**PROCEDIMIENTOS PARA GESTIONAR CONFLICTOS ÉTICOS Y QUEJAS**

1. El editor y el consejo editor recibirán cualquier demanda ética o queja relacionada con la *Revista Internacional de Filosofía Aplicada HASER* en cualquier momento del año en el email hacer@us.es. La acusación deberá estar motivada y anexar todas las pruebas y documentos necesarios para su evaluación por parte el editor y el comité editor.
2. El editor recabará todos los datos ayudado, en caso necesario, por los miembros del comité editor.
3. El editor pedirá testimonios y argumentos a favor y en contra de las posiciones. Si es posible, el editor deberá recabar estas informaciones por escrito para transmitirlas al comité editor.
4. El editor convocará al comité editor con el fin de exponer los pormenores y les facilitará toda la información, gestionará el desarrollo de un dictamen y la creación de línea de acción conjunta.
5. De modo ordinario, el comité editor presidido por el editor, o el editor, resolverá el problema en un plazo máximo de seis meses desde la recepción de toda la documentación. Asimismo, dictaminará resolución que se trasladará a las personas implicadas.
6. Los dictámenes incluirán:
    a. Información al autor sobre la decisión tomada.
    b. Información a las instituciones implicadas en el trabajo remitido sobre la decisión del comité de ética.
    c. En caso necesario, por ejemplo en el caso de detección de plagio o autoplagio después de publicar un artículo, se retirará de inmediato el trabajo y se informará de la circunstancia públicamente. Asimismo, se informará de este asunto a todos los índices y catálogos donde se encuentra indexada la *Revista Internacional de Filosofía Aplicada HASER.*

**d.** Prohibición al autor de volver a publicar en la revista por un tiempo a determinar en el dictamen y que decidirá el Comité Editor dirigido por el Editor.

**e.** Otras acciones legales que decida emprender el Comité Editor si fuera necesario.

**7.** En el caso de que el problema esté relacionado con el editor, se elegirá al miembro del comité de ética con más antigüedad efectiva para dirigir todo el proceso.

**INDICACIÓN BIBLIOGRÁFICA**

Tanto la *Declaración ética sobre publicación y buenas prácticas de la revista Internacional de Filosofía Aplicada HASER* como el *Procedimientos para gestionar conflictos éticos y quejas* ha sido realizado después de analizar diversos códigos éticos de editoriales y revistas académicas. El resultado es la síntesis arriba indicada. De forma concreta, se encuentran entre las fuentes consultadas las siguientes:

BMJ Publishing Group, *Resources for authors*, http://resources.bmj.com/bmj/authors/editorial-policies/transparencypolicy (último acceso 15 de septiembre de 2016).

Cambridge University Press, *Publication ethics*, disponible online en https://www.cambridge.org/core/services/authors/publication-ethics (último acceso 15 de septiembre de 2016).

Cambridge University Press, *Ethical standards ethics*, disponible online en https://www.cambridge.org/core/about/ethical-standards (último acceso 15 de septiembre de 2016).

Committee on publication ethics, *Code of conduct*, disponible online en http://publicationethics.org/files/u2/New_Code.pdf (último acceso 15 de septiembre de 2016)

Committee on publication ethics, *Code of conduct and best practice. Guideline for journals editors*, disponible online en http://publicationethics.org/resources/guidelines (último acceso 15 de septiembre de 2016)

Committee on publication ethics, *Code of conduct*, disponible online en http://publicationethics.org/files/Code%20of%20Conduct.pdf (último acceso 15 de septiembre de 2016)

Elsevier, *Publishing ethics resource kit (PERK*) *for editors*, disponible online en https://www.elsevier.com/editors/perk (útimo acceso 15 de septiembre de 2016)

Elsevier, *Publishing ethics resource kit (PERK*) *for editors*, disponible online en https://www.elsevier.com/editors/perk (útimo acceso 15 de septiembre de 2016)

## DECLARATION ON ETHICS AND GOOD PRACTICES OF THE *INTERNATIONAL JOURNAL ON PHILOSOPHICAL PRACTICE HASER*

### 1. INTRODUCTION

The *International Journal on Philosophical Practice HASER* establishes a series of ethical principles and fundamental duties concerning the editor, the editorial board, authors and reviewers. Likewise, it has an open procedure for receiving and handling complaints.

The principles governing the peer review of papers are available both on the journal's website and in its print version, with a view to promoting transparency.

The general ethical principles are as follows: transparency, freedom of expression, confidentiality, respect for diversity, the obligation to declare conflicts of interest and combating plagiarism and self-plagiarism.

### 2. GENERAL AND FUNDAMENTAL ETHICAL PRINCIPLES

#### TRANSPARENCY

The journal's print and digital editions shall implement processes that promote transparency. Specifically, this will entail publishing its paper review guidelines, thus making them readily available to the reviewers, its procedure for receiving and handling complaints and its declaration on ethics and good practices.

#### FREEDOM OF SPEECH

Authors are free to express their own opinions, provided that these do not violate the principles set out in this declaration, that they are based on academic criteria and that they possess a solid scientific base.

This principle becomes one of freedom of decision for reviewers and the journal's different boards, provided that they meet the same requirements as regards academic rigour and the substantiation of claims.

#### CONFIDENTIALITY

The journal undertakes to maintain the confidentiality of authors in order to guarantee an adequate double-blind peer review process. Likewise, this shall be a fundamental guiding principle in the event of complaints or the

disclosure of plagiarism or self-plagiarism, until an official decision has been reached.
This ethical principle shall be observed by authors whose papers involve experimental studies with human subjects or any other circumstance involving it.

COMBATING PLAGIARISM AND AUTO-PLAGIARISM
The journal shall implement mechanisms for combating plagiarism and self-plagiarism at all levels, in accordance with those pertaining to the ethical duties of all the parties concerned.

ATTENTION TO AND RESPECT FOR DIVERSITY
For the purpose of avoiding any type of discrimination, a number of mechanisms have been implemented to promote respect for diversity. In this regard, the editor, the editorial board, authors and reviewers should avoid any type of discrimination on grounds of gender, race, political ideology, religious beliefs or sexual condition in their judgements and submissions.

DECLARATION OF CONFLICT OF INTEREST
A conflict of interest is understood here as those circumstances in which the primary interests of a person are subordinated to other secondary ones far-removed from them.
Specifically, this principle refers to situations in which a reviewer is aware that he/she is reviewing the paper of someone who he/she knows or with whom he/she has a relationship of any type, or, vice versa, when the author is aware that the review of his/her paper depends on this circumstance. Conflicts of interest also affect each one of the journal's staff members. The declaration of conflict of interest shall be binding in all cases, with the journal reserving the right to take all those measures that it deems necessary, should this principle be violated.

## 3. ETHICAL DUTIES

DUTIES OF THE EDITOR AND THE EDITORIAL BOARD

To be impartial at all times, avoiding any type of discrimination on grounds of gender, race, political ideology, religious beliefs or sexual condition, in relation to authors and the editorial staff, alike.
To assess all contributions on the sole basis of their academic value (see the *Guidelines for Reviewers HASER*), rather than the monies disbursed for their publication[1] or business interests.
To foster freedom of expression and academic excellence among authors and to promote different modes of rationality in the works submitted.
To maintain the journal's editorial independence.
To publish apologies, corrections, clarifications or retractions, should the need arise.
To implement and monitor an impartial procedure for handling complaints that allows claimants to lodge them and to receive replies, in accordance with the journal's ethical principles.
To encourage the correction of errors in papers, should the need arise.
To maintain the confidentiality of authors and reviewers during the double-blind peer review process.
To publish the journal's review criteria and procedures.
To accept or reject papers (the editor being ultimately responsible for this), whose authors must not have any conflicts of interest.
To maintain the integrity of academic records throughout the journal's lifecycle.

DUTIES OF THE REVIEWS

To accept for review only those papers for which they have sufficient subject expertise and knowledge to carry out a proper assessment.
To notify the editor/editorial board if they can deduce who the author is, and to decline to review the paper to avoid neglecting their duty to perform a blind review.
To notify the editor/editorial board should they detect partial or full plagiarism or the use of the paper's content in conferences or keynotes of a different nature.
To perform an impartial blind review of the papers submitted, offering authors constructive comments.

[1] This journal does not charge authors administrative costs or any other type of fee.

To assess papers solely in accordance with academic criteria, drafting a report following the journal's guidelines in this respect. Likewise, reviewer reports must avoid any type of discrimination on grounds of gender, race, political ideology, religious beliefs or sexual condition.
To be aware of possible conflicts of interest of an institutional, financial or collaborative nature with the authors of papers that they are asked to review. And, in such an event, to notify the editor in order that the paper in question should be sent to another reviewer.
To review papers in a timely fashion.

DUTIES OF THE AUTHORS
To confirm that their papers are not being reviewed by another publication and that they have not been previously published or presented at any academic event.
To notify the editor should their papers be reworkings of conferences, keynotes, communications, talks or suchlike or subsequent reworkings, and to indicate this in a footnote on the first or final page of their papers.
To avoid any type of discrimination on grounds of gender, race, political ideology, religious beliefs or sexual condition in the body copy.
To obtain permission to publish texts, graphics or tables that do not belong to them and, if so required, to cite the source.
To cite the sources of all the ideas and content on which their papers' subject matter is based.
To notify the editor about any conflict of interest in relation to the review of their papers.
To abide by the ethical principles set out in national and international ethical regulations in the case of empirical studies perfumed on human or animal subjects. To obtain, if so required, the mandatory authorisation of the relevant ethical committee, including the explicitly informed consent of all the subjects involved in the study.
To expedite the correction of errors and modifications, should their papers be accepted for publication, in compliance with established deadlines.
To submit papers in compliance with the journal's editorial line and to accept their rejection should they be inconsistent with this, their area of knowledge or the literature and discussions pertaining to their field of

development. However, there is a procedure for lodging complaints, should they deem this necessary.
To mention all funding sources in their papers, should this be the case.
To abstain from publishing submitted or accepted papers in any other journal.
To ensure that all the co-authors have been equally involved in the process, should the need arise.
To transfer copyrights to the journal and, if they have been accepted, to request permission to publish or edit their papers in any other medium.

**PROCEDURES FOR HANDLING ETHICS-RELATED CLAIMS AND COMPLAINTS**

1. Any ethics-related claim or complaint relating to the *International Journal on Philosophical Practice HASER* can be lodged at any moment by sending an email to the editor and the editorial board at: hacer@us.es. Claims or complaints should be substantiated and include all the documentary evidence necessary in order to allow the editor and editorial board to assess them adequately.
2. The editor shall gather all the information with the assistance, should the need arise, of the members of the editorial board.
3. The editor shall request statements and arguments in favour and against all the stances. If possible, the editor shall gather this information in writing before submitting it to the editorial board.
4. The editor shall convene a meeting of the editorial board for the purpose of presenting all the information to its members, as well as making decisions and proposing a joint line of action.
5. Normally, the editorial board, chaired by the editor, shall resolve claims or complaints within six days of receiving all the information. Likewise, he/she shall adopt a resolution and notify those involved of his/her decision.
6. The resolution shall involve:
    a. Notifying the author about the decision.
    b. Notifying the institutions involved in the submitted paper about the decision of the ethical committee.
    c. Should the need arise, for example in the event of detecting plagiarism or self-plagiarism after publication, the paper in question shall be immediately withdrawn and a public statement issued. Likewise, all the indexes and catalogues in which the *International Journal on Philosophical Practice HASER* appears shall be duly notified.
    d. Authors shall be strictly prohibited from publishing another paper in the journal during the period established by the editorial board chaired by the editor.

**e.** Any other legal action that the editorial boards deems necessary, should the need arise.

**7.** In the event that the claim or complaint involves the editor, the most senior member of the ethical committee will be appointed to oversee the process.

**BIBLIOGRAPHICAL NOTE**

Both the *Declaration on Ethics and Good Practices of the International Journal on Philosophical Practice HASER* and the *Procedures for Handling Ethics-Related Claims and Complaints* have been drafted after analysing the codes of conduct and good practices of different publishing houses and academic journals, resulting in the aforementioned synthesis. Specifically, the sources that have been consulted are as follows:

BMJ Publishing Group, *Resources for authors*, available online at: http://resources.bmj.com/bmj/authors/editorial-policies/transparencypolicy (accessed 15 September 2016).

Cambridge University Press, *Publication ethics*, available online at: https://www.cambridge.org/core/services/authors/publication-ethics (accessed 15 September 2016).

Cambridge University Press, *Ethical standards ethics*, available online at: https://www.cambridge.org/core/about/ethical-standards (accessed 15 September 2016).

Committee on publication ethics, *Code of conduct*, available online at: http://publicationethics.org/files/u2/New_Code.pdf (accessed 15 September 2016).

Committee on publication ethics, *Code of conduct and best practice. Guideline for journals editors*, available online at: http://publicationethics.org/resources/guidelines (accessed 15 September 2016).

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Elsevier, *Publishing ethics resource kit (PERK) for editors*, available online at: https://www.elsevier.com/editors/perk (accessed 15 September 2016).

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