativas.

**Respect for the time allotted** : the reviewer must notify the Journal immediately if he/she is not qualified to issue a professional opinion on the manuscript and/or if he/she does not have the time to return the manuscript in a timely manner within the period requested. Once the review is accepted, the reviewer must be diligent in delivering the evaluation of the document in due time and form.

**Contribution to the quality of the manuscript** : the reviewer undertakes to contribute to the improvement of the manuscript and to the decision of the editorial team to publish or not to publish an article. To this end, he/she must make well-argued, well-founded, constructive, objective observations and recommendations that highlight errors, gaps or weaknesses to be solved in the text, thus ensuring the scientific and literary quality from his/her area of knowledge. Their arguments must be based on their area of knowledge; personal judgments regarding the manuscript or the author are not allowed. When reviewing a manuscript, the reviewer issues sufficient criteria and guidelines so that the author can improve his/her text. For this purpose, the review guide provided by Innovaciones Educativas is duly filled out.

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**Confidentiality** : the reviewer participates in a double-blind process, so he/she undertakes not to reveal his/her identity, to keep the integrity and confidentiality regarding the content of the document he/she is evaluating. Therefore, they should not discuss or disclose it to third parties, and any doubt should be presented directly to the editor of the journal, always complying with an integral and ethical conduct within the ethical framework of the journal. The assigned texts will never be used or shared with third parties. This also implies that anonymity is accepted and respected, since the review is carried out under the blind peer review modality.

**Anonymity** : Reviewers will not know the names of the authors or other reviewers of the manuscript for which they have been asked to collaborate in the requested review.

**Impartiality** : The review will be carried out in an objective manner, guided only by the scientific quality criteria explicitly established by the Journal for each type of manuscript.

**Evaluation report** : you agree to submit a report according to the format provided by the journal, and must accurately express whether the manuscript meets the expectations and quality criteria of the journal, note if there are inaccurate citations or references or parts of the text that have been published, significant errors to be corrected, lack of acknowledgement of sources, and recommend bibliography to improve the article as an expert on the subject.

**Conflict of interest** : the reviewer must warn the journal when there is a conflict of interest, that he/she cannot issue evaluations on articles that directly influence his/her judgment, that partially or totally favor his/her purposes, that give personal advantages or those where he/she maintains relations with the author or the center where the study was carried out, nor can he/she use the information as his/her own or for personal purposes.



### 3.3. Commitment of the editor and the editorial team:

***Commitment to the quality of the contents*** : to develop all the editorial processes of Innovaciones Educativas guaranteeing, through the necessary means, the quality of the management and contents published in each issue of the magazine.

***Monitoring and updating of the regulations*** : the editors and the members of the Editorial Team are committed to follow, review and update when necessary the normative *corpus* that guides the editorial work of Innovaciones Educativas, establishing at least one revision per year.

***Quality of the manuscript*** : the editor is committed to contribute to the improvement of the manuscript and therefore should make constructive and objective observations and/or corrections that highlight errors, gaps or weaknesses to be corrected and that contribute significantly to the quality of the content. In all cases the judgments made must be with respect to the manuscript and not about the author. If deemed necessary, informed consent may be requested from the persons participating in the study in order to ensure the integrity and veracity of the data and the protection of the subjects.

***Confidentiality*** : involves all persons involved as editors or in the Editorial Team, who will maintain confidentiality regarding the personal and professional data of the persons included in the manuscript evaluation process. Manuscripts will be handled exclusively for the purposes of the editorial process, and with the prior authorization of the authors, so they should not be discussed or disclosed to third parties. Within the editorial process, the identity of the authors should not be revealed, and ethical and objective conduct should be maintained during the evaluation of each manuscript, including providing confidentiality to the author, protecting his/her identity and supporting him/her to achieve the journal's

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quality standards. In case of suspicion of misconduct, it should be addressed directly with the author.

**Conflict of interest** : the editor or the editorial team must notify the journal in case of any conflict of interest with one of the manuscripts submitted that directly influences their judgment, whether it is partially or totally favored or obtains personal advantages, including those where there is a relationship with the author or the center where the study was carried out. You may not use the information (published or unpublished) as your own or for personal purposes.

**Decision to publish** : the editor undertakes to ensure a quality assessment and, therefore, must select qualified reviewers who are specialists in the field of educational sciences. Based on the expert criteria of the reviewers, a decision must be made as to whether the manuscript is subject to publication or not. The editor is obliged to evaluate the manuscripts in a transparent, impartial, ethical, honest and responsible manner, without any discrimination, based on the scientific quality policies established by the journal and with the objective of promoting dissemination and reflection in the field. Manuscripts that present defamation, copyright infringement, plagiarism, or that present a fictitious study center, persons or data are not subject to publication. Nor can manuscripts that are part of another publication already published by RIE or another publishing entity be included as part of the journal's publications.

**Effectiveness and efficiency in the editorial processes** : an effective and efficient editorial management will be carried out, in compliance with the pertinent times and quality criteria established and/or accepted by Innovaciones Educativas.

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**Respect for the assigned times** : should ensure compliance with the times that the journal has established for the publication process and those that are not publishable will be notified to the authors in the shortest possible time. The approximate time for review of articles is 12 weeks from the time the article enters the platform (Open Journal System) OJS and in case it is required to extend the evaluation criteria, the author will be notified in a timely manner the extension of the deadline.

**Relevant communication of evaluation results** : the results of the evaluations will be made through the official means of Innovaciones Educativas and will only be communicated to the authors through a resolution. It will always be ensured that such communication is as comprehensive and transparent as possible, duly reflecting the comments provided by the evaluators. If any clarification of the resolution issued is requested, it will be attended to in a complete and pertinent manner in order to guarantee guiding evaluations, even when the result of an evaluation leads to the rejection of the manuscript, within a period that does not exceed 10 working days.

**Resolution for authors** : The journal will send to the author of each manuscript a resolution in which it issues criteria regarding the admissibility of the document, the acceptance or not for publication and, if necessary, it will include the observations or request for changes that the manuscript requires to be accepted as part of the journal's publications. It is the author's responsibility to submit in a reasonable time an improved version of the manuscript to ensure publication.

**Prevention of editorial inbreeding** : Innovaciones Educativas avoids editorial inbreeding of the members of the publishing institution or the editorial team, in this sense, a maximum percentage of the total number of documents published of 25% per edition is established.

#### **IV. *Actions to ensure compliance with the journal's ethical principles.***

In addition to what is indicated in the editorial system established by the journal, emphasis is placed on the following actions:

- Promote quality publications that comply with the good ethical practices of the journal.
- To ensure the respect and dignity of the people involved in the article, the organization represented and the readers of the magazine.
- To ensure that the information published reflects a transparent and important contribution to the educational sciences community.
- Control the information published in the magazine, identifying those that are considered misconduct.
- Requesting consents to ensure voluntary participation, including authorization for the use of images when necessary.
- Encourage the editorial team and reviewers to identify possible acts of misconduct in the manuscripts to be published.
- Check writings carefully before publication to ensure that there is no misconduct.
- Ensure that only truthful, reliable and respectful information is published in the magazine.
- Specify in the guidelines for authors that the manuscripts will be subject to review for possible misconduct and that, in such case, they must be corrected and/or substantiated in order to be published.
- To ensure that the writings published promote professional development through information useful to the work of education.

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- To ensure and promote that the manuscripts published comply with the criteria of veracity, ethical principles and good editorial practices of the journal.
- Adopt and implement plagiarism detection systems to protect copyrights.
- Respect the authorship of the article, name and institutional affiliation, and faithfully present the article that the authors wish to publish.
- Verify that the information does not cause any conflict of interest, nor that it harms people in the field of education sciences.

**Continuous improvement** : the editor commits to recommend an improvement plan based on the knowledge and learning acquired during the processes he/she executes in order to be evaluated by the Editorial Board, as well as to implement the new guidelines issued by the Board to increase the journal's quality standards.

**Extension of responsibility** : Innovaciones Educativas and its team of collaborators do not influence the content of the articles, the originality and veracity of the results is the absolute responsibility of the authors. All manuscripts received are submitted for review by means of the Turnitin® tool, in addition, as a complementary means, the Google search engine is used to join the review performed by Turnitin®.

**Relationship with readers** : RIE offers readers all the manuscripts included in each issue of the journal in digital format at no economic cost and to which they can have access without the need to register in any specific platform of the journal. Readers may use the documents published by the journal within the limits of the *creative commons* license type declared in the journal.

**Claims, complaints or denunciations** : The journal's management and editorial committee will ensure compliance with all aspects stipulated in the principles of ethics and good

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practices of the journal. To this end, the journal's e-mail address is available for any author, reviewer or reader to submit any complaint or denunciation about any irregularity, which will be attended and answered after consultation with experts and/or required analysis, within a period not exceeding 10 working days. Any complaint or appeal should be sent to [innoveducativas@uned.ac.cr](mailto:innoveducativas@uned.ac.cr).

**Identification of unethical behavior** : When unethical behavior is detected, the journal's management may request legal and administrative advice and, depending on the seriousness of the situation, may present the situation to the editorial board for analysis and decision. The journal's management and editorial team, in all cases, must guarantee confidentiality of the information about the situation addressed, avoiding the dissemination of sensitive information about authors, reviewers or other collaborators of the journal. The resolution of such situations will be communicated only to the parties involved.

**Identification of malpractices** : RIE considers as malpractices all those practices that attempt and are recognized as forms of academic fraud or that in any way damage the academic integrity of the manuscripts. To prevent any of them, the editorial board of the journal is committed to maintain high quality standards and to follow the same quality procedure established for the process of reception and evaluation of all manuscripts. It also undertakes to use administrative, regulatory and academic mechanisms to detect cases of negligence or non-compliance that may compromise the quality of publications, the exclusion of authors, and the non-recognition of funding sources. Additionally, it assumes the commitment to maintain the confidentiality and anonymity of the reviewers and other information related to the management of the different processes developed by the journal.



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**Research malpractices** : Given the importance of ensuring that manuscripts meet the quality standards established by the journal, the editorial process emphasizes the use of mechanisms to detect research malpractices that invalidate or undermine the quality of publications. It is considered bad conduct not only to submit writings whose content is not original of the author(s), is defamatory or affects the dignity of third parties, but also the following are assumed as undesirable conduct:

- Providing data without indicating the source.
- It presents information that due to its content may cause damage to third parties who are directly or indirectly involved.
- Disclose information that compromises others, or that does not have the due consent of the persons involved.
- Include statements or data adapted to meet the objectives of the manuscript.
- Making statements that, even if supported by quotations, references by a theoretical source, do not correspond to the context of the quotation from which the information is taken.
- Communicating data that in any way disrespects the people participating in the study or the organization they represent.
- Providing information that does not comply with privacy standards, including compromising the persons involved.
- To make judgments on the facts or data presented without the respective and pertinent theoretical support.

**Actions in case of unethical conduct detected** : In case of suspicion of unethical conduct on the part of the author, the journal will take the respective approach, depending on whether it is a manuscript under review or a published document.

In the case of **documents under review**, the manuscript will be examined to establish the necessary arguments and assess whether the document can be corrected or whether it should be rejected as part of the journal's publications. When it is determined that it is a minor flaw that can be corrected within the manuscript under review, the following procedure will be followed:

- The author shall be informed of the reasons why the information is considered to be misconduct and to cause harm to third parties.
- Constructive comments will be provided to correct any misconduct in the manuscripts, for their due correction.

When the misconduct cannot be corrected, the document will be rejected, since writings that have been subject to review and objective reflection, according to the ethical principles and good editorial practices of the Journal, will not be published if they present research misconduct.

In the case of **documents already published** in an issue of the magazine, the respective withdrawal or retraction process will be carried out.

***Retraction in manuscripts published*** : when a document published in one of the issues of the journal has been identified or is subject to suspicion due to inaccuracy, errors in the data or information published; the editorial team will contact the author, who is obliged to provide the data and precise information to make the necessary corrections or, failing that, to publish a retraction.

In accordance with the ethical standards of the journal, it is a reason for retraction if a published document is found to present any of the following situations:

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- The different forms of plagiarism, false authorship or other forms of academic fraud.
- The non-recognition of other people's ideas.
- The simultaneous submission of a text to more than one journal or its duplicate publication.
- Fraudulent use of your own or other people's research data for personal interests.
- The use of images, figures, tables or other resources created by others that are used without proper authorization.
- The promotion of ideas that violate the rights of others or are based on prejudices that tend to exclude and/or stigmatize.

***Handling of complaints of unethical conduct*** : any complaint of ethical conduct, suspicion of fraud, plagiarism or duplicity of information will be dealt with as long as the complainant presents sufficient and convincing evidence of the misconduct. The journal's editorial team will notify the author of the process and will cooperatively participate in the investigations carried out and, when it is proven that the error corresponds to misconduct, together with the Editorial Board, will rectify the situation presented by means of an erratum or by immediately withdrawing the publication of the article regardless of the time elapsed after publication.

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