

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

The attitude and rules of Convocarte followed in the editorial and publishing processes are given below for all parties involved.

Convocarte is a peer-reviewed scientific journal, committed to insuring the highest standards of editorial ethics. Full agreement of all parties involved is required in the publishing process (Direction, Editorial Board, Authors, Reviewers and Publisher) regarding ethical standards of behavior. We uphold the following principles based on the Code of Conduct and Publication Malpractice Statement for Journal Editors of the Committee for Publication Ethics – COPE (<http://publicationethics.org>)

1. RESPONSIBILITIES OF EDITORS AND EDITORIAL STAFF

Publication Decisions

The Editor-in chief and editorial staff of Convocarte are responsible for:

Deciding which submitted manuscripts should be published. This decision is guided by the journal's editorial guidelines, as described in <http://convocarte.belasartes.ulisboa.pt/index.php/processos-editoriais>, as well as by the legal requirements regarding defamation, copyright violations and plagiarism.

Advising guest editors, authors and reviewers on what is expected of them, as well as explaining the peer-review process

Advising new members of the editorial staff on their duties, and maintaining all the staff updated on any new policies or developments.

Publishing corrections, clarifications, disclaimers and notes of apology whenever necessary.

Confidentiality, Disclosure and Conflicts of Interest

Editors and editorial board members will:

Refrain from using unpublished information disclosed in a submitted manuscript for their own research purposes without the authors' explicit written consent. Privileged information or ideas obtained by editors as a result of handling the manuscript will be kept confidential and not used for their personal advantage. Editors will recuse themselves from handling manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies or institutions connected to the papers; instead, they will ask another member of the editorial staff to consider the manuscript

Not disclose any information about a submitted manuscript to anyone other than the corresponding author, potential reviewers, other editorial advisers and the publisher, as appropriate

Insure the anonymity, fairness and impartiality of the peer review process (double-blind peer review), as well as the confidentiality of all the information regarding them. Furthermore, they will ensure the protection of authors' and reviewers' identity.

Guarantee that the unpublished contents disclosed in a submitted manuscript are not used in the research carried out by any member of Convocarte's Editorial Staff without the authors' declared consent;

Fair play and independence

Editors evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study's validity, clarity) and its relevance to the journal's scope, without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation

Decisions to edit and publish are determined by the scientific and ethical quality of the submitted study, and relevance to the scope of the journal. Editorial decisions are not affected by the policies of other agencies outside of the journal itself. The Editor-in-Chief has full authority over the entire editorial content of the journal and the timing of publication of that content.

Involvement and cooperation in Investigations

Editors (in conjunction with the publisher) will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behaviour will be looked into, even if it is discovered years after publication. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or other note as may be relevant will be published in the journal. Whenever there is suspicion of malpractice, Convocarte will follow the guidelines as defined in <http://publicationethics.org/files/Full%20set%20of%20flowcharts.pdf>;

2. RESPONSIBILITIES OF GUEST EDITORS

Guest editors are responsible for:

Defining the theme and role of each manuscript in the corresponding theme section of the issue;

Providing clear guidelines to authors regarding the theme/scope of their contribution and the overall concept of the issue.

Guaranteeing, in collaboration with the editorial staff, that suitable reviewers are chosen for all the manuscripts (whether commissioned or submitted by invitation)

Developing and maintaining a data base of relevant reviewers, updated according to performance track-records:

Defining, in collaboration with editorial staff, a timeline for manuscript submission and respective peer review, as well as final submission deadlines, guaranteeing that all deadlines are kept;

Writing an introduction to the issue.

3. RESPONSIBILITIES OF AUTHORS

Reporting Standards

Authors of original research reports should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should

be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review articles should be accurate, objective and comprehensive.

Authorship, Originality, plagiarism and acknowledgement of sources

Authors will submit only entirely original works, and will appropriately cite or quote the work and/or words of others. Publications that have been influential in determining the nature of the reported work should also be cited

Plagiarism constitutes an unethical behavior in publication in all its forms, and it is unacceptable;

Authors must guarantee that the submitted manuscript has never been previously published;

Authors must not submit the same manuscript to more than one publication at the same time. This constitutes an unethical practice and will be considered unacceptable;

Authorship of a submitted manuscript must be limited to those who contribute significantly in the conception, execution and/or interpretation of the written study. All significant contributors must be listed as co-authors. Any other participants in certain aspects of the research must be acknowledged as collaborators;

Disclosure and conflicts of interest

All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Fundamental Errors in Published Works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and to cooperate with the editor to retract or correct the paper in form of an erratum.

4. RESPONSIBILITIES OF REVIEWERS

Scientific peer review supports the decisions of Convocarte's Editor in Chief and editorial staff, and it helps authors perfect their papers through their editorial communication with authors.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and withdraw from the review process, enabling the Editor and editorial board to contact substitute reviewers

Confidentiality

Any manuscript received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by the editor in chief who may not give approval without author consent.

Fair Play and Editorial Independence

Reviewers evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study's validity, clarity) and its relevance to the journal's scope, without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation

Disclosure and Conflict of interest

Reviewers not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions associated with the papers

Any privileged information or ideas obtained from the peer-review process must be kept confidential and may not be used for personal advantage;

Acknowledgement of Sources

Reviewers should identify cases in which relevant published work referred to in the paper has not been cited in the reference section. They should point out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify the editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge;

Reviewers should inform Convocarte's direction if they are aware of any violation of author rights and/or plagiarism on the part of any author;

Standards of Objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments, enabling authors to perfect their papers;

5. RESPONSIBILITIES OF THE PUBLISHER

As the publisher of Convocarte, CIEBA (Research Centre for the Fine Arts) will:

Provide effective support to the Direction and editorial staff of Convocarte, helping them to comply with COPE's code of conduct for Scientific Journals;

Guarantee the autonomy of editorial decisions

Protect the intellectual property and author's rights of Convocarte and its contributors.

Guarantee that good practices are upheld in view of the norms above.