

## Code of Ethics\*

**Figūras: Research Academic Journal** is ruled by an editorial policy that comprises a Code of Ethics and a declaration of best practices based on transparency principles and guidelines, leading the adequate management of the activities performed by those involved in the production, editing and publication of recognized academic research.

These parameters are oriented towards the people participating in the process of making, receiving, evaluating, peer-reviewing, correcting, editing and publishing all the material included in each issue of **Figūras**.

### I. About the addressees

- Addressees are all those people involved in the publishing process of all the material that appears in **Figūras: Research Academic Journal** under the imprint of the Facultad de Estudios Superiores Acatlán-UNAM.
- Addressees are:
  - a) The Editorial Board
  - b) The Editorial Committee
  - c) The Editor
  - d) The Authors
  - e) The Reviewers
  - f) The Editorial Team

### II. About the duties of the Journal

The Journal commits to:

- Selecting the most suitable academics to be part of the Editorial Board and the Editorial Committee, based on their career, professional performance and ethical quality.

\* Mixed version of the files referring to the mandatory norms of the Codes of conduct for Journal editors, and the transparency and best practices guidelines, whose references can be found in the section of References.

The core document for this Code of Ethics was approved for its inclusion in the journals of the Universidad Nacional Autónoma de México (UNAM) on June 23rd, 2016 by the «Seminario Permanente de Editores».

- Guaranteeing a security digital copy of all the material published since the publication of the first issue, with the purpose of securing the permanent access to its content through CLOCKSS.
- Constructing indicators for the level of acceptance.
- Interfering whenever a conflict of interest arises, either from the authors, reviewers or editors.
- Observing and watching the fulfillment of the Code of Ethics, the transparency and best practice guidelines for academic publications that serve as reference for main national and international journals.
- Taking action in case the Journal detects or receives information about any violation of its editorial policies (such as plagiarism, false authorship, multiple or simultaneous publication, fraud, conflicts of interest and copyright infringement) by requesting the authors an explanation and letting them know the possible consequences.
- Informing and involving the institution that financed the research, or the one to which the author is attached.
- Promoting the replica, and allowing the debate posterior to the publication and submission of letters to the editor.
- In case the article in question has already been published, taking remedial measures, such as: a) publishing corrections, clarifications or apologies; b) removing digital versions and c) others that may occur.

### III. About the duties of the Editorial Board

The Editorial Board commits to:

- Providing the full names of its members and their affiliations, as well as including their information in the website of the Journal.
- Considering themselves as the advisory and assistive body of the Editorial Committee in order to maintain the scientific quality of the Journal.
- Inviting researchers from international institutions, so as they publish their articles in the Journal.
- Promoting the dissemination of the Journal.

## IV. About the duties of the Editorial Committee

The Editorial Committee commits to:

- Providing the full names of its members and their affiliations, as well as including their information in the website of the Journal.
- Considering themselves as a body of decision, approval and validation of the publications of the Journal.
- Having meetings periodically and reaching agreements, as well as making decisions jointly.
- Looking after the quality of the papers accepted and published in the Journal.

## V. About the duties of the Editor

The Editor commits to:

- Maintaining the confidentiality of the complete process of evaluation, peer-reviewing and the information of authors and reviewers.
- Completing the evaluation process of the manuscripts submitted through Open Peer Review (OPR).
- Guaranteeing the confidentiality of this evaluation process, in which three reviewers will deliver their evaluations anonymously. The release of one of the reviewer's identities, who will be able to interact with the author if necessary, is determined by an open computational procedure.
- Refraining from making personal use of a submitted manuscript without the author's written and express permission.
- Working as a first receiving filter for the manuscripts and their intellectual content, regardless of the author's race, religion, ethnicity, nationality, gender or sexual orientation.
- Checking that the manuscripts fulfill the Author Guidelines.
- Accepting manuscripts including up to three authors, who must have been participated actively in the research on which the manuscript is based, as well as in its writing. In case there are more than three authors, the fourth one will sign as collective.
- Informing the author about the decision made by the first filter, the advance of the publishing process and the result of the final evaluation.
- Communicating about the acceptance or rejection of a manuscript, having been previously agreed on with the Editorial Committee. Such decision must be based on the article's importance, originality, clarity and pertinence for the journal.
- Selecting the academic pairs that work as reviewers, taking into consideration their schooling, experience, suitability and career, regarding the topic of the manuscript.
- Guaranteeing that the sections not revised through Open Peer Review are clearly identified.
- Making an effort to meet the readers' and the authors' needs, constantly improving the journal, guaranteeing high quality

published material, encouraging academic and scientific standards, and supporting free speech.

## VI. About the duties of the Authors

The Authors commit to:

- Assuming responsibility for the content of their manuscript.
- Settling as coauthors only those who had made a substantial contribution to the research and the writing of the manuscript.
- Guaranteeing the originality of the manuscripts and accepting that these are to be subject to plagiarism detection tools.
- Guaranteeing that their manuscripts have not been previously published<sup>1</sup> and are not being considered for another publication.
- Strictly following the rules established by the Editorial Committee.
- Respecting the copyright and managing the corresponding licenses for the use of images and materials, as well as providing information about those who have contributed to the research on which the manuscript submitted is based.
- Using, when necessary, information obtained privately, conversations or discussions with third parties with a written and express permission from the original source.
- Considering the observations made by the Editorial Committee and the reviewers, in addition to delivering the manuscript fixed within 15 calendar days.
- Authorizing the publication of their approved manuscript in both, digital and printed, additionally to possible future formats.
- Giving the financing entities the credit for the research on which the manuscript submitted is based.
- Informing the editor about any significant mistake or inaccuracy included in the work already published, and cooperating in retracting or fixing the article.
- Authors can reproduce or republish their texts without restrictions after they are published in **Figūras: Research Academic Journal**, provided that they explain they first appeared in the Journal and include the complete reference.

## VII. About the duties of the Reviewers

The Reviewers commit to:

- When open peer reviewing, adhering to the guidelines for revising manuscripts provided by the editor.

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<sup>1</sup> Any manuscript will be considered as formerly published material when: 1) it has been published on its whole, 2) extensive fragments of material already published are included in it, 3) it has been included in reports (symposiums, conferences, seminars, workshops, meetings).

- Treating with absolute confidentiality the manuscript received. They can show it to or comment on it with other experts only with prior authorization from the editor.
- Informing the editor, as soon as possible, if they are able to review the manuscript submitted.
- Behaving objectively, expressing their points of view clearly and through valid arguments. Personal criticism towards the author is inappropriate.
- Doing the review with rigor, clearness and enough support.
- Releasing their evaluation in terms of acceptance, rejection or acceptance with adjustments.
- Informing to the editor in writing of any inadequate behavior from the authors and being explicit about the causes for the rejection of the manuscript.
- Excusing themselves from reviewing should they have a conflict of interest.

## VIII. About the duties of the Editorial Team

The Editorial Team commits to:

- Assenting to the Journal's Code of Ethics, declaration of best practice and transparency guidelines.

## References

- AERA, American Educational Research Association Ethical Standards. [http://www.aera.net/AboutAERA/Default.aspx?menu\_id=90&id=222]
- BERA, British Educational Research Association Ethical Guidelines. [http://www.bera.ac.uk/publications/guidelines/]
- Código de conducta y mejores prácticas. Directrices para editores de revistas*, COPE, 4th version. (Translation and adaptation by Susana Álvarez-Álvarez, Universidad de Valladolid, España and Miguel Zapata-Ros, Universidad de Murcia, España). [www.um.es/ead/red/etica\_cope.pdf]
- COPE, Committee on Publication Ethics. (Comité de Ética para publicaciones). [https://publicationethics.org]
- Disposiciones Generales para la Actividad Editorial y de Distribución de la UNAM*, Dirección General de Publicaciones y Fomento Editorial, UNAM.
- DOAJ, Directory of Open Access Journals. (Directorio de Revistas de Acceso Abierto). [https://doaj.org]
- OASPA, Open Access Scholarly Publishers Association. (Asociación de Editores Académicos de Acceso Abierto). [https://oaspa.org]
- Prácticas éticas centrales de COPE*. [www.editorescientificos.cl/practicas-eticas-centrales.html]
- Principles of Transparency and Best Practice in Scholarly Publishing. [http://oaspa.org/principles-of-Transparency-and-best-practice-in-scholarly-publishing/]
- Revista de la Educación Superior*, ANUIES, México. [http://resu.anuies.mx/ojs/index.php/]
- Revista Nómadas*, Instituto de Estudios Sociales Contemporáneos IESCO, Colombia. [nomadas.ucentral.edu.co/]

The Code of Ethics will be electronically signed in Adobe Acrobat Reader. Should any doubts arise, please check the guide available at <https://helpx.adobe.com/mx/acrobat/11/using/signing-pdfs.html>, or email us at [revistafiguras@apolo.acatlan.unam.mx](mailto:revistafiguras@apolo.acatlan.unam.mx).