

## **BOLETÍN DE GEOLOGÍA**

### **Publication ethics and good practice guidelines**

For the **Boletín de Geología** it is very important to maintain high ethical standards in the publication of all articles, which is why it has focused on taking the necessary measures to avoid fraud, plagiarism, fragmentation of publications and other actions that can be considered as bad scientific practices.

The works must be written in Spanish, English or Portuguese. The delivery of a work implies that it is original, high quality and belongs to the field of geoscientific research. In addition, it has not been published previously, and it is not under consideration for publication elsewhere, and if accepted it will not be published elsewhere in the same way or in any other language.

The following are the principles and ethical requirements that will be taken into account for the evaluation of articles in the journal *Boletín de Geología*.

#### **Research Integrity**

According to the *National Research Council of the National Academies* [1], for the individual scientist, integrity represents, above all, a commitment to intellectual honesty and personal responsibility for their actions and a series of practices that characterize responsible conduct in research, which include:

- The intellectual honesty to propose, execute and present the results of a research.
- The accuracy in the representation of contributions to research proposals and reports.
- The equity in peer review.
- The cooperation in scientific interactions, including communications and resource sharing.
- The transparency in potential conflicts of interest
- The fulfillment of mutual responsibilities between researchers and research participants.
- Avoiding the invention or information, counterfeiting or plagiarism (FFP) practices when an investigation is planned, carried out or reviewed; As well as in the publication of the results [2,3].

#### **Scientific Article Authorship**

This corresponds to one of the most important values in science; however, the definition of who should be author of an article varies considerably between different disciplines, as well as among the researchers themselves. The international committees of editors of scientific journals have established authorship criteria for scientific articles [4], which are reviewed periodically, and consider author to the person who has made substantial intellectual contributions to the research. For the recognition of the credits of authorship of the scientific articles, they must satisfy each one of the following characteristics:

- Substantial contributions to conception and design, data acquisition, or analysis and interpretation.

- Article writing or critical review of intellectual content.
- Final approval of the version that has been published.
- Avoid relegating people who have contributed substantially to the manuscript to include others (ghost authors).

### **Conflict of interests**

A condition which must be taken into account in any scientific article is the existence of potential conflicts of interest that the authors of the manuscript may have with the manuscript or conclusions that are published. It is difficult to establish a precise "ethical limit" in which a balance is sought between scientific rigor, free of manipulations for personal or business purposes, and the possibility for industry and institutions to have the capacity to develop new products, Equipment and technologies where their results are in sight of the scientific community. That is, the reader of the article can understand precisely the relationship between the author of the work, the results of the work and the company or entity that is directly or indirectly affected by them.

In accordance with the above, it is important to emphasize that in case of this condition must be clearly expressed on potential conflicts of interest. It should be noted that recognition is mandatory and that the responsibility for doing so is not the work of the editorial Board of the Journal Boletín de Geología, but of the authors of the work.

Initially, the declaration of conflicts of interest, by the authors, should mention the following information:

- Relationship with commercial institutions which support the work submitted.
- Relationship with commercial institutions that may have interest in the area of work.
- Other non-economic relationships which happen to be relevant.

Conflicts of interest must be stated not only by the authors, but also by the reviewers or evaluators and even by the editors of the journals.

### **Publishing Ethical standards for Authors**

The following aspects correspond to requests concerning responsibility and ethics on the part of the authors:

1. The author for contact must have the consent of all authors for the sending and publication of the article that has been submitted for evaluation.
2. All authors must have contributed substantially to the article without omission of any person, detailing the intervention of each one. Other contributions should be indicated in the "Acknowledgments" section.
3. All authors must confirm, through the copyright transfer agreement and conflict of interest (format established by the Journal Boletín de Geología), that they agree to submit their article for evaluation under the criteria defined by the journal.
4. The article must be original. Unpublished. In addition, it should not be simultaneously sent for evaluation to other national or international journal.

5. Ensure that there is no unpublished material copied from other authors, without their consent.

6. All data included in the article, which come from previous work, should be referred, regardless of whether or not they come from the same authors. If the article under evaluation is a sub-analysis of a project that has already generated a previous publication, it should always be cited.

7. The article will be kept in the archives of the Journal Boletín de Geología and it will be considered a valid publication as long as it accomplishes each of the previous criteria.

8. If any of the above points are not met, the authors must immediately notify the journal Boletín de Geología to proceed with withdrawal.

9. The Journal Revista Boletín de Geología maintains the right to return to authors, articles that do not comply with the rules previously described.

10. Authors should cite those publications that have been influential for the work presented. These citations should guide the reader quickly to previous work, as they are essential for understanding the research. In addition, authors are required to search the literature to find, and subsequently cite, the original publications that describe works closely related to the one they present.

11. The fragmentation of research reports should be avoided. A scientist who has done extensive work in a system or group of related systems should organize the publication so that each report fully accounts for a particular aspect of the overall study.

12. Authors should identify the source of all cited or offered information. Information obtained privately, as in an interview, correspondence or discussion with third parties, should not be used or reported in the work of the author without the explicit permission of the researcher who originated the information. Information obtained in the course of confidential services, such as arbitration manuscripts or grant applications, should be treated in a similar manner.

13. Authors should indicate to the editor and readers of the journal whether the information shown in the manuscript could affect third parties by posting the results.

14. No plagiarism is acceptable in the journal Boletín de Geología, a verification will be made using the Turnitin Software. If this is demonstrated, it will imply the immediate rejection of the publication by the editor. The Editorial Board of the journal Boletín de Geología welcomes the definition of the National Science Foundation of the United States - EE. UU about plagiarism as "the appropriation of other people's ideas, processes, results or words without giving proper credit." Authors should not participate in plagiarism - literally or almost verbatim copying, or very close to the paraphrase, of text or the results of another person's work. Authors should not engage in self-plagiarism, also known as duplicate publication. Previously quoted material of the author's previously published work must be enclosed in quotation marks.

It is unacceptable for an author to include significant literal portions of their own work, to explain the results or methodology, previously published as new, without acknowledging the source.

15. Graphics must be free from misleading manipulation.

16. Maintain accurate records of data and analysis, related to the article presented for consideration by the journal Boletín de Geología. When the Editor or the Editorial Board of the journal requires this information (for justified reasons), authors must provide or facilitate access to such information. When requested, the original data will enter a chain of custody that ensures the confidentiality and protection of the information by the journal

17. Carefully review the final version of the article and report possible errors so that they are corrected in a timely manner, prior to publication. In case of finding significant errors, subsequent to the publication of an article, authors should notify the editor in due course, subsequently cooperating with the journal Boletín de Geología in the publication of an errata, appendix, notice or correction.

### **Editor's Ethical Integrity**

The editor, as responsible for the custody of the credibility acquired by the Journal Boletín de Geología and in order to avoid any type of conduct that violates the academic ethics that generate situations of injustice with the authors, should consider the following principles and ethical considerations:

1. The Editor will guarantee impartiality in all the manuscripts that are offered for publication, which will be evaluated by merit regardless race, religion, nationality, sex, seniority or the institutional affiliation of the authors.

2. The editor should provide authors with reasonably rapid response mechanisms during the evaluation and editing process of the manuscript submitted for publication.

3. The Editorial Board is solely responsible for the acceptance or rejection of a manuscript. Their exercise will be responsible and prudent. If necessary, the editor will seek advice from the collaborators, chosen for their experience and good judgment to establish the quality and reliability of the manuscripts submitted for publication. However, if the editor considers that some manuscript is inappropriate for the journal, it has the power to reject it without the need for external advice.

4. The editor and staff related to the journal Boletín de Geología should refrain from disclosing any information about a manuscript during the evaluation process. After the decision has been made, they may publish or publish titles of manuscripts and their authors, which have been accepted for publication. Given the situation of having to reject a manuscript for faults to ethics, the editor can reveal the title of the manuscript and the authors to other national or international journals.

5. The Editor will respect the intellectual independence of the authors and the anonymity of the reviewers. In case it is considered necessary and relevant to reveal the identity and affiliation of the reviewers, by means of an express request to the Editor, the Editor will determine whether it is appropriate or not.

6. When possible, the editor and members of the editorial board should avoid publishing their research work in the same journal where they hold the position. In this sense, when a manuscript is closely related to some current or past research by the editor, in order not to create a conflict of interest, a qualified person should be assigned to assume editorial responsibility for the manuscript

7. When conclusive evidence is provided to the editor about the inconsistency of the main essence or the conclusions of a report published in the journal, it shall be for the publication of the manuscript to clearly indicate the error and, if possible, to correct it. The novelty may be written by those who discovered the error or by the original author.

8. The author has the right to request that certain reviewers not be included for the evaluation of the manuscript because of a conflict of interest.

### **Reviewers' Ethical integrity**

1. Due to the fact that the revision of manuscripts is an essential step in the publishing process, the editor is committed to making a fair and equitable sharing of the manuscript revision.

2. When the reviewer considers that the assigned manuscript is not within the scope of his knowledge and after examination determines that they are not sufficiently qualified they shall inform and return the manuscript promptly to the editor.

3. The reviewer of a manuscript must objectively judge the quality of the complete manuscript and the supporting information of the conclusions. This judgment should include experimental and theoretical data, interpretations and exposures. In addition, it must evaluate that all the above elements maintain the highest scientific and literary standards.

4. The reviewer of a manuscript must respect the intellectual independence of the authors. The criterion of evaluation will never be influenced by the race, religion, nationality, sex, seniority or institutional affiliation of the authors.

5. The reviewer should be sensitive to the appearance of a conflict of interest when the manuscript under review is closely related to its area of research or related to any of its publications. When in doubt, the reviewer must return it immediately, without revision or comments, to the editor explaining the reasons for his decision. Alternatively, the reviewer may submit a signed review that may be sent to the editor in case the editor considers it relevant.

6. The reviewer should not evaluate a manuscript of author or co-author with whom they have a personal or professional connection.

7. The reviewer must treat the manuscript sent for evaluation as a confidential document. They must not show or discuss it with any other person, except in special cases where you feel that specific advice is necessary. If this happens, it must be reported to the editor stating the identity of the person consulted.

8. The reviewer must present and support their judgments accurately so that the editors and authors can understand the basis of their comments.

9. The reviewer should be aware of the form and quality in which the authors cite an idea to validate a result. In this sense, you must indicate the citations of the relevant works of other scientists that validate an idea, result or conclusion. In addition, it shall immediately inform the editor of any substantial similarity between the manuscript in question and any document published or simultaneously submitted in another journal.

10. The reviewer should act promptly to submit comments and observations of the manuscript. In case it is impossible to examine it, they should proceed immediately to its return. In case you decide to accept but can not meet the time indicated by the journal, it must notified the Editor of the possible delay in sending and propose a date for delivery of the review.

11. Reviewers should not use or disclose unpublished information, arguments or conclusions of a manuscript reviewed, unless the author's consent is available. If the information presented in the manuscript is inaccurate or has no relation to the objectives and mission of the journal, the reviewer may suspend the work and inform the editor.

12. When revising a manuscript, severe criticism can be justified. In all cases it should be for the benefit of the work. There is no case it should be taken personally. In addition, the comments should be written in terms not offensive to the authors. In the event that abusive expressions are used for the authors, and if they consider that their ethical, intellectual and scientific integrity are being offended, they have the right to ask the editor to change the reviewer.

## **Referencias**

[1] National Research Council of the National Academies. Integrity in Scientific Research: creating an environment that promotes responsible conduct. 2002.

[2] Horner J, Minified FD. Research ethics III: publication practices and authorship, conflicts of interest, and research misconduct. J Speech Lang Hear Res. 2011; 54: S330-45.

[3] Avanzas P. et. al. Consideraciones éticas de la publicación de artículos científicos: Revista Española de Cardiología. 2011; 64: 427-9.

[4] International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publications. 2009 [citado 2/3/2014]. Available at: <http://www.icmje.org>.