

Code of ethics of the editorial process in the journal Gestión de la Educación

Introduction

The ethical regulations of the editorial process represent the rules, that the editorial body, evaluators committee and authors, must know and follow with the purpose of keeping and strengthen the trust that the scientific community expresses in each edition.

Therefore, the Code of Ethics of the Editorial process of the journal Gestión de la Educación has as objectives:

To prevent that the editorial process of any edition of the journal might be affected by an inappropriate or fraudulent ethical behavior for an intentional o culpable action provoked by a member of the editorial body, evaluators committee or an author.

To guarantee to the national and international scientific community in the subject of administration and management of education, a transference of information, and an original, novel and high quality academic and scientific knowledge.

To achieve those objectives, each part involved in the process has to follow these responsibilities:

Editorial Body Ethical responsibility

The editorial corps constituted by the Director, the editor, the co-editor, the quality management editorial board and the international scientific committee which main function is to advise and evaluate the editorial management to establish the strategic lines to the strengthening and development of the journal. A person might commit an ethical irresponsibility if:

1. Disrespect the confidentiality of the author's information and the evaluators along the process of the articles evaluation
2. Makes an inappropriate partial or total use of the information contained in the rejected articles after the evaluation process.
3. Applies irregularly or partially the acceptance criteria of an article to start with the evaluation process.
4. Slants the objectivity of the evaluators with the purpose of favor the acceptance or rejection of an article.

5. Disdains to keep tracking the situations related to suspicious plagiarism or interests conflict of an author or evaluator.
6. Put ahead the academic and scientific content of an article, to aspects related to the author's race, gender, religious beliefs, ethnic origin, nationality and political philosophy.

Author's ethical responsibility

The author is the person that, through the production of the article, describes and establishes information that contributes to the academic and scientific development of the administration and management of education. When the author develops the production of an article, must avoid every action that might take him/her to the possibility of committing an ethical irresponsibility for:

1. Plagiarism: The author takes or uses, in the articles' development, words, phrases, ideas, expressions used by others as his or hers, for the absence or lack of the source credentials.
2. Auto plagiarism: use by the author of investigations or other works already published, that even when they are intellectual author's property, are modified or adjusted in one or more parts: tittle, abstract, introduction, theoretical basis, methodology, results, discussion or conclusions with the purpose of achieving a new publication.
3. Credential of authorship: Author's individual appropriation of a writing for a publication, when exist other authors that participated in the production and for this reason, writings co-authors.
4. False authority: Inclusion of an author as co-author of a writing for its publication when the person has not participated in the production.

In relation to the above, it is fundamental that the author can guarantee the intellectual property of every proposal developed in the article and that they have not been used. Secondly, it can be demonstrated that does not exist other authors or the ones who are associated as authors actually participated in the production of the article.

Evaluators committee ethical responsibilities

Members of the evaluator committee conformed an expert consulting organism that guarantees the content quality in each article. This valuable support to the editorial process represents an intellectual and altruist contribution from each evaluator to the academic and scientific community. For this reason, evaluators do not receive any economical compensation. Besides, evaluators constitute,

according to the list of evaluators the journal publishes, the group of elite experts in administration and management of education which anonymous auditory certifies the quality in the journal editorial.

Nevertheless, in spite of the fact that evaluators and authors do not meet, there is a possibility that the evaluator commit an ethical irresponsibility when:

1. Because of the lack of time does not evaluate the article appropriately. Therefore, the evaluator does not give an appropriate evaluation affecting the author with a rejection, or the editorial process accepting an article that must be rejected affecting the image of the Journal Gestión de la Educación.
2. Because of the lack of knowledge or experience in the article's subject, the evaluator develops an evaluation without scientific or academic criteria. Therefore, giving a subjective evaluation that can affect the author's effort with a rejection, or the quality of the editorial process accepting an article that must have been rejected.

Thus, due to these situations, the author that integrates the evaluators committee must abstain, or request to be dispensed of doing his/her important work when it is considered that the evaluation requested does not have the time required in that moment, or does not have the knowledge in the specific subject required in the article.

About the actions for committing an ethical irresponsibility

In case of identifying a situation of a supposed action of ethical irresponsibility of a member of the Editorial Body, the evaluators committee or the author during the editorial process, it will be developed in agreement with the following phases:

1. Integration of a commission of inquiry: It will be designated by the editorial board, and it will be formed by the Journal's Director, a member of the editorial body, and the evaluator or member of the editorial body that identified the supposed action. Its task is to determine if there is an ethical irresponsibility.
2. In person or virtual synchronic audience with the person identified for the supposed action against the Code of Ethics of the editorial process of the Journal Gestión de la Educación. The person attends the audience with the right to defend and present the evidence that consider relevant for the corresponding deposition.
3. Once the audience was conducted and analyzed the depositions the commission of inquiry will present a final report to the editorial board in which based on the evidence determine if there is an ethical

irresponsibility committed by the person accused for the supposed infraction.

4. The editorial board communicates to the person accused the result of the investigation. The person could be absolved of the supposed ethical irresponsibility or if it was proved the ethical irresponsibility. According to the result:
 - a. If the person is member of the editorial board: the cessation and disqualification for the future to be an evaluator or author for the journal for a period of five years.
 - b. If the person is a member of the evaluators committee: the cessation and disqualification for the future to be part of the editorial body, or journal's author for a period of five years.
 - c. If the person is an author: the disqualification to be part of the editorial body or the evaluator's committee, and to submit articles as author or co-author for at least five years.