



Code of Ethics or Statement of Ethical Principles and Best Practices

for the journal “Acciones e Investigaciones Sociales” (Social Action and Research)

The Faculty of Social Sciences at the University of Zaragoza is committed to promoting ethical conduct in the publication of its journal “Acciones e Investigaciones Sociales” (Social Action and Research), taking as its reference the principles published by the *Committee on Publication Ethics* (COPE): <http://publicationethics.org/>

It is essential that all parties involved in the editing process – editorial team, reviewers and authors – should be acquainted with and abide by the principles or commitments enshrined in such code.

Editors’ Commitments

- 1. Governing Bodies.** All members of the Board of Directors of the Social Action and Research (SAR) journal lecture at the Faculty of Social Sciences of the University of Zaragoza, and form a team of professionals of renowned experience, both in the academic world and also in the workplace.
- 2. Peer Review Process and Editorial Decision.** In order for editorial decisions to be taken as expertly and objectively as possible and provide the authors with critical feedback, all articles received should be evaluated through a peer review process requiring serious and rigorous procedures based on transparent, public assessment criteria. The journal has an extensive team of reviewers selected for their expertise and knowledge of the subject of the article submitted for publication.
- 3. Deadlines of the Editorial Process.** The editorial team undertakes to comply with the deadlines established for the review and publication of accepted articles. Deadlines are determined as follows: a) 30 days for the acceptance or rejection of work received; b) 180 days for the scientific peer review process; and c) for the waiting list for all work accepted, the editorial team guarantees that such articles will be published in the journal’s next issue.
- 4. Gender Parity.** The Board of Directors shall undertake to prioritise gender parity as a cross-cutting strategy and ensure its implementation in the membership of its governing bodies.
- 5. Generational Perspective.** The Board of Directors shall acknowledge the diversity variable by considering age as an opportunity. It shall encourage commitment to the journal from people representing a range of different generations.

- 6. Scientific Objectivity.** The editorial team is responsible for deciding whether or not the journal will publish the articles received. These will be assessed objectively on the scientific merits of their content, without any discrimination regarding race, gender, sexual orientation, religion, ethnicity, nationality or political opinion.
- 7. Confidentiality.** The editorial team shall be responsible for ensuring the confidentiality of the entire review process: the anonymity of the reviewers and the authors; and the content that is reviewed, along with any other communication, i.e. any possible clarifications, complaints or claims that an author might submit to the committees of the journal or to the reviewers of the article. No information related to the works received will be disclosed to anyone outside the editorial team without the express consent of the author.
- 8. Intellectual Property.** The editorial team undertake not to use the content from the articles received for publication in their own research without the prior express consent of the author.

Reviewers' Commitments

- 9. Contribution to Quality.** Peer review is a procedure that helps editors take decisions regarding proposed articles and also allows the author to make improvements to the work sent for publication. Reviewers undertake to carry out a critical, constructive and unbiased review so as to guarantee the work's scientific and literary quality within their own field of knowledge.
- 10. Objectivity.** The review should be carried out objectively: no personal judgement concerning the authors of the articles will be deemed appropriate. All assessments should be justified in a full critical report with suitable references in accordance with the AIS review protocol, which should be uploaded to the virtual platform. Such information should be exhaustive, giving the authors a clear understanding of the modifications or corrections suggested and, where the work has been rejected, to help them understand the reasons for such rejection. Likewise, should there be any conflict of interest on the part of the reviewer, he or she should decline to carry out the review concerned.
- 11. Confidentiality.** Manuscripts are assigned anonymously and their content is confidential. That is to say, there can be no discussion with anyone else without the express consent of the authors.
- 12. Disclosure.** All information, whether deemed confidential or not, that is obtained during the review process should not be used for private purposes.
- 13. Time Management.** Although AIS sets a deadline for the review process, the works need to be assessed in as short a time as possible so as to optimise editorial management. Likewise, a person that has been invited to carry out a review but does not consider himself or herself to be suitable, either because the content does not fall within their realm of competence, because of a conflict of interest, or because they

do not have the time available, should notify the editorial team immediately through the established formal channels.

14. Bibliographic References. During the review process, attention should be paid to any similarity or overlap with the publications of other authors. Similarly, notification should be provided of any missing references to other authors that are deemed to be relevant and worthy of inclusion.

Principles for Authors

15. Originality and Plagiarism. All papers sent for publication must be unpublished, with the authors being obliged to state clearly that the information and results set out in the work are original, and that no plagiarism, or distortion, or manipulation of the empirical data has been effected to corroborate the hypotheses or assumptions presented.

16. Commitment to Exclusivity. The authors guarantee that the work has not been sent simultaneously to other journals.

17. Authorship. The authors guarantee that everyone has been included that has participated in researching and writing up the article submitted. In articles authored by several people, the order of the authors, from greater to lesser importance, will be determined by their responsibility and implication in such work.

18. Responsibility. All authors that submit an article to the journal accept responsibility for what they have written. This should be based on an in-depth analysis of the most current and relevant scientific literature, while at the same time offering a pluralistic approach that integrates the various currents of thought on the subject.

19. Coherence with the Principles of Social Work. The articles should be coherent with the principles of Social Work with respect to human rights, human dignity and social justice, set out in the deontological code for the profession by the IFSW (International Federation of Social Workers). (<http://ifsw.org/policies/statement-of-ethical-principles/>).

20. Methodology. The study implemented should have used a methodology supported by informed consent to carry out, record or film the research work that respects the limits of confidentiality and protection of same and minimalises intrusion and invasion of privacy.

21. Attention to Diversity, Gender and Inclusion. All papers should focus on reflecting the diversity of people's identities, needs and skills, while at the same time avoiding any discriminatory bias towards disadvantaged groups. Likewise, linguistic sexism should be avoided, through the use of inclusive terms that make women more visible,

22. Citations and References. All sources used in writing up the paper should be correctly cited throughout the text, as and where appropriate. At the end of the

article, there should be a specific section devoted to such information with a full list of references, following APA style guidelines.

- 23. Access and Retention of Data.** The Journal's Board of Directors may require the authors to furnish the data or sources forming the basis of their research and retain such information for a reasonable period of time after publication of the paper. The confidentiality of the information provided should be guaranteed in all cases.
- 24. Conflict of Interest and Disclosure.** The authors state explicitly that there are no conflicts of interest that have influenced the results obtained or the interpretations proposed. Likewise, they will also indicate any source of funding for the entity or project which has enabled the research underpinning the study to go ahead.
- 25. Errata in Published Articles.** In the event of an author detecting an error or relevant inaccuracy in a published article, the editorial team should be informed and all the necessary information provided to allow all pertinent corrections to be inserted in the article published online.