

Publication Ethics and Malpractice Statement (PEMS)

Aposta. Revista de Ciencias Sociales adheres to the guidelines of the Committee on Publication Ethics (COPE) established in 1997, and available at:

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

1. Editorial Board

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This editorial board can be consulted online at:

<http://apostadigital.com/page.php?page=equipo-editorial#editorialboard>

2. Authors and Authors responsibilities

Authors who want to publish in *Aposta* must comply with the rules that can be consulted online at:

<http://apostadigital.com/page.php?page=normas-autores#submissions>

In addition, you have to make the following ethical commitments:

- Originality and plagiarism:
The authors assure that the manuscripts they send to the journal are unpublished and original, such as and as specified in the section on rules for authors, and will expressly notify the issue of the magazine any circumstance related to this matter.
- Multiplicity of publication:
Authors should not publish manuscripts that essentially describe the same research in more than one journal. Sending the same article to more than one journal at the same time is an unethical practice.

- **Recognition of sources:**
The use of work done by other people should always be acknowledged and cited in a correct and detailed manner.
- **Authorship of the manuscript:**
Authorship should be limited to those individuals who have made significant contributions to the manuscript. The person submitting the manuscript will be responsible for ensuring that all the authors of the text appear in the manuscript as well as that they have approved the version that refers to the journal.
- **Acknowledgment and conflict of interest:**
If the manuscript that is presented is part of a funded research, said financing in the appropriate sections.
- **Substantial errors in published articles:**
If the author discovers errors or inaccuracies in her work, it is her obligation to communicate to the review and cooperate to solve such problems.

3. Peer-review process

- **Publication decisions:**
The responsibility for the manuscripts that are published rests ultimately with the edition and direction of the journal, which will always decide taking into account the criteria of external evaluations and inquiries made to members of the Editorial Board.
- **The peer-review process has the following steps:**
 - i) Upon receipt of the manuscript, a first review will be made to verify that the text conforms to the guidelines for authors specified in the corresponding section.
 - ii) If this initial evaluation is positive, the article will be anonymized and then sent to two evaluators. The evaluators will be external and, when the subject of the article requires it, members of the Editorial Board.
 - iii) The edition and management of the journal will decide on the approval, rejection or possible modifications of the manuscript, taking into consideration the criteria of external evaluations and the consultations made to the members of the Editorial Board.
 - iv) The decision will be communicated in a substantiated manner to the author. If it is positive or subject to modifications, the number in which the article will be published will also be reported.
 - v) The list of external evaluators will appear in the journal and will be updated periodically.

4. Publication ethics

- **Confidentiality:**
None of the users who are part of the journal will reveal information about a manuscript received from people who are not directly involved in the editorial process, that is, author,

potential reviewers, or other editors.

- Use of materials and conflict of interest:
Unpublished materials presented in a submitted manuscript will not be used for own investigations by any of the people who have access to it without the express consent of the author.
- Objectivity standards:
The reviewers will argue all their evaluations so that the editing and direction of the journal can make better decisions and authors know how to improve the article.
- Originality and veracity:
The papers that will be admitted should be original, unpublished and not submitted to evaluation in any other journal. The journal reserves the right to eliminate from its site a published article if irregularities are detected (plagiarism, incorrect data, etc).

In addition, the commitments of the authors, reviewers and authors are explained in more detail at:

<http://apostadigital.com/revistav3/hemeroteca/codigoetico.pdf>

5. Attention to complaints

- Complaints will be received from authors as long as they are well founded, which will be addressed as far as possible following the guidelines and diagrams established by COPE, as well as the internal rules of the journal. In no event will the complaint resolution process involve revealing the identity of reviewers.
- Any claim about an evaluation process will be addressed as long as the author identifies the possible errors in the review made. At no time will the aptitude of the reviewer be questioned. Complaints will be addressed to the editor or publisher, with the respective arguments and evidence to consider the case. If necessary, the support of the Editorial Board or one of its members who is an expert on the subject of the article in question will be requested. A response to the claim will be given in a period of up to two months.
- If a plagiarism complaint is received after the publication of an article in *Aposta*, and this is verified by the Editorial Board of the journal, that manuscript will be removed from the website of the published number and from all repositories and databases of data in which the aforementioned plagiarized text appears.

6. Open access policy

Since the first issue, *Aposta* was conceived under a format of open access, free and accessible to all readers. We have updated the Creative Commons according to the modality Attribution 4.0 International (CC BY 4.0).

This information is available online at:

<http://apostadigital.com/page.php?page=politicacopyrightNotice>

7. Archiving

Our self-archiving policies and in accordance with the established copyright policy facilitate that authors can potentially dispose of all versions of the work without assignments to this journal. Therefore, *Aposta* is a RoMEO green journal: <https://www.accesoabierto.net/dulcinea/ficha217>

This information is available online at:

<http://apostadigital.com/page.php?page=politicas#preservationpolicy>

8. Ownership and management

The ownership and management of the journal: Luis Gómez Encinas, director and editor.

Contact information is online at:

<http://apostadigital.com/page.php?page=equipo-editorial#contact>

9. Publishing schedule

Our publication frequency is quarterly.

This information is available online at:

<http://apostadigital.com/page.php?page=politicas#publicationfrequency>

10. Access to Publication Ethics and Malpractice Statement

This information is available online at:

<http://apostadigital.com/page.php?page=politicas#ethical>

The file to download is:

<http://apostadigital.com/revistav3/hemeroteca/PEMS.pdf>