

## Ethics and Publication Policies

### Introduction

Revista Ingeniería UC, as a quarterly scientific publication includes three issues (April-August - December) for each volume in a year, reaches the continuous generation of contents as principal media of diffusion academic, scientific and technological of the Faculty of Engineering at Carabobo University. The primary language of the journal is Spanish, managing English as a second language, all articles include title, abstract and keywords in both.

Also, committed to maintain the highest ethical standards, are performed actions against any anti-ethics practice or professional negligence. Plagiarism is strictly forbidden and our authors and other researchers must express formally that their manuscripts are original, unpublished, and not have been submitted to arbitration process in other journals simultaneously. In the other hand, is expressly forbidden the copying or plagiarism, partially or in its entirety, of other works. An article to be published has as requirement knowledge by the authors of the ethic policies, that are reflected in the signing of “*Compromise Letter*”.

### Anti-ethics practices and professional negligence

Due scientific and technological aspects, Revista Ingeniería UC needs to ensure the veracity of all information provided including technical data, diagrams, tables and figures, experimental designs, methodologies, among others, being vital the cite of the respective references indicating with the usual standards when the information is taken verbatim. Considering as serious faults involving a disciplinary process:

- a) **Copy or plagiarism:** present data or ideas as own, partially or entirety, from other works.
- b) **Falsification or adulteration:** modification or change presented data. Omitting information in such way that the investigation is not completely presented.
- c) **Presentation of untrue data:** manufacturing and handling of presented information that does not arise from real data derived from research.
- d) **Research segmentation:** fragmentation of a study in different parts with the intention of generating more than one product with the same work for publication, even in different journals, without recognizing original source.
- e) **Alteration of author and coauthors:** Exclusion of members participating in the investigation or inclusion of members without a direct role. Also, any alteration of author-coauthors, must be justified and will not be considered after has been closed edition process.
- f) **Alteration of arbitration process:** any attempt that affects the arbitration process (double blind peer-review). Communication between an arbitrator and authors of manuscript, is strictly prohibited.

### Review process and arbitration

The authors will be guided through four phases including a preliminary review, arbitration process (peer-review, double blind by external reviewers), final edition and assembly and correction of style and redaction. All the content will be sent to an objective reviewing process by experts in knowledge field, who following the guidelines of the Evaluation Format will communicate the results obtained, allowing the Editor-Chief to know the recommendations made and the respective verdict. In addition, the review process is strictly

confidential, and the reviewers should not have interest conflict.

The revision of the manuscripts will allow to evaluate technical quality based on originality and presence of significant advances in the field of engineering and related sciences, considering the relevance of content, methodological approach and findings obtained and references to previous contributions. Taking as a premise organization of the structure of manuscript and compliance with presentation rules.

Based on review process results, is proposed to the Editor–Chief:

- Publication, without changes.
- Publication, after minor changes, the authors are committed to make the respective adjustments according to the evaluation.
- Publication, after major changes, the authors are committed to make the adjustments and modifications required according to the evaluation results, subject to a new revision.
- Publication of a short version of the manuscript as a emphTech Note, in which case the authors will be notified and will execute the modifications that may take place.
- Publication in another journal, in which case the recommendation to the authors will be made.
- Rejection of the manuscript for publication, in which case new versions will not be received.

Once the review is completed, the manuscript will be elevated to the editing process, where with the intention of ensuring the quality of the publication, may be requested condensation, deletion or incorporation of tables, figures, and equations, considering that the editorial committee could make relevant modifications without affecting the content, as well as would decide about publication if the authors do not respond satisfactorily to the comments made. The edited manuscript will be submitted to the authors for approval.

## About the responsibility of authors

Authors who submit their manuscripts for publication in Revista Ingeniería UC, are in knowledge that them will be subjected to a double-blind peer review and arbitration process, and are obliged to:

- Sign the “*Compromise Letter*”, stating that the content of manuscript sent to the journal is original and unpublished: it has not been published, it is not duplicated or redundant, it is not being simultaneously submitted to arbitration for publication by another means of diffusion, and finally that the data presented are original and true. Furthermore, the author and coauthors yield patrimonial rights to the journal, but maintain their rights as intellectual authors.
- Previous submits of the manuscript to other journals should be avoided or recognized, and it is necessary to present a communication from the other journal where the arbitration process are left without effect and the motivations considered.
- Should be carefully documented and cited as references, all materials/data used from other research, indicating when they are taken verbatim. Duplication of previous works is not allowed.
- The authors must clearly specify the information related to sources of financing for the development of research.
- Authors should respond timely all communications of Editorial Committee.
- When an error is detected, the author is obliged to retract and make the appropriate corrections.
- Respect to the identification of authors, should be indicated the name of author and coauthors, that have significantly contributed on the research and have been involved in its development, avoiding to include persons who

are not linked to it. The authors and coauthors must be members of a higher education institution or a recognized research structure, providing detailed information related to their affiliation, contact email and any other element that allows their identification.

### **About the responsibility of reviewers – arbitrators**

Once upon the manuscript is received, with the Normative of Publication and Evaluation Format of Revista Ingeniería UC, reviewers are obligated to inform immediately, if accept or refuse review the document and must explain the motives about it. In the event that arbitrators have intellectual or material interest related to the manuscript under review, must be voluntarily inhibited them, thus avoiding Conflict of Interest.

The reviewers must reject the revision of manuscripts, when they are outside their area of expertise or technical and scientific specialization. In other hand, the arbitrators or reviewers must complete the expected Evaluation Form, as well as make the observations that they consider pertinent about the manuscript evaluated, which includes, as the case may be, all those proposals aimed at improving the presentation and analysis of results, and the incorporation of investigations of relevant referents, taking into account that the sending of information to the Editor–Chief is mandatory and strictly confidential.

### **About the responsibility of Editorial Committee members**

The Editor–Chief of Revista Ingeniería UC, will carry out a preliminary review upon receiving the manuscript, considering the characteristics of the corresponding editorial line. Once this revision has been completed, it will proceed to propose the reviewers or arbitrators according to the area of knowledge.

The Editor–Chief will be responsible for sending the respective communications to the authors, with respect to the observations issued by the reviewers or arbitrators, and conduct the process

to corrective measures are taken. Likewise, it will decide on the acceptance or not of the manuscript in response to the comments of the appointed arbitrators or reviewers. The Editorial Committee will manage the information related to the articles with confidentiality criteria.

The Editorial Committee will ensure compliance with ethical practices. In addition, the editorial committee makes an effort to identify and prevent the publication of articles that involve misconduct during the investigation. At the same time, any type of accusation must be treated responsibly, initiate the inquiries for the substantiation file, through which it will be decided if a disciplinary process is necessary, that implicates:

- Admonish: a letter with the conclusions of the disciplinary process is sent to the authors.
- Retracted article: it will include a letter of explanation of the reasons with the conclusions of the disciplinary process, and the article will be marked with a retraction note.
- Suspension: the authors are notified that manuscripts will not be received for publication during the corresponding sanction.

The Editorial Committee is responsible for the publication of any note, reasonable criticism, erratum or apology regarding the manuscripts published in previous issues.

### **Plagiarism Check**

Revista Ingeniería UC uses for plagiarism control the detailed review of the report generated through a combination of available tools, specifically plag.es and Plagiarism Checker by Quetext, additionally through Google Advanced Search with verification of tables, equations, and figures.

### **Digital preservation**

Revista Ingeniería UC uses to digital preservation of its articles, saving zip file with L<sup>A</sup>T<sub>E</sub>X format, also via Marcalyc 2.0 makes marked file generating XML JATS file. Also, includes PKP Preservation Network Plugin.

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