

Revista Estudios' Code of Ethics

The Code of Ethics of *Revista Estudios* is the expression of its commitment to ensuring that all stages of the editorial process are carried out in accordance with the highest standards of quality, integrity, and transparency.

Objectives

The objectives of the Code of Ethics of *Revista Estudios* are as follows:

1. Ensure strict compliance with all editorial processes.
2. Facilitate good editorial practices by promoting understanding of the ethical principles that govern academic publishing at both national and international levels.
3. Provide guidelines for the resolution of disputes or disagreements between parties involved in the editorial process.
4. Encourage authors to develop academic work with the highest standards of quality.

Ethical Principles

The ethical principles that govern the publication of academic articles in *Revista Estudios* are based on the standards established by the Committee on Publication Ethics (COPE) in 2013, as well as on certain observations made by the World Intellectual Property Organization (WIPO).

1. Principle of Authorship

This principle refers to the right of every author to be duly recognized for their authorship of “literary and artistic creations, such as books, music, paintings and sculptures, films and technology-based works (such as computer programs and electronic databases)” (WIPO, 2016, p. 5), among others. In addition, this principle demands the responsible use of published information and the appropriate citation of sources at all times.

2. Principle of Transparency

This principle reflects the willingness of *Revista Estudios* to provide information that demonstrates how every step of the editorial process is carried out, from the submission of a manuscript to its acceptance or rejection.

3. Principle of Integrity

This principle refers to *Revista Estudios*' commitment to act in accordance with the standards governing this publication and academic research at the University of Costa Rica, as well as its commitment to use of the information and data provided by authors, reviewers, and editors respectfully.

4. Principle of Mutual Respect

This principle refers to *Revista Estudios*' willingness to build relationships based on agreement and dialogue among all participants in the editorial process: authors, editors, reviewers, layout designers, etc., before, during, and after the publication process.

5. Principle of Quality

This principle refers to the responsibility of *Revista Estudios* to guarantee the relevance, coherence, and suitability of the academic articles it publishes, while also ensuring the constant improvement of its editorial processes.

6. Principle of Open Access

This principle refers to the obligation of *Revista Estudios* to act as set out by the University of Costa Rica, which, as a higher education institution, promotes open access to academic information, provided it is used respectfully and with due recognition of authorship.

Responsibilities of the Parties Involved

Throughout all the editorial process, three fundamental parties are involved: the authors, the reviewers, and the Editorial Board. Each of these parties hold different responsibilities that promote the development of academic publishing in optimal conditions. Below are the responsibilities assigned to each party.

A. Author's Responsibilities

- ✓ By proposing their manuscript to *Revista Estudios*, the author(s) agree(s) to comply with all established in the Author Guidelines and, therefore, with the regulations of the University of Costa Rica and the legislation of Costa Rica.
- ✓ Submit an original and unpublished work.
- ✓ Refrain from submitting the manuscript simultaneously to any other publishing entity, either virtual or printed, existing or not yet established.
- ✓ Recognize the authorship of all individuals who have contributed to the text.
- ✓ Be fully familiar with the scope, aims, author guidelines, usage policies, and relevant documentation for authors of *Revista Estudios*.
- ✓ Always cite sources using APA style to acknowledge the data and ideas included in the article (direct quotations, statements, etc.).
- ✓ Use data from reliable sources of information that can be reproduced in accordance with the University of Costa Rica's open access policy.
- ✓ Understand and accept the intellectual property conditions applied to the article upon publication. Further information is available at:
<https://mega.nz/file/c3EzULJT#rBDSE0ya4Z4JiTGSnsVSiOyZld98Whr4XXvqOWEadpo>

- ✓ In the event that an author finds a mistake in the text, they must notify the editorial team immediately so that it can be corrected as soon as possible.
- ✓ In texts with more than one author, all authors must be familiar with the final version of the manuscript and the terms of publication.
- ✓ All of the above responsibilities are supplemented by those stated in the *Carta de Autorización de Derechos de Autoría (CADA)*.

Conflicts of Interest

During the editorial management process, any information provided by the author in their manuscript must not be used for personal research purposes by any individual with access to it, even with the author's explicit permission. The correct procedure is to wait until the work is published and then cite it appropriately and properly.

In the event of a conflict of interest, it must be reported immediately to the editor, who will notify the Editorial Board to take the most appropriate action so as not to compromise any stage of the editorial process. These conflicts shall be resolved in accordance with Alternative Dispute Resolution (ADR) processes and Costa Rican jurisdiction.

B. Reviewer's Responsibilities

- ✓ Provide full support to the editor during the peer review process.
- ✓ Offer precise recommendations to authors to help improve the quality of submitted texts.
- ✓ Any reviewer who feels unqualified to assess a manuscript, due to time constraints, manuscript format, subject matter, or other reasons, must notify the editor immediately to avoid delays in the review process.
- ✓ Assigned texts must be treated as confidential documents before, during, and after the review process, and must not be shared or discussed with third parties.
- ✓ Reviewers must not use any information from submitted manuscripts for personal benefit.
- ✓ The review of the text assigned to the evaluators must be carried out objectively and impartially.
- ✓ Reviewers must provide their comments and observations in writing, clearly articulating their suggestions for improvement or correction and explaining the reasons behind their approval, disapproval or demands.
- ✓ The reviewer must inform the editor if the assigned manuscript has significant similarities with other texts they are familiar with.

- ✓ Reviewers must adhere to the assigned deadlines and provide their feedback using respectful, clear, and concise language at all times.

Conflicts of Interest

During the peer review process, reviewers must refrain from evaluating manuscripts where conflicts of interest may interfere whether due to professional competition in the same research field or other reasons involving any kind of relationships with the author(s) or the institutions they represent.

In the case of any conflict of interest, the reviewer must immediately notify the editor, who will then inform the Editorial Board in order to take appropriate action to avoid compromising the integrity of the editorial process. These conflicts shall be resolved in accordance with Alternative Dispute Resolution processes and Costa Rican jurisdiction.

C. Editorial Board Responsibilities

- ✓ The Editorial Board is the only one qualified and responsible for deciding which submitted manuscripts to *Revista Estudios* will be published.
- ✓ Ensure compliance with the Author Guidelines and all other editorial policies established by *Revista Estudios* and the publishing entity.
- ✓ Guarantee that manuscripts are evaluated solely on their intellectual merit, and not on the ideological or other positions held by the author.
- ✓ Promote the wide circulation of *Revista Estudios* across various academic and research fields.
- ✓ Provide reviewers with all necessary information for the peer review process.
- ✓ Refrain from disclosing confidential information regarding review outcomes, comments, or adjustments.
- ✓ Recommend subject-matter experts in the different fields of the humanities for their incorporation in the reviewers' team.
- ✓ Suggest the submission of articles based on research results, thesis defenses, internships, etc., for consideration by *Revista Estudios*.
- ✓ Uphold the quality of articles published in *Revista Estudios*.
- ✓ Collaborate in the evaluation of manuscripts, particularly in the case of rejection and appeals.

Conflicts of Interest

Throughout the process of submission and acceptance of the article for its further publication, the Editorial Board must remain vigilant at every stage of the process. The greatest responsibility lies with the current editor, who acts as a mediator between authors, reviewers and the Editorial Board.

In case of any potential conflict of interest during the process, the head editor must inform the journal's management team, which will coordinate the appropriate course of action.

From the moment of submission to the final decision on publication or rejection, the Editorial Board may not disclose any information or data contained in manuscripts received by *Revista Estudios*.

It is important to clarify that:

In the case of withdraw of the article by the author: they must notify *Revista Estudios* via email at revistaestudios.eeg@ucr.ac.cr explaining the reasons of their request. An official document will then be issued to release the article from the transfer of rights.

In the case of retraction by *Revista Estudios*: This procedure is done when it is considered that the information presented in the manuscript is deemed dubious in origin or when there is evidence of any unethical editorial practice.

In case of rejection by *Revista Estudios*: The author will be immediately notified and is then free to use their manuscript as they see fit.

Inacceptable Editorial Practices

- Fraudulent claims or claims lacking scientific or research-based support.
- Total plagiarism of the text.
- Copying direct quotations or improperly or wrongly referencing any other elements present in the manuscript.
- Multiple publication of the same article in different journals with a similar approach, whether national or international.
- Omission of a co-author who made a significant contribution to the article.
- Failure to acknowledge the funding sources for the research, if applicable.
- Misuse of information from unpublished texts for one's own advantage.
- Disclosure of the identities of the reviewers assigned to a manuscript.
- Charging for an article published under the Creative Commons 4.0 Attribution-NonCommercial-ShareAlike deed used by *Revista Estudios*.
- Manipulating or suppressing research results.
- Complete or partial repetition of versions sharing the same research findings. (Baiget, 2010, p. 61).

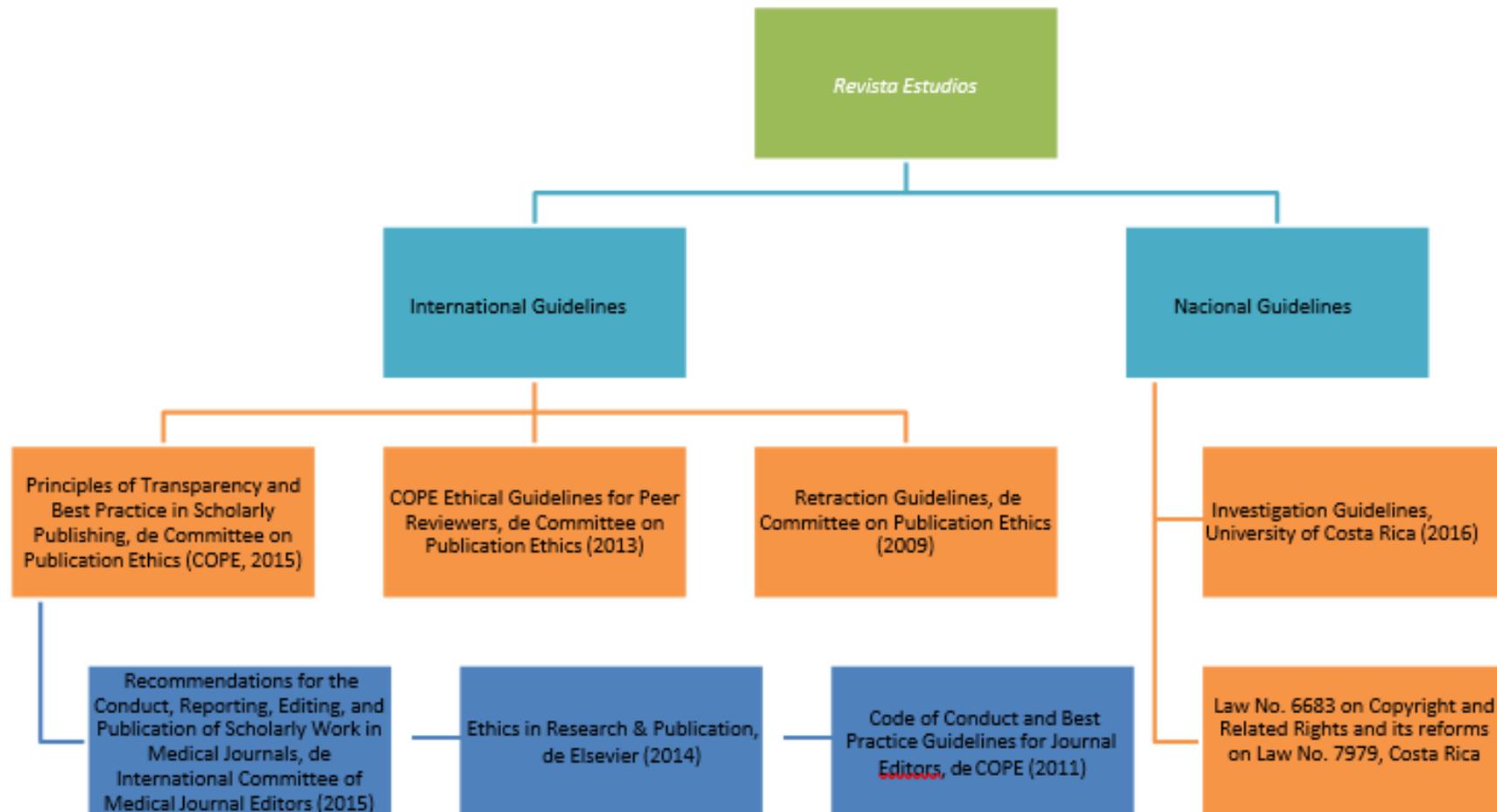
In order to avoid conflicts and violations in academic research and to promote good editorial practices, *Revista Estudios* provides applicants, in the Submissions section, the following information:



1. Author Guidelines: <https://revistas.ucr.ac.cr/index.php/restudios/about/submissions>
Copyright Authorization Letter:
<https://revistas.ucr.ac.cr/index.php/restudios/libraryFiles/downloadPublic/30>
2. APA Citation Guide : <https://normas-apa.org/wp-content/uploads/Guia-Normas-APA-7ma-edicion.pdf>
3. Evaluation Guide:
<https://revistas.ucr.ac.cr/index.php/restudios/libraryFiles/downloadPublic/75>

Revista Estudios' Official Page: <https://revistas.ucr.ac.cr/index.php/restudios>

Revista Estudios stipulates its editorial ethics based on the following regulations



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