



Revista  
**Latina**  
de Comunicación Social

Revista Latina de Comunicación Social is committed to meeting and maintaining standards of ethical behavior at all stages of the publication process. We adhere to industry associations, such as the Committee on Publication Ethics ([COPE](#)) and Publishing Ethics Resource Kit ([PERK](#)) from Elsevier, which set standards and provide guidelines for best practices to meet these requirements. We show below a summary of these for editors, authors and reviewers:

#### [Duties, responsibilities of the Editor and the Editorial Board](#)

- Ensure the confidentiality of the authors' data in the review process.
- Ensure the custody of unaccepted texts and explain the manner of destruction of the texts.
- Define and explain the acceptance criteria of articles for review.
- Avoid favored treatment to the detriment of other authors.
- Not have a conflict of interest in relation to the texts presented.
- Do not make any use of the texts or the data presented in them, beyond those to be published.
- Establish clear and objective review criteria to avoid subjectivity of the reviewers.
- Establish clear deadlines to respond to the authors regarding the acceptance or non-acceptance of the text.
- Review suspected incidents of plagiarism and resolve any conflicts of interest.
- Evaluate manuscripts only for their intellectual content, without regard to the race, gender, sexual orientation, religious beliefs, ethnic origin, nationality, or political philosophy of the authors.
- Respect for time: editors are ultimately responsible for compliance with the time limits for reviews and publication of accepted works, to ensure rapid dissemination of their results. They reliably commit to complying with the published times (maximum of 30 days in the estimation/dismissal from receipt of the manuscript on the Review Platform) and maximum 100 days from the beginning of the scientific review process by experts). Likewise, works will not remain accepted without being published on infinite waiting lists beyond the time just for their edition in the next issue. Therefore, pools of jobs on the waiting list will be avoided in Revista Latina de Comunicación.

- Do not publish works not approved by peer review designated for this purpose to maintain a quality criterion required in journals of high scientific prestige. This way the author will always know that the fact of publishing represents clear support for his or her research career.

#### Magazine Good Conduct Committee:

- Made up of 5 members of its Scientific Committee and renewed every 4 calendar years (since 2010), it will ensure closer positions between authors and reviewers if discrepancies arise, in its capacity as commissioner of the Editor.
- Authors can send it by email to his address: [directional@revistalatinacs.org](mailto:directional@revistalatinacs.org) They will be answered within a maximum period of 30 days from receipt of the email.
- When any irregularity is detected or there are doubts about a proposal, it will act ex officio after its discovery, in order to clarify the situation, applying an ethical code that corresponds to the following flow diagram taken as an international reference, among other existing ones, and created by the British organization [COPE](http://www.cope.org) (Committee On Publication Ethics, or Committee for Publication Ethics), available on its website: [www.publicationethics.org](http://www.publicationethics.org)
- Their decisions will be final.

#### Duties, responsibilities of the Authors:

- Originality: Ensure the originality of the works and that they have not already been published in another medium.
- Veracity: Provide truthful data and show that it has been collected technically correct.
- Plagiarism or self-plagiarism: Do not plagiarize in whole or in part from other works already published.
- Authorship: Confirm that the authorship of the text really belongs to the people who sign it.  
The status of author implies active participation in the creation of the source work of the article presented, in the writing of the text and in its revisions.
- Conflict of interest: declare any commercial association that may pose a conflict of interest in connection with the submitted article.
- Sources: Indicate the sources of information used and differentiate those that have been used directly from those that have been used indirectly. Authors are responsible for obtaining the appropriate permissions to partially reproduce material (text, tables or figures) from other publications and for correctly citing their origin.
- If the article is accepted, the authors must commit to doing the modifications within the stipulated period.

- In cases considered appropriate, present documentation that ensures that minimum ethical criteria have been followed in the research, such as informed consent.
- Access and retention: If the editors consider it appropriate, the authors of the articles should also make available the sources or data on which the research is based, which may be retained for a reasonable period of time after publication and possibly made accessible.
- Errors in published articles: When an author identifies a significant error or inaccuracy in his or her article, he or she must immediately inform the editors of the journal and provide them with all the information necessary to list the pertinent corrections at the bottom of the same article.
- Responsibility: all authors accept responsibility for what has been written. The authors also undertake that a review of the most current and relevant scientific literature on the topic analyzed has been carried out, taking into account the different currents of knowledge in a plural way.
- As this is a publication governed by Creative Commons Attribution/Non Commercial 4.0 International, the author transfers the copyright and publication rights to the magazine through said free access public intellectual property system, by signing the text of the letter of originality and transfer of rights found on its website.

#### Duties, responsibilities of the Reviewers:

- Do a fair and objective review of the articles.
- Respect for time: The reviewer who does not feel competent in the topic to be reviewed or who cannot complete the evaluation in the scheduled time will immediately notify the editors. The reviewers undertake to evaluate the works in the shortest possible time to respect the delivery deadlines, given that in «Revista Latina de Comunicación» the custody limits of the waiting manuscripts are limited and inflexible out of respect for the authors and their works.
- Clearly present the arguments for your assessment.
- Do not accept articles for review in which there may be a conflict of interest that limits their objectivity (for example, being an interested party in the research presented in the article, maintaining a personal relationship -kinship...- with the authors/ ace of the text or being in a situation of dispute against it or the person or group that presents it).
- Maintain the confidentiality of the information and data of the evaluated articles.
- Text display: The reviewers undertake to accurately indicate the bibliographical references of fundamental works possibly forgotten by the author. The reviewer should also inform the editors of any similarities or overlaps of the manuscript with other published works.

- Evaluate manuscripts only for their intellectual content, without regard to the race, gender, sexual orientation, religious beliefs, ethnic origin, nationality, or political philosophy of the authors.