



Publication Ethics and Malpractice Statement

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Publication ethics and malpractice statement

This statement specifies the standards and duties considered to ensure the integrity of the published works. Peer review is the principal mechanism by which the quality of research is evaluated in *Interfases*. The detailed procedure to carry out the peer-review process is found in the section [Editorial Process](#). Also, all submitted manuscripts will be evaluated according to the journal's standard schemes. *Interfases* provides guidelines to authors for preparing and submitting manuscripts using the section [Guide for authors](#). The journal complies with the criteria established in the [Guidelines on Good Publication Practice](#) of the Committee on Publication Ethics (COPE) which defines the scope, duties, responsibilities, and procedures for action in situations of research misconduct.

Additionally, the following criteria deepen into the journal's ethics, which are strongly considered as of significant importance for ensuring the quality of our published research works and avoiding malpractices and any form of misconduct in the research process:

Editor and Editorial Team roles and responsibilities

They are committed to undertaking the following practices:

- Promote the continuous improvement of the journal by ensuring the quality of the published material. They are also responsible for conducting the review process under the guidelines defined by the journal.
- Make available to authors the chance to make corrections or retractions of published works when necessary.
- Maintain the confidentiality of all data about a submitted manuscript, sharing it exclusively with those involved in the review and publication processes. In cases of confidentiality violations or data disclosure by those implicated in the peer-review process, the journal will seriously follow up the situation. Also, the journal

will take the most critical possible actions to report any malpractices to the competent parties, thus ensuring coherent sanctions against those involved.

- Guarantee fairness, courtesy, objectivity, honesty, and transparency for all authors despite their gender or religion.
- Avoid discrimination against authors, editors, or peer reviewers based on personal characteristics or identity.
- Assign papers for review according to the area of interest and experience of the reviewers.
- Provide an appropriate system, explicit instructions, and support to facilitate a rigorous, fair, and effective peer review process for all submissions.
- Supervise response time for each stage of publication, from receipt of the manuscript to publication or rejection.
- Make editorial decisions reasonably quickly and communicate clearly and constructively with authors.
- Grant reviewers appropriate time to complete their reviews. If the reviewer needs more time to maintain the quality of the decision will be given a prudent time.
- Reevaluate rejected manuscripts if the author presents solid reasons why the decision may have been wrong and is willing to review the manuscript in reply to the valid comments of the reviewers and editors.

Authorship and Responsibilities

Interfases requests authors comply with the following practices:

- Determine which individuals have contributed sufficiently to warrant authorship. Also, based on the level of contribution identifies authors and authors' order in the byline.
- Hold all communication between themselves and the journal in confidence.
- Present a statement accrediting to the originality of the study they have submitted.

- Ensure that the study proposal is original and does not contain plagiarized content.
- Avoid duplicate publication, which is repeating verbatim content from their other publications.
- Follow journal guidelines to reuse any copyrighted material and give precise attribution.
- It is not acceptable for authors to submit a study report to several journals at the same time.
- Suppose authors want to submit their article to another journal while give it is under our consideration. In that case, they must send a formal notification to the journal editor requesting a submission withdrawal from further consideration. All co-authors must agree to the request for withdrawal.

Reviewer Roles and Responsibilities

- Provide constructive, unbiased, written comments on the academic merits and scientific value of the manuscript. Also, indicate if the content of the manuscript is clear, concise, original, and is of interest to the readers of the journal.
- Acknowledge the positive aspects of the manuscript under review, highlight the negative aspects in a constructive way, and indicate recommendations for improvement. Finally, recommend acceptance or rejection of the manuscript.
- Explain your observations in sufficient detail so that editors and authors can understand the rationale for your comments.
- Maintain the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper unless necessary and approved by the editor
- Communicate to the editor your level of competence or experience in the manuscript's subject. Therefore, they should accept an assignment only if they have adequate expertise to provide an authoritative assessment. However, reviewers need not be experts in every aspect of the manuscript content.

- Comply with the editor's written instructions on the journal's expectations for the review's scope, content, and quality.
- Ensure that the article cites all relevant work by other scientists.
- The comments and conclusions of the reviewers should be objective, avoid personal comments or criticism.
- Notify the editor immediately of their inability to submit a review promptly and, if possible, provide alternative reviewers' names.
- Reviewers must follow the instructions for completing a review and submitting the review results on time.

Conflicts of interest

- This journal avoids any conflict of interest and offers readers editorial independence in ways that ensure the highest standards of reliability, transparency, integrity, and ethical principles.
- Manuscript submitted for review will not be used for personal or institutional research unless consented your authors.
- All authors, editors, and reviewers must declare any conflict of interest concerning the manuscripts submitted to this journal not to influence objectivity and impartiality in the review process.
- If a conflict of interest is not disclosed in the review and publication processes and found out, the involved person will be vetoed from participating with the journal. Any review and publication process made will be canceled immediately. Besides, the emitted notification of review will be nullified.
- Anyone who suspects an undisclosed conflict of interest regarding a work published should inform the email interfases@ulima.edu.pe.

Research Misconduct

- This journal does not tolerate research misconduct in any of our publications. Because of that, the journal continually reviews its procedures for handling

ethical issues and findings of misconduct by authors and anyone involved in the peer-review process.

- All accepted manuscripts will go through a plagiarism and image screening check before publication. *Interfases* uses anti-plagiarism software to detect textual similarity with other publications, including instances of self-plagiarism.
- This journal considers research misconduct if authors in the research incur falsification and fabrication of data, piracy, and plagiarism, and absent or inadequate informed consent of human subjects.
- This journal considers the following definitions of misconduct of [Office of Research Integrity \(ORI\)](#):
 - Fabrication is making up data or results and recording or reporting them.
 - Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
 - Piracy is defined as the unauthorized reproduction or use of ideas, data, or methods from others without adequate permission or acknowledgment.
 - Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- If any of the reprehensible situations mentioned above were to happen, the editorial team will contact those involved and demand the necessary data to resolve any suspected behavior considering the guidelines proposed by the [Committee on Publications Ethics \(COPE\)](#).

Image Manipulation, Falsification, and Fabrication

- This journal demands that all authors of a manuscript review images dedicated to strengthening their manuscript upon the original image data before submitting their manuscript for peer review.
- This journal expects authors to avoid modifying images to lead to the falsification, fabrication, or misrepresentation of their results.

- If a specific case of inapt use is detected, the author should be demanded to submit the figure in problem with an authentic representation of the original image data.
 - If comparing the original data with the modified figure indicates that images have been inappropriately but not fraudulently handled, the author should be asked to replace the figures with a more accurate description of the original data.
 - If the comparison shows that fraudulent manipulation has occurred, the first step is to withdraw acceptance of the manuscript.

Citation Manipulation.

Interfases does not allow the following forms of citation manipulation to increase citation rates:

- Coercion. During the peer-review process, anyone else involved in the process requests that authors add citations from their own publishes.
- Reviewers may recommend that authors cite their articles.
- Self-citation. Authors cite disproportionately large numbers of their publications.
- Citation swapping. A group of colleagues agrees to preferentially and frequently cite each other's articles in all or most of their publications.

Corrections and retractions

- The Editorial team monitors the number and types of errors that possibly appear in the journal.
- The Editorial team takes corrective actions when there is evidence of an increase in preventable errors.
- Authors must collaborate with the journal editors in the correction of errors in the published article.
- The editors will begin strong measures on any unusual activity or confirmed misconduct; this applies to published and unpublished articles.

- The journal will issue retractions in the event of evident suspicious findings, redundant publication, plagiarism, among other cases of unethical research practices.
- The Editorial team reserves retractions to cases where findings are severely flawed. The journal may make corrections to the articles published following [COPE's Retraction Guidelines](#).

Copyright and access

- *Interfases* is published under a [Creative Commons Attribution 4.0 International License](#) (CC BY 4.0). This license is recommended for the maximum dissemination and use of the indexed materials. In other words, it allows greater freedom of use and distribution since it admits commercial use as long as the credit to the original creation is recognized.

Archiving

- Our publishing institution archives the journal with CLOCKSS and LOCKSS. In addition, self-archive is encouraged,
- Authors are allowed to reuse their published works in any way with the requisite of recognizing their initial publication in our journal.
- *Interfases* has a mechanism to store safely, archive, and destroy paper and electronic manuscript review files and related content.

Aspects not contemplated in the present statement are resolved based on the [Guidelines on Good Publication Practice](#) of the Committee on Publication Ethics (COPE) in consensus with the decision of the editorial body of the journal.