

CODE OF CONDUCT AND BEST PRACTICES FOR EDICIONES COMPLUTENSE SCIENTIFIC JOURNALS

Editing and publishing of scientific journals by Ediciones Complutense, accessible on the *Revistas Científicas Complutenses* website, is based on ethical principles and best practices that generally follow the lines established by the Committee on Publications Ethics (COPE), in their *Code of Conduct and Best Practice Guidelines for Journals Editors*. The aim of the code is to ensure the scientific quality of publications and an adequate response from the editorial teams to the needs of readers, authors and reviewers.

▪ EDITORS

The Editorial Board, made up of Management, Secretary and Members, is responsible for the contents published in the journal, especially with regard to the following duties:

1. Attend to the needs, inquiries, complaints and claims submitted by readers, authors and reviewers.
2. Work towards improving the journal.
3. Establish procedures that guarantee the quality of the papers and ensure compliance.
4. Encourage and guarantee freedom of expression.
5. Respect the integrity of the scientific papers published.
6. Prevent financial or ideological interests from compromising the ethical standards.
7. Facilitate publication of errata, corrections, clarifications, retractions or apologies, as necessary.
8. Ensure an external evaluation system through an appropriate selection of reviewers with the aim of promoting quality research.
9. Help eradicate bad practices and inappropriate conduct in the selection, evaluation and publication of research results.

▪ READER RELATIONS

The Editorial Board's commitment with the journal readers shall comply with the following duties related to best practices:

1. Guarantee all papers published have been evaluated by external qualified specialists, impartially and objectively. All sections not subject to this procedure shall be duly identified.
2. Ensure that the processes adopted promote accuracy, integrity and clarity in the publications, including technical editing and the use of guidelines and standards.
3. Use systems that guarantee the express mention of the authors and affiliation of all the papers published.
4. Facilitate communication with the Editorial Board, which will receive and respond to any suggestions or complaints expressed by the readers.

▪ **AUTHOR RELATIONS**

The Editorial Board's commitment with the authors who submit originals to the journal shall include the following duties in line with best practices:

1. Guarantee that all decisions made regarding the acceptance or rejection of a paper are always based on the relevance, originality and clarity of the article, as well as its connection with the journal's editorial lines.
2. Not revoke the decision of accepting an article unless serious problems in its submission are identified.
3. Guarantee that, when the Editorial Board is renewed, the new members cannot cancel decisions made on the publication of papers already accepted by the previous members, unless serious procedural problems are detected.
4. Publish the procedures for the reception, selection and evaluation of originals, based on the journal's by-laws and publication standards, so that any bad practice related to the described procedures may be duly detected.
5. Establish mechanisms for authors to be able to appeal the editorial decisions as well as others for rectification or correction as appropriate.
6. Indicate on the papers the date of receipt and acceptance of the original.
7. Provide the authors, based on the most current version of the updated by-laws and publication standards, all the information necessary on the procedures for submission of originals, selection criteria and evaluation, editing and publication.

▪ **REVIEWER RELATIONS**

The Editorial Board's commitment with the reviewers in charge of reviewing the originals include the following duties related to best practices:

1. Provide reviewers with guidelines on the applicable criteria for evaluations as well as the forms to be completed. Express mention shall be made to the need for confidentiality, objectivity and impartiality as well as this Code.
2. Require that reviewers, before accepting a job, express whether they have any conflicts of interest that could prevent an objective review.
3. Ensure systems for blind peer review that guarantee the confidentiality and anonymity of both authors and reviewers.
4. Maintain updated information on reviewers and add potential reviewers to the database.
5. Forward the reviewers' suggestions to the authors, respecting their confidentiality and avoiding any comments that could be construed as offensive or defamatory.