

Comunicación Journal Code of Ethics and Guidelines for Good Practices

Below are the obligations and Good practices related to ethics and quality in the review and publication processes of *Comunicación* journal.

I. Authors shall:

1. Accept the code of ethics and Good practices of *Comunicación* journal.
2. Meet the publication conditions established by *Comunicación* journal.
3. Submit articles with original, accurate information.
4. Submit articles solely to *Comunicación* journal; no submitted text should be sent to other journals simultaneously.
5. Fulfill the requests of the editor and the Editorial Council of *Comunicación* journal to ensure the due review and publication process of the submissions.
6. Comply with the third edition in Spanish of the *Publication Manual of the American Psychological Association* regarding annotated bibliographies, including guidelines to avoid plagiarism and self-plagiarism.
7. Certify that submissions comply with intellectual property law.
8. Abide by the good research practice guidelines decreed both nationally and internationally. For example, should research on human beings carried out in Costa Rica, research should abide by Costa Rican Law N° 9234; internationally, Declaration of Helsinki, the Universal Declaration of Bioethics, and the UN's Universal Declaration of Human Rights.
9. Submit articles resulting of complete and definitive research.
10. Certify that the results of research in which the submission is based have not been determined or altered by personal or economic gain.
11. Accept responsibility for the authorship of the submission, even after publication.
12. Withdraw a submission if necessary after formally citing the reasons.

Note: Should the submission be in the review or publication process, failure to comply with these duties shall result in its rejection. If the submission has already been published, it shall be withdrawn from the journal's website, citing the reasons for its removal. Authors shall be duly notified in both cases.

II. Editors shall:

1. Certify the proper development of the revision, review, and publication processes.
2. Seek to carry out the review and publication process effectively and efficiently.

3. Uphold good communication amongst authors, reviewers, the editorial council, and any other party involved in the review and publication processes.
4. Corroborate that submissions are original, including the possibility of plagiarism and self-plagiarism.
5. Select reviewers with the adequate competencies to review submissions.
6. Ensure the confidentiality of all parties involved in the peer review process.
7. Send feedback to the authors on the review and evaluation processes, as well as the results of the peer review, in a timely fashion.
8. Verify that the authors comply with the obligations set forth herein.
9. Promote the upkeep and addition of the journal in indexes and databases, and disseminate the knowledge in the journal by other media outlets.

III. The Editorial Council shall:

1. Support the editorial process in all its stages.
2. Ensure compliance with the Journal's publication conditions and code of ethics.
3. Contribute to the Journal's outreach in scientific and academic media.
4. Determine the submission's eligibility and, if necessary, make recommendations for improvement.
5. Make sure that the editorial process is impartial.
6. Ensure the quality of every step of the editorial process.

IV. The peer reviewers shall:

1. Employ the guidelines established by the Journal to review submissions.
2. Review only those submissions that match their competencies and knowledge.
3. Meet the deadlines stipulated in the submission review request.
4. Respect the confidentiality of the data in the submission.
5. Communicate assertively when offering feedback in submission reviews.
6. Utilize the data in the request for review and the submission content only during the review process.
7. Point out possible conflicts of interest in the review process or in the content of a submission.
8. Refuse to review a submission if any factor of the author's identity or personal interests compromise the reviewer's impartiality during the process.
9. Communicate with the journal editor only to report concerns or irregularities regarding the review process or the data in the submission.

Bibliography

Center for the Study of Ethics in the Professions. (2020). The Ethics Codes Collection. Retrieved from <http://ethicscodescollection.org/>

Committee on Publication Ethics (COPE). (2011). Code of conduct and best practice guidelines for journal editors. Retrieved from https://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf

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