

INFAD Publication Ethics & Publication Malpractice Statement

PEMS supports combined efforts by the members of the editorial board, authors, reviewers and publishers to produce a responsible research publication.

These guidelines are based on the COPE's Principles of Transparency and Best Practice Guidelines and the COPE Code of Conduct. More details can be found at: <https://publicationethics.org>

Duties and responsibilities of editors

Editorial Board

Editorial board will be created from recognized experts in the field. The editor will provide full names and affiliations of the members as well as updated contact information for the editorial office on the journal website.

Publication decisions

This journal employs a double-blind review process. All contributions will be initially assessed by the editor. The editor is solely and independently responsible for selecting, processing, and deciding which of the articles submitted to the journal meet the editorial goals and could thus be published.

Editors should publish guidance to either authors and reviewers on everything that is expected of them. This guidance should be regularly updated and will refer or link this code. The editor is responsible for the final decision regarding whether or not the paper is accepted or rejected.

Peer review process

All articles submitted for possible publication are subjected to a double-blind, peer review process. Articles are first reviewed by editors. The editor may reject it out of hand either because it is not dealing with the subject matter for that journal or because it is manifestly of a low quality so that it cannot be considered at all. Articles that are found suitable for review are then sent to two experts in the field of the paper. Referees of a paper are unknown to each other.

Editors should publish guidance to either authors and reviewers on everything that is expected of them. This guidance should be regularly updated and will refer or link this code.

Fair play and editorial independence

Editors should evaluate manuscripts for their intellectual content without regard to the author's race, gender, sexual orientation, religious belief, ethnic origin, citizenship or political philosophy. Editors' decision to accept or reject a paper for publication should be based only on the paper's importance, originality and clarity, and the study's relevance to the aim of journal.

Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself.

Digital Archiving

This journal uses the LOCKSS system to create a distributed storage system among participating libraries and allows the creation of permanent archives in the journal for conservation and restoration purposes.

Confidentiality

Editors and editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors will recuse themselves from considering 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 board to handle the manuscript.

If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern. It should be ensured that the peer-review process for sponsored supplements is the same as that used for the main journal. Items in sponsored supplements should be accepted solely on the basis of academic merit and interest to readers and not be influenced by commercial considerations. Non-peer reviewed sections of the journal should be clearly identified.

Publication ethics

Editors (together with the publisher and/or society) 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. INFAD editors follow the [*COPE Flowcharts*](#) when dealing with cases of suspected misconduct. 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.

Duties and responsibilities of authors

Publication and Submission fee

Full information about fees is clearly stated on the journal's website before authors begin preparing their manuscript for submission.

No fees or charges are required from authors for the submission and evaluation of the articles. After reviewing and accepting the document, the author or authors of the article will collaborate with the maintenance and provision of online tools for publishers and authors, production and hosting of articles, liaison with abstract and indexing services, as well as other customer services.

In the case of INFAD Congress participants, they will not pay neither submission nor publication fee beyond the Congress registration fee.

Peer review

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

Open Access Policy

This is an open access journal which means that all content is freely available without charge to the users or their institutions. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. This is in accordance with the Budapest Open Access Initiative ([BOAI](#)) definition of open access.

The journal as a freely available online resource means that authors are required to agree with this open access policy which enables unrestricted access and reuse of all published articles. All authors agree to the Attribution-NonCommercial-NoDerivatives 4.0 International license (CC BY-NC-ND 4.0).

Reporting standards

Authors of original research 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 and professional publication articles should also be accurate and objective, and editorial "opinion" works should be clearly identified as such.

Data access and retention

Authors may be asked to provide the raw data (it refers to the results of observations or experimentation that validate research findings) in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Multiple, redundant or concurrent submission/publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and unacceptable. In general, an author should not submit for consideration in another journal a previously published paper.

Acknowledgement of sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately (from conversation, correspondence or discussion with third parties) must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author(s) of the work involved in these services.

Authorship of the paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about who has funded research and on the role of the funders in the research.

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 cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

Hazards and human or animal subjects

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript. If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that they have been approved by the appropriate institutional committee(s). Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

Duties and responsibilities of reviewers

Contribution to editorial decisions

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. Peer review is an essential component of formal scholarly communication. Authors who wish to contribute to publications have an obligation to do a fair share of reviewing.

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 excuse himself from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should 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 connected to the papers.

Duties of the Publisher

Ownership and management

The ownership and management of INFAD journal is in charge of Asociación de Psicología Evolutiva y Educativa de la Infancia, Adolescencia, Mayores y Discapacidad (INFAD), which will always be clearly indicated on the journal's Web site.

Publisher shall not use organizational names that would mislead potential authors and editors about the nature of the journal's owner.

Website

Publisher, through INFAD journal's Web site (www.infad.eu/RevistaINFAD/OJS/) will always demonstrate that care is taken to ensure high ethical and professional standards.

Publishing schedule

Two issues are published per year (semi-annual periodicity). The periodicity at which INFAD journal publishes will be clearly indicated in the website.

Name of the journal

The Journal name is and will be unique and not be one that is easily confused with another journal or that might mislead potential authors and readers about the Journal's origin or association with other journals