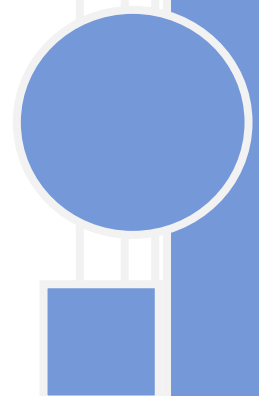


BEST PRACTICES CODE AND ETHICAL PRINCIPLES OF REVISTA DE CIENCIAS ECONÓMICAS

Updated on April 14th of 2020

Based on the Code of Ethics and Best Practices of Revista Electrónica Educare (2015), and the Principles of Transparency and Best Practice in Scholarly Publishing from the Committee on Publication Ethics (2018).

Revista de Ciencias Económicas - Universidad de Costa Rica



BEST PRACTICES CODE AND ETHICAL PRINCIPLES OF REVISTA DE CIENCIAS ECONÓMICAS

Updated on April 14th of 2020

1. Introduction

This code of good practices and ethical principles of *Revista de Ciencias Económicas* (RCE) encourages all parties involved in the nomination, processing, and publishing of scientific articles to apply ethical principles in the day-to-day process of the papers' publication.

Ethical management for scientific publishing presents new transparency and integrity challenges bringing together three essential areas: the economy, society, and the environment. Consequently, this leads to the creation of mechanisms and tools that ease the alignment of values, ethics, and responsible management.

2. Objectives

- To implement a transparent and balanced publication process of the *Revista de Ciencias Económicas* (RCE).
- To promote good editorial practices in RCE for editors, reviewers, authors, and other staff.
- To identify bad practices in the editorial management of RCE and to determine the necessary procedures of the cases found.
- To endure an excellent academic production with high quality standards.

3. Ethical Principles

The people who are a part of the publication process at *Revista de Ciencias Económicas* (RCE), no matter their role, must observe and embrace the following principles and good practices:

- a. *Open Access*. RCE protects and guarantees free, fast, and universal access to the original publication, according to what has been established by Universidad de Costa Rica (UCR). UCR “recognizes the importance of making their research and results available to the community as a way of giving back to honor the public funding received and preserving social action as one of the university's main pillars.”¹

¹ More information is available on the institution's website
<http://www.kerwa.ucr.ac.cr/page/accesoabierto>

- b. *Authorship*. *Revista de Ciencias Económicas* refers to this principle as other people's acknowledgment, respect, protection, and authorship attributions; additionally, it guarantees confidentiality during evaluating and editing processes.
- c. *Transparency*. The RCE seeks absolute clarity in every step of the editorial process, from the moment the article is first received until it is published or rejected. There is a website that shows the high ethical and professional standards, the objectives, the reach of the journal, the sworn statement, the publication guidelines, and the ISSN, *among others*.
- d. *Mutual Respect*. The RCE promotes assertive communication to establish agreements and dialogue among parts of the editorial process (authors, editors, reviewers, layout designers, among others) before and after publishing. Similarly, the personnel at RCE are committed to respecting and protecting others' production as they are obligated to keep the confidentiality of the articles submitted and the contents. They can only disseminate the contents until they are accepted. Additionally, the team working in the journal is committed to not using the data, arguments, and interpretations from unpublished work in their own research.
- e. *Quality*. The RCE seeks to reach excellent quality in the scientific production it disseminates by working with high-level specialists amongst the external peer reviewers; also, there is a search to improve the editorial processes through the continued research of strategies to optimize the work.

4. Responsibilities

The editorial process at RCE has of three key parts: the authors, the evaluators, and the Editorial Committee. Each responsibility is detailed below.

Responsibilities of the authors

The authors who wish to present an article to RCE must fulfill the following requirements:

- **Declaration of originality and publication authorization.** *Revista de Ciencias Económicas* requires people who submit a manuscript to study and sign the declaration, accepting all terms. The declaration is available at the following link: https://revistas.ucr.ac.cr/docs/ciencias%20economicas/declaracion_CE.doc
- **Publishing Norms.** When the authors submit an article to RCE, they commit to abide by the Norms of Publication established and available in the following link: <http://www.iice.ucr.ac.cr/revista/normas.pdf>
- **Research Data.** The authors guarantee that the data used in their research is true and has not been altered or modified regarding the results obtained.
- **Citations.** The RCE uses the American Psychological Association style (the updated version) as a citation format. The authors commit to respect that style and attribute the appropriate credit.
- **Article withdrawal.** An author may, for any reason, withdraw the articles submitted. They must communicate with the editor of RCE and explain the reasoning behind this

decision so that the RCE can issue an official document releasing the manuscript and transferring the rights granted by the author.

- **Results and opinions.** The authors who submit an article to RCE accept that the results and opinions described in it are only the author's responsibility and are not necessarily shared by RCE.
- **Simultaneous submissions, fraud, or prior publication.** If RCE's Editorial Committee detects any of these situations expressed here, it has the right to withdraw the article from the editorial process and to communicate to the authors that the article has been "Rejected" if the issue is detected prior to publication. If the issue is detected after publication, the journal will communicate a "Retraction" for the benefit of the public. En ambos casos, las personas autoras recibirán una comunicación oficial por parte de RCE.

Responsibilities of the reviewers

Those who evaluate must be entirely objective when judging the quality of a paper and properly argue their opinions. The following responsibilities for the reviewer role are as follows:

- **Reviewers' Role.** Reviewers must be aware that they have taken on this role voluntarily, *ad honorem*, and that they can value topics in which they are experts. Reviewers must be aware of the commitment they made so that they fulfill the time assigned. Also, they must use respectful, clear, and concise language.
- **Registration.** Reviewers are sent a form via email to register as judges. Reviewers must confirm that the information provided in the form is accurate and can be verified.
- **Registered Areas of Knowledge.** Reviewers commit to judging only the articles they are qualified with knowledge and experience so they can analyze the papers assigned objectively, thoroughly, and deeply. Likewise, the reviewers must contact the editor in case they find considerable similarities with other papers previously reviewed.
- **Conflict of Interests.** If there is a conflict of interests, the reviewers must notify RCE immediately about their limitations in taking on the revision assigned.
- **Confidentiality.** The reviewer must respect the principle of confidentiality from the moment they read the contents of the manuscripts until they are published. If rejected, they must discreetly keep the information presented in the articles.
- **Review Method.** The RCE applies a double-blind revision. The authors and the reviewers stay anonymous to guarantee the objectivity and transparency of the process.

Editors, members of the Editorial Committee, members of the Scientific and International Council, and technical equipment

- **Quality Content.** The people in charge of the editorial management of RCE seek to take all the necessary measures before and after the publication of documents to

guarantee the quality of the content and the editorial process, as well as to ensure that the information on the website is up to date.

- **Norms.** The people who participate in the editorial process must ensure the norms of RCE are respected and kept accessible to all authors, readers, reviewers, and the public.
- **Confidentiality.** The people who work in the editorial process must maintain the data of the reviewers and authors anonymous throughout the process of editorial management, as stipulated by the “double-blind” peer method of revision.
- **Review Process.** There is a list of criteria such as the principle of eligibility, skill, and expertise for the selection of reviewers. These requirements ensure the proper validation of the content assigned to each reviewer.
- **Results.** The people who are part of the review process will officially issue the results in the least time possible, through an expert opinion of the document, and they will make sure that the comments provided by the reviewers are applied to the paper. In case of an appeal or a request for clarification, it will be resolved in a clear and prompt manner according to the manuscript's characteristics.

5. References

Committee on Publication Ethics. (2018). *Principles of Transparency and Best Practice in Scholarly Publishing*. <https://doi.org/10.24318/cope.2019.1.12>

Revista Electrónica Educare. (2015). *Código de ética y buenas prácticas*. <https://www.revistas.una.ac.cr/index.php/EDUCARE/etica1>