

# Code of Ethics and Malpractice Standards

## Publication Ethics and Malpractice Statement of MenteClara Foundation's Peer-reviewed Journal

The Editorial Committee of the MenteClara Foundation's Peer-reviewed Journal (RCAFMC) is committed to guaranteeing the highest ethical standards in its publication. Therefore, we require the agreement of all parties involved in the act of publication (editorial team, authors and external evaluators) to ensure faithful compliance with these standards. We agree to the principles of the declaration of ethics and good practices in the publication based on the Code of Conduct and Best Practices for Journal Publishers of the Committee on Publication Ethics (COPE) (available at <http://publicationethics.org/> ).

### RCAFMC Editorial Team's Responsibilities

The Director, the Drafting Committee and the Scientific Committee of the RCAFMC are responsible for:

- a) Deciding which articles sent to the journal are coincident with the editorial theme. This decision is guided by the rules of the journal established at <https://fundacionmenteclara.org.ar/revista/index.php/RCA/about/editorialPolicies#focusAndScope> <https://fundacionmenteclara.org.ar/revista/index.php/RCA/about/submissions#authorGuidelines> and the legal requirements on defamation, copyright infringement and plagiarism.
- b) Informing the associated institutions, authors, and invited reviewers about everything that is expected of them, as well as informing them about the peer-review process.
- c) Informing the new members of the Editorial Team about their functions and keep current members updated on new policies and improvements introduced.
- d) Evaluating the articles received solely based on their academic and intellectual merit, regardless of factors such as race, age, gender, sexual orientation, disability, ethnicity, religious beliefs, nationality, political orientation or social class of authors.

- e) Ensure that the peer review process is anonymous (double blind), fair, and impartial and that all information concerning it is confidential.
- f) Verifying authors do not pay any sum of money for processing charges (APC) or any other kind to guarantee the interest that our journal pursues to publish only high quality articles in open access and that it could be affected if there would be some economic interest to publish an article.
- g) Ensuring the correct selection of external reviewers and that they receive adequate financial compensation for their work to ensure the review process is carried out by high-level professionals and in a timely manner since, from our perspective, it is not ethical to request they make such an effort without proper financial compensation.
- h) Designating, in case of controversies among the external reviewers peers, a member of the Scientific Committee, who will be in charge of resolving this controversy by recommending one of the three possible options: final acceptance, acceptance with corrections or rejection.
- i) Ensure that no member of the Editorial Team or external reviewers use the unpublished materials of a submitted article in a piece of research of their own without the express written consent of the author.
- j) Taking reasonable measures in case of complaints about an article submitted or published. In case of suspicion of bad practices, you will follow the COPE flowcharts, available at <https://publicationethics.org/files/Full%20set%20of%20flowcharts.pdf>
- k) Publishing corrections, clarifications, retractions, and apologies when necessary.

## Associated institutions' Responsibilities

The associated institutions are responsible for:

- a) Defining, in agreement with the RCAFMC Editorial Team, the theme of the call and the role of each article in the monographic issues.
- b) Providing a clear guide to authors on the subject and scope of their contributions and the general design of the monographic issue.
- c) Ensuring, in collaboration with the RCAFMC Editorial Team, the selection of appropriate reviewers for all articles submitted through a call for papers.

d) Establishing a work presentation schedule, arbitration, final review of the presentation, together with the Editorial Team, ensuring that all deadlines are met.

e) Writing, in agreement with the Editorial Team of the RCAFMC, the entry of the monographic issue.

## Authors' Responsibilities (See [Author Guidelines](#))

a) Authors of papers resulting from original research must inform the work done rigorously and present an objective discussion of their meaning. The data underlying the investigation must be accurately represented in the article. Fraudulent or intentionally inaccurate statements constitute unethical behavior and are unacceptable.

b) Authors must declare in writing that they have not submitted their article to another journal. This is unethical behavior and publication is unacceptable.

c) Authors should ensure that their work is original and that any work or words of other authors, contributors or sources have been duly accredited and referenced.

d) Authors should cite the publications that were decisive in the nature of the work submitted and express in writing that other works have not been copied or plagiarized, in whole or in part. Plagiarism is unethical behavior in the publication in all its forms and is unacceptable.

e) Authors should ensure that the submitted article has not been published in another journal.

f) The authorship of the submitted article should be limited to who contributed significantly to the conception, design, execution or interpretation of the informed study. All those who participated with significant contributions must appear as co-authors. If other people have participated in certain substantial aspects of the research project, they should be recognized or listed as contributors.

g) The author responsible for exchanging correspondence with the journal should ensure that all appropriate co-authors are included in the list of authors of the article and that there is consensus among all co-authors in the approval of the final version of the article and its presentation for publication.

h) Authors must disclose financial conflicts or other conflicts of interest that may influence the results or interpretation of their articles. All sources of financial support should be mentioned.

i) When an author discovers a significant error or inaccuracy in his own published work, it is the author's obligation to immediately notify the Editorial Team of the journal and cooperate with them to correct or eliminate the article published in the journal.

## Reviewers' Responsibilities (See [Peer Review Process](#))

a) Any reviewer who is asked for an opinion that does not feel qualified to review the research described in the article or who knows that his or her evaluation cannot meet the deadline must immediately notify the Editorial Team to contact another qualified evaluator.

b) All items received for peer review should be treated as confidential documents.

c) Any internal information or ideas obtained through peer review must be kept confidential and cannot be used for personal gain.

d) Reviewers should inform the journal if they are aware of any copyright infringement or plagiarism by the author.

e) Opinions must be structured objectively and comments must be made clearly and based on arguments that support them so that authors can use them to improve their article.

f) Reviewers evaluate the articles based on their content and regardless of factors such as race, age, gender, ethnicity, sexual orientation, disability, religious beliefs, nationality, political orientation or social class of the author.

g) Reviewers should not evaluate articles in which they have conflicts of interest as a result of competitive, collaborative or other relationships or links with any of the authors, companies or institutions related to the articles.

h) Reviewers should also consider when preparing their conclusions, if there are possible conflicts of interest and keep confidentiality by not exposing the material to other people. If you need the opinion of another colleague about the article, you must request written authorization of the Editorial Team in advance.

## MenteClara Foundation' Responsibilities

As editor of the RCAFMC, the MenteClara Foundation:

- a) Provides practical support to the Director of the RCAFMC and the Drafting Committee and Scientific Committee to follow the COPE code of conduct established for scientific journals.
- b) Ensures the autonomy of editorial decisions.
- c) Protects intellectual property and copyright.
- d) Fully funds the journal with its own resources and without accepting financial contributions from authors or entities that finance research of authors who submit their work to the journal to guarantee there are no conflicts of interests of economic nature. We consider it bad practice and unethical behavior to receive financial compensation from authors or those who finance the author.
- e) Ensures that Best Practices are maintained taking into account the standards established above.

Editorial Committee



Camino General Belgrano 2648, Berazategui, Buenos Aires, Argentina.  
+54 11 52172371