# Regulations of the refereed digital scientific journal "INTEROPERABILIDAD"

# First Section General disposition

**Object** 

**Article 1.** Regulate the organization, competencies and operations of the INTEROPERABILIDAD scientific journal through the establishment of essential standards that govern the process in the functional operational scope of the activities and those responsible. In addition, contribute to the permanent promotion of knowledge production aimed at presenting new contributions within the research processes.

#### Area of application

**Article 2.** These regulations will apply to all activities and procedures for projection, evaluation, production and dissemination of the scientific journal INTEROPERATIBILIDAD. Applies to electronic production such as national and international serial production of the Institution. To indicate from now on the publication will be referred to in two ways: INTEROPERABILIDAD (in sustained capital letters) or Scientific Journal (without naming the title).

Nature

**Article 3.** The regulations of the INTEROPERATIBILIDAD magazine are a general provision that is normative in nature, being a means of dissemination and dissemination of a scientific, technological and innovation nature whose products will be evaluated to be published in digital format on an electronic platform.

**Definitions** 

**Article 4.** For the purposes of this regulation, it is understood as:

- (a) **Article writers:** authors are natural persons who produce a scientific manuscript that is published as an article, and are considered as such in accordance with the Copyright Law.
- (b) **Editing:** consists of the organization and transformation of texts as a result of production activities, appropriation, or application of knowledge into publishable bibliographic products.

- (c) **Co-publishing:** editorial practice shared with another institution according to the legal criteria that underpin the process.
- (d) **Co-author:** person who shares the development and intellectual creation of a manuscript with another or several people.
- (e) Coordinator: Person in charge of the administrative functions necessary to carry out a specific editorial project.
- (f) **Copyeditor:** person who modifies and revises an original grammatically and, in some cases, conceptually.
- (g) **Translator:** person who expresses in one language what is written or has been previously expressed in another.
- (h) **Serial publications:** are all those textual productions, whose contents are published in a predetermined time frame, preserving the numerical and temporal sequence line. They can be: scientific journals, bulletins and gazettes.
- (i) **Bibliometric criteria:** these are the elements and aspects that regulate the characteristics that a publication must have. Most bibliometric criteria are internationally standardized by the International Center for Registration of Serial Publications (CIEPS), in conjunction with the United Nations Educational, Scientific and Cultural Organization (UNESCO).
- (j) **Indices:** Databases that, through bibliometric criteria, are empowered to evaluate a certain scientific journal and place the level or qualification status on their platform, available to all users. Index evaluations help the visibility and quality of a journal.
- (k) **Indexing:** process by which digital files of textual productions are placed on informative platforms, whose incorporation conditions are preceded by compliance with bibliometric criteria.
- (l) **Indexing:** process by which serial productions are evaluated by international organizations, from bibliometric criteria to editorial and content quality. Likewise, the application process is conditioned on compliance with the criteria that the international indices stipulate by area of knowledge.
- (m) **Editorial quality:** it is based on the quality that describes the content editorial procedures that strictly fulfill the high quality aspects such as: grammar, bibliometric descriptors, content organization, identification, originality and others.
- (n) **Periodicity:** it is an element that marks the temporal status of a textual production that is edited cyclically in an augmentative sequence and with strict compliance in its editing.
- (o) **Metadata:** are data that describe other data and, in general, a group of metadata that describe the information content of an object called a "resource." On the other hand, metadata marks other structural or semantic characteristics within the content. Its context is the web.
- (p) **Interoperable data:** is the ability of computer systems to exchange data with unambiguous and shared meaning. Data interoperability is a requirement to enable computable machine logic, inference, knowledge discovery, and data regionalization between information systems.
- (q) **Arbitration process:** evaluation process of textual content whose nature focuses on the deconstruction of the logic of the content and its coherence of both substance and form.

Paragraph: The other binding concepts are defined in each of the associated procedures

## **Article 5.** Applicable laws

The following are current regulations applicable to this regulation: the Constitution of the Bolivarian Republic of Venezuela, articles 98, 101, 110; Organic Law of Science, Technology and Innovation articles 7, 8, 9, 22; Copyright Law, articles 1, 2, 3, 5, 6, 8; Book Law, articles 1, 2, 3; Legal Deposit Law, articles 1, 4, 5, 6, 7. In turn, the Journal will comply with the international declarations of the DORA Treaty (2012), of Budapest and Berlin (2001) on Open Access to Information , the Declaration of Helsinki on an intercultural approach and UNESCO on the Open Science criteria.

- **Article 6.** INTEROPERATIBILIDAD scientific journal its attached to the Academic and Professional Research Center of the Generalisimo Sebastián Francisco de Miranda Open International University (CIAPUNIAGSFMI), from now on will be named as an Institution. Its main purpose is to contribute to the promotion and development of excellence and dissemination of the third generation blockchain to the CARDANO ecosystem.
- **Article 7.** INTEROPERATIBILIDAD scientific journal will publish topics related to the organization's Research Lines, which are: Interoperability standards, Interoperability architectures, Communication protocols, Security in interoperability, Interoperability in the Internet of Things (IoT), Interoperability in health systems, Interoperability in Smart Cities, Interoperability in blockchain and Interoperability in Artificial Intelligence.
- **Article 8.** INTEROPERATIBILIDAD scientific journal will aim at the creation, maintenance and advice of specialized magazines of its thematic line, in common agreement with the organizations that are attached to agreements or in charge of their edition.
- **Article 9.** INTEROPERATIBILIDAD scientific journal will promote the organization and execution of events aimed at the exhibition, promotion and dissemination of products derived from its own publications. For these purposes, it will establish the criteria and strategies that are convenient.
- **Article 10.** INTEROPERATIBILIDAD scientific journal will establish national and international exchanges and agreements with similar institutions and others for the co-production of works.
- **Article 11.** CIAPUNIAGSFMI is in charge of providing the scientific journal INTEROPERATIBILIDAD with the human talent, budgetary and financial resources that make possible the fulfillment of its purposes, resorting to the design of scientific dissemination projects that allow the development of the proposed goals.

Second Section From the organization

- **Article 12.** INTEROPERATIBILIDAD scientific journal will be attached to the CIAPUNIAGSFMI who will be the legal representative and responsible for the execution of its plans and programs, on which it must report semi-annually to the organization's board of directors.
- **Article 13.** The Editor-in-Chief of the INTEROPERATIBILIDAD scientific journal will be the one assigned by the Institution. Its functions will be for three (3) years, which will have the following functions:
- (a) Appoint the Editorial Committee of the scientific journal.
- (b) Chair the Editorial Committee. Sign the publication certificates of all textual products produced by the Magazine.
- (c) Build the editorial line of the Magazine.
- (d) Ensure general compliance with the Institution's publication policy.
- (e) Execute the specific decisions and policies of the organization.
- (f) Maintain editorial policy and guidance.
- (g) Articulate and ensure the excellence of the productions and direct their conceptual development and editing.
- (h) Promote the Magazine nationally and internationally.
- (i) Ensure the production, quality and ethics of each edition.
- (j) Maintain periodicity.
- (k) Supervise production and distribution tasks.
- (1) Establish, maintain and foster a permanent relationship with potential and effective collaborators.
- (m) Propose policies for effective publication management.
- **Article 14.** The Editorial Committee of the INTEROPERATIBILIDAD scientific journal will be nominated by the Editor-in-Chief. The duration of the functions of the Editorial Committee will be three (3) years.
- **Article 15.** The INTEROPERATIBILIDAD scientific journal will have an Editorial Committee made up of seven (7) or more people with editorial and scientific rigor, of which 30% must be outside the Research Center.

**Article 16.** The Editorial Committee is the advisory body that will formulate the editorial policies of the Institution and will meet at least every three (3) months or when the Editor-in-Chief deems it necessary.

**Article 17.** The Editorial Committee of the INTEROPERATIBILIDAD scientific journal will have the following functions:

- (a) Plan, evaluate and approve the content and general structure of each of the issues of the scientific journal.
- (b) Develop and approve the body of referees with people with recognized academic experience in the field of specialization. This body is made up of academic members of institutions, as well as specialists.
- (c) Assign referees for each of the works proposed for publication.
- (d) Approve the final opinion of each article, based on the opinions requested and the collective evaluation.
- (e) Approve advertising and promotion agreements with other magazines or institutions.
- (f) Organize the edition and distribution of the scientific journal.
- (g) Evaluate and approve the work plan, the annual report of the editorial coordinator of the scientific journal and the performance of other functions that arise from the regulations.
- (h) Prepare and approve the program of special events for the dissemination of the scientific journal, supporting the coordinator in the organization of said events.
- (i) Other activities that the Editor-in-Chief considers.

**Article 18.** The Editorial Committee will appoint and maintain a relationship with professionals and researchers of recognized prestige as members of the Committee of Referees

**Article 19.** The secretary of the Editorial Committee will be chosen by the Editor-in-Chief spontaneously and will serve for three (3) years, performing the following functions:

- (a) Prepare and send to the members of the Editorial Board the documentation related to the agenda.
- (b) Write the minutes of the sessions and keep them.
- (c) Attest to the agreements adopted and take the pertinent actions for their notification.
- (d) All memories of the content of the meetings will rest with the Institution.

Article 20. The representatives of the Editorial Committee must:

- (a) Attend meetings and participate in debates and participate with your vote in decisions.
- (b) Propose the initiatives they deem appropriate to improve and develop editorial activities of the scientific journal.
- (c) Request the inclusion in the agenda of the issue(s) that they deem appropriate, by writing to the person in charge of the scientific journal.
- Article 21. The Editorial Committee meetings will be held quarterly at the end of the last month and extraordinary meetings at the request of the Editor-in-Chief of the Journal. They will also meet when an extraordinary meeting is warranted.
- **Article 22.** Meeting calls will be made in writing and no less than seven (7) days in advance. They must include the place, day, time and agenda. In extraordinary cases, this period may be reduced to a minimum of 48 hours, for reasons of urgency freely appreciated by the person in charge of the Journal, prior communication to those summoned by the means of communication considered most effective.
- **Article 23.** In the meetings of the Editorial Committee, the secretary will draw up minutes, which will include the list of attendees, the circumstances of the place and time in which it was held, the main points of the deliberation, the form and the content of the approved agreements.
- **Article 24.** The minutes will be signed by the secretary, who will be approved by the Editorial Coordinator and will be submitted for approval by the Editorial Board in the next session.
- **Article 25.** The Referees Committee will be selected and approved by the Editorial Committee and must guide and evaluate the manuscripts. Its duration will be (2) two years. They must have the following conditions:
- (a) Provision
- (b) Knowledge of the area to be evaluated
- (c) Have presented a publication in the area
- (d) Condition of being honest subjects, with high professional ethics
- **Article 26.** The Referees Committee must guide and evaluate the editorial guidelines and will have the following functions:
- a. Use the evaluation format.
- b. Once they accept the review of the texts, they must commit to not exceeding the times established by the Institution to carry out the review process.

- c. If you detect that the contribution is from your group, Institution or project, or that you have collaborated directly or indirectly, you must reject the evaluation, informing the Editorial Board (conflict of interest).
- d. They will be obliged not to share information about the evaluation process.
- e. Evaluations should be based on the construction of new knowledge, not using expletives in the evaluation report.
- g. Explain precisely the reasons why a text was rejected.
- h. Carry out objective reviews, avoiding personal criticism of the author or authors.
- i. The Editorial Board will select for each manuscript or text, a referee specialized in the thematic area presented.
- j. The referees will be selected under the following criteria: have a fourth academic level; You must have written at least two (2) articles in scientific journals.
- k. Every referee must send a curricular summary with the lines of research of his specialty.
- 1. All referees must fill out the information sheet about their professional profile.
- **Article 27.** Editorial Coordinator is directly responsible for the operational functioning of INTEROPERATIBILIDAD scientific journal in accordance with his executive powers, his functions being the following:
- (a) Convene and direct the meetings of the Editorial Committee.
- (b) Serve as a permanent link between the members of the Editorial Committee.
- (c) Establish and continue exchange and collaboration relationships with other magazines, educational institutions and individuals related to the publication, which implies promoting reciprocity agreements with institutions and magazines.
- (d) Maintain the presence of the Magazine on the Institution's WEB server.
- (e) Plan the corresponding edition number in coordination with the Editorial Committee.
- (f) Promote the participation of authors in each issue.
- (g) Reception and review of materials proposed for publication.
- (h) Maintain updated information to the Editorial Committee on events and workshops aimed at the formation and improvement of editions of scientific journals. Plan events related to the scientific journal.

(i) Other activities that the Editor-in-Chief considers.

# Third Section From publishing activity

- **Article 28.** The INTEROPERATIBILIDAD scientific journal must be registered with the Autonomous Intellectual Property Service (SAPI) to register its name and protect its contents.
- **Article 29.** The INTEROPERATIBILIDAD scientific journal must use the SAPI Registration number on the cover of each edition, also within it in the bibliometric header in an interpaginated manner.
- **Article 30.** The INTEROPERATIBILIDAD scientific journal will allow all researchers, from any part of Venezuela and the world, to participate as collaborators in their different roles and as columnists, as long as they comply with the guidelines of the publication standards of the scientific journal.
- Article 31. Regarding the copyright criteria in the scientific journal, all documents that are accepted by the Editorial Committee through the arbitration process will be published in the respective scientific journal. The columnists assign the economic rights of the contents of the article to the scientific journal, for the purposes of translation, transformations and adaptations, without losing their moral rights over the work. At the same time, they give up the right for their articles to be disseminated in any form, such as repositories, books and any means that expands the visibility of the work and in turn gives continuity to knowledge.
- **Article 32.** Authorship, when the article is presented by a group of people, the main author is responsible for the order of its mentions based on the participation they had. All persons designated as authors must qualify as such, and all those who qualify must be named. Each author must have participated sufficiently in the work to take public responsibility for its content. One or more authors must be responsible for the work as a whole, from its conception to the publication of the article. Author credit must be based on:
- (a) The substantial contribution in the conception and design, the obtaining of data, or the analysis and interpretation of the results.
- (b) Writing the article or critically revising it for important intellectual content.
- (c) Final approval of the version to be published.

- **Article 33.** The process of reception, evaluation, editing and publication, acceptance, which the Journal will carry out, is free of cost for the authors and users.
- **Article 34.** The Institution will receive donations from its users and interested parties from the Magazine's web portal, as a collaborative contribution mechanism to it.
- **Article 35.** All documents will be published under the attribution of the Creative Commons, Attribution 4.0 CC-BY-SA (Attribution-NonCommercial-Share Alike) license, which allows transformations and adaptations of the work and whose derivative versions appear under the same license. of the original work, so the name of the author, the name of the magazine of the original and the license must be indicated.
- **Article 36.** All textual productions of the scientific journal must present, in an interpaginated editorial title, the Creative Commons Attribution 4.0 CC-BY-SA (Attribution-NonCommercial-ShareAlike) license with the image that identifies it.
- **Article 37.** Authors may publish their article, already published in the scientific journal, in other informative spaces: repositories, blogs. You may not publish your article in other scientific publications outside the Institution.
- **Article 38.** The authors may adopt other non-exclusive license agreements for the dissemination of the published work (for example: depositing it in an institutional repository or publishing it in a monographic volume) as long as the initial publication in this journal is indicated.
- **Article 39.** The defense of the copyright of the Magazine's columnists will be the institution as a legal entity in charge of defending the "moral rights" of the author when warranted.
- **Article 40.** To detect plagiarism in the contents of scientific documents, anti-plagiarism programs will be used to determine the percentage of plagiarized content. The moderate acceptable percentage of 35% of content that matches the document will be considered.
- **Article 41.** The scientific journal will register a unique legal deposit code for its title, granted by the National Library. It must be placed on the cover of each edition and in the bibliometric header interpagnally. Likewise, the scientific journal will request the ISSN code before the corresponding authorities and it will be presented in the Magazine under the same methodology.
- **Article 42.** The anti-plagiarism review process will be carried out by the Editorial Coordination, which will require programs for such purposes, such as:
- https://plagiarismdetector.net/
- https://www.duplichecker.com/
- https://smallseotools.com/es/plagiarism-checker/

- https://www.grammarly.com/plagiarism-checker
- https://edubirdie.com/detector-de-plagio
- https://unicheck.com/
- https://searchenginereports.net/es/plagiarism-detector

This procedure will be carried out once the document is received. The acceptance rate is 35% content match. If it does not meet the acceptance range, the document will be returned indicating the justification. This process has no correction on the part of the writer.

**Article 43.** For cases of plagiarism of articles published in the INTEROPERATIBILIDAD scientific journal, the procedure will be as follows:

- (a) The complaint can come from any national or international sphere.
- (b) If the plagiarized article is published in another journal with another author, documentary evidence will be sent to the Institution responsible for the edition of said journal, demonstrating the case of plagiarism and an immediate response will be requested.
- (c) All dissemination spaces are alerted about plagiarism.
- (d) If the plagiarism occurs in Venezuelan territory, the laws of the Civil Code are followed
- (e) If the plagiarism occurs outside the territory, letters of complaint are sent to the responsible Institution. If there is no response, the complaint will be placed in each important note edition after the Editorial of the Magazine.
- **Article 44.** In the case of articles published in the scientific journal, which turn out to be plagiarized from unpublished sources, considering the fact already probative, through the complaint made by its legitimate author, the Organization will proceed to sanction the action in the following way:
- a) The author who plagiarized will not be able to publish in the Journal
- b) The Journal will publish an official retraction of the work.
- c) The online version of the article will be removed.
- d) Post-production of the compromised edition will be carried out.
- d) The scientific journal will not publish any other article by the plagiarist, for at least ten (10) years (in consideration of the Editorial Committee).

**Article 45.** The editorial methodology of the scientific journal for publication will be through the Institution's platform.

**Article 46.** The scientific journal will use the technological platform owned by the Institution for its visibility and digital preservation. Additionally, other databases that contribute to the storage process and visibility and editorial quality of the publications will be considered. These are: Revencyt national indexes and repositories; international: ZENODO, Dialnet, Redalyc, REDIB, DOAJ, among others.

**Article 47.** The content sections presented on the official platform of the scientific journal are the following:

**About the magazine:** Site that shows everything related to the editorial nature of the scientific journal, its managers and its criteria that govern the production of the articles.

**Editorial team**: It is a site that shows the people responsible for the administrative coordination of INTEROPERABILITY scientific journal.

**Contact:** It is a space that shows information about the fiscal address of the scientific journal and the people who can be contacted.

**Previous editions:** It is the space that shows the entire history of the edited volumes produced by the scientific journal.

**Current edition:** It is the space that shows the edition number that responds to the periodicity of the moment.

**Statistics:** Space intended to show the general public the statistics of the visibility and reach behavior of the publications that are being visited, downloaded and read from the platform.

**Referees:** Space intended to show the entire list of the scientific journal evaluators with their emails, to contribute to the sharing of evaluators with other institutions.

**Pre-prins:** Space intended for research users to post their articles that have not been evaluated, and contribute to the dissemination of research and the opening of joint information among other interested parties.

**Article 48.** The scientific journal will present a simple open call throughout the year. The information will always be available on the official page of the publication and its dissemination through the Institution's social networks.

**Article 49.** The authors must send the document to the email revistainteroperaibilidad@gmail.com, both in the publication standards and in the "About the Magazine" section on the website, complying with the established content standards. and structure.

**Article 50.** The documents received for the Journal will be reviewed by the Editorial Committee before passing them on to the arbitration process, verifying that they comply with the previously disclosed publication standards. If the documents in your first shipment do not comply with the publication standards, they will be returned for adaptation. Likewise, if they present observations in the arbitration process they will be returned for corrections, and those that do not pass the evaluation will be returned with the reasons for their rejection.

**Article 51.** The Editorial Committee will select the documents for the editing process of the corresponding volume, and will choose the order and balanced thematic distribution of the volume to be created, highlighting the importance of maintaining the thematic balance of the publication.

**Article 52.** When collaborators send their documents, they will be responded to with a form that will be filled out by the Editorial Coordinator with the document data and date of receipt, informing them that their article was received and will go to the arbitration process.

**Article 53.** All textual content will have an evaluation format, which must be signed by the referee with detailed observations.

**Article 54.** The referee must comprehensively evaluate the document submitted for consideration, under the modality known as "double blind", where the authors do not know who the referees are and vice versa. There should be no conflict of interest on the subject matter reflected in the manuscript.

**Article 55.** The referee must present the judgments that correspond to the evaluation within fifteen (15) business days, formulated in writing, in accordance with the format designed for this purpose.

**Article 56.** Strict confidentiality of the arbitration process must be maintained for all cases considered for publication. Only the formats will be shown for the purposes of supervision and auditing of the arbitration process.

**Article 57.** The evaluation categories for all documents proposed for publication will be the following:

**Publish:** when, according to the referees' criteria, the content, style, writing, citations and references demonstrate the relevance of the work and adequate management of the content by the author, as corresponds to the established criteria of editorial excellence.

**Publishable correcting the observations:** when, despite addressing a current and interesting topic for the type of edition and evidencing the adequate management of content by the author, there are surmountable deficiencies in the writing and style in the text, which must be corrected and incorporated within a maximum of three (3) calendar days, if they are manuscripts for serial publications and 20 days if they are manuscripts for non-serial publications.

**Do Not Publish:** when, according to the judgment of the referees, the text:

- a) It does not refer to a topic of interest in the Institution's editorial line or the thematic scope of scientific publications.
- b) Evidence of deficiencies in the management of content by the author; as well as in the writing and style established to qualify for publication. That is, it fails to comply with the standards required in the evaluation criteria.

**Article 58.** Arbitration for the editing process of scientific publications will be based on both the form and content of the works. The evaluation criteria to be considered will be the following:

- (a) Relevance or contributions of the article.
- (b) Level of theoretical and methodological elaboration.
- (c) Clarity, cohesion, syntax and spelling in writing.
- (d) Adequacy of the summary.
- (e) Current affairs and relevance of the bibliography.
- (f) Presentation of bibliographic citations.
- (g) List of citations from the text with those indicated in references.
- (h) Adequacy of the title with the content.
- (i) Organization (introduction, development and conclusions).
- (j) Presentation of graphs and tables (if any).
- (k) Clarity of objectives and position of the author.

**Article 59.** Collaborators who wish to publish articles in INTEROPERABILIDAD scientific journal must send the following:

- Curriculum Vitae with digital photo
- Originality letter
- Letter of permission for disclosure and dissemination.
- Letter of agreement between authors

Formats found on the website of the INTEROPERABILIDAD platform, to download and be filled out and signed.

**Article 60.** The periodicity of scientific serial publications must be in accordance with the editorial policy of the Institution. The criteria are the following:

- a) The publication of the edition must be carried out during the first week of the month in which its periodicity opens.
- b) When the periodicity is four (4) months: the temporal nomenclature will be January-April / May-August / September-December, publishing in the first week of January, May and September. The editorial process must culminate in the following terms of time for each volume of the year:

☐ September for issue No. 1
☐ January for edition No. 2
☐ May for issue No. 3

Its bibliometric nomenclature being Vol. 1 No. 1, months and year.

**Article 61.** Keep all institutions where the Journal is indexed informed about any changes made by the Editorial Committee, whether called periodicity, logo, authorities and new indexing.

### **Article 62.** On the dissemination of publications

- (a) The Editorial Committee will select the institutional destinations for the Journal to request hosting of its URL link, through the agreements.
- (b) The scientific journal may be promoted through radio programs, journalistic articles, web space, social networks and any other form of dissemination that is highly supportive of said process.
- (c) The scientific journal will be presented at conferences, forums, research sessions and any other space that successfully disseminates its production.
- (d) Other considerations proposed by the Editorial Committee.

**Article 63.** The indexing and indexing of publications is the responsibility of the Editorial Coordination. To do this, it must maintain evaluation, accreditation and updating, complying with the criteria dictated by each evaluating entity. The indexing or indexing process under the following criteria:

- (a) Present to the Editorial Committee the evaluation criteria of the national and international indices.
- (b) Index publications annually and process admission into the indexing of international repositories to increase the impact of visibility.

- (c) Place the names and logos on the Journal's portal with the hyperlink to the websites of the indexes that accredit them nationally and internationally.
- (d) Other considerations proposed by the Editorial Committee.
- **Article 64.** The Editorial Coordination will be in charge of delivering the bibliographic productions generated to the National Library.
- **Article 65.** There must be a digital and printed record of the evaluation formats, for claims and audit purposes.
- **Article 66.** The criteria for assigning publication records are:
- a- Proof of publication of scientific articles must be delivered to the authors.
- b- The certificates of the columnists must be signed by the Editor-in-Chief.
- c- The certificates must bear the wet seal of the Institution.
- d- The Editorial Coordination must keep a record of certificates delivered with registration number and date.
- e- There are two certificates for the referees:

Arbitration certificates: Delivered once the total evaluation of the text to be evaluated has been completed, within five (5) business days.

Proof of belonging to the Referees Committee: Delivered only to the referee when he has carried out an evaluation and by special request.

- f- Certificates related to any extra activity required for the scientific journal may be provided. These can be: translations, designs, logistics, courses and others.
- g- All certificates will be sent electronically in scanned form.

#### Final provisions

- **Article 67.** The Institution is the only one that authorizes the use of the Magazine logo in any printed or digital publication, in accordance with the current regulations that govern the matter
- **Article 68.** The Institution is the only one authorized to take legal actions, through its Legal Consulting to protect the intellectual and moral property of its publication.