
Revista Tecnológica Espol Code of Ethics

The Technological Journal ESPOL-RTE adheres to the guidelines of the Committee on Publication Ethics (COPE) established in 1997, and available at:

<http://publicationethics.org/resources/guidelines>.

1. Regarding the authors

- 1.1. **Originality:** authors or writers commit to creating unpublished and original works based on their field of research. In the case of literary reviews, the work must only contain fragments of other articles if cited within the percentage allowed in the reference standards.
- 1.2. **The truthfulness of the information:** the authors are responsible for the information provided in the article being trustworthy, reliable, and authentic.
- 1.3. **Multiple publications:** the written results of research embodied in an article must be shared in a single journal. Duplication of this article is considered ethically wrong.
- 1.4. **Citations and attributions:** the writings must endorse or attribute the credits of primary and secondary sources applying updated APA standards.
- 1.5. **Authorship:** the authors will decide the order of participation fairly according to the volume of the contribution of each researcher or, if the contribution is equal, list them in alphabetical order.
- 1.6. **Responsibility:** the published content is the sole responsibility and competence of the authors; the position of the writers is not necessarily shared by the journal.
- 1.7. **Withdrawal of an article:** when the author decides to withdraw the writing, he/she must communicate explaining his/her reasons and arguments. Then, the journal will issue an official document releasing the article.
- 1.8. **Confidentiality of personal data:** it is essential to respect the information's confidential content, especially when there is sensitive information.
- 1.9. **Conflict of interests and disclosure:** all those involved in the research will declare no conflict of interest or funding from any agency related to the study.
- 1.10. **Errors in published articles:** when there is an error, the author must provide the necessary information to make the corrections.

- 1.11. **Double publication:** no more than two publications by the same author are allowed in the same issued journal.

2. Responsibility of the reviewers

- 2.1. **Objectivity:** The reviewers are committed to being critical and impartial in the review for the improvement of the articles in the journal, expecting to provide adequate feedback that motivates and justifies their position regarding the article. The review processes are carried out under the double-blind scheme.
- 2.2. **Respect for timing and competence:** the reviewer is committed to submitting the review in the stipulated time; otherwise, an extension must be requested. In the event of not being qualified to evaluate a manuscript, they will request a change and notify the particular within the RTE's platform to be able to continue with the review process.
- 2.3. **Conflict of interests:** if the reviewer has any conflict, be it personal, financial, intellectual, professional, or religious, he/she must notify it immediately. In addition, he/she commits not to use, in his/her own research, the contents of the articles submitted for publication without the author's written consent.
- 2.4. **Confidentiality:** the information reviewed is confidential; therefore, reviewers should not share information with external agents without the prior content of their authors.
- 2.5. **Responsibility for plagiarism:** the reviewers must indicate the bibliographic references forgotten by the author and communicate to the publishers about any similarity of the writing with other published works.

3. Liability of the publishers

- 3.1. **The decision to publish:** the publishers will guarantee the selection of the most qualified and experienced reviewers on the subject to be evaluated. In addition, they will ensure that aspects of originality, clarity, and contribution are met, as well as their relevance to the thematic line of the journal.
- 3.2. **Confidentiality:** the publishers commit not to disclose confidential information related to the personal data of authors and reviewers, except for the data related to articles strictly necessary for their evaluation and/or correction of observation sent to the reviewers or authors.
- 3.3. **Honesty:** the editorial team will act transparently, without the discrimination of race, gender, sexual orientation, religion, ethnic origin, nationality, or political opinion of the authors.

- 3.4. **Respect for the timing:** the team must inform the authors about the progress of the review of the article. The estimated times of each stage will be stated in the journal platform's description of the reviewing process.
- 3.5. **Conflict of interests and disclosure:** the publishers commit not to use, in their own research, the contents of the articles submitted for publication without the author's written consent.

4. Roles of the Editorial Team

- 4.1. **Chief of Editor - Director:** The Director is responsible for the editorial content of the journal, that is, the topics and type of articles, as well as the actual content of the articles published in the journals. He/she is also responsible for establishing the journal's authorship and manuscript submission policies. Within his/her responsibilities the Director is responsible for planning the editorial calendar and supervising the performance of the rest of the editors. In this sense, he/she has the last word regarding the content and the planned publication dates. He/she represents the organization in academic or social events. He/she has the authority to define and on indexing processes and selection of publications repositories to which the journal is submitted.
- 4.2. **Editorial Executive Director:** The Editorial Executive Director is responsible for defining the journal's best practices and policies, evaluating, and reviewing programs and procedures to ensure compliance with the journal's regulations. He/she oversees the design, planning, and execution of its publications and indexing. He/she may represent the organization in academic or social events in agreement with the general editorial director.
- 4.3. **Associate Editor:** The Associate Editor supports the Director in managing, planning, and producing various publications. He/she evaluates the contents, assigns, and commissions articles to reviewers, cooperates with team members (for example reviewers, style, editors, layout designers, and designers), and ensures that deadlines are met.
- 4.4. **Section Editor:** The Section or Thematic Editor is a specialist with proven academic links that guarantee to direct the evaluation of articles related to his/her specialty within a thematic or miscellaneous journal issue. He/she shares with the editor the responsibility for the scientific and academic quality of the issue he/she edits in the

section related to his/her area of expertise. He/she suggests anonymous peer reviewers and performs editing revisions.

- 4.5. **Invited Editor:** Invited editors are a fundamental part of the editorial process of a journal. A special issue or section of the journal may have the collaboration of a guest editor recognized as an expert, at the professional and/or academic level, in the field of study of a particular volume to be published. Their roles are like those of a section editor, but they are invited to edit the journal's specific special issues.
- 4.6. **Copy editor (Spanish or English):** A Copy Editor or Proofreader is a specialist in language and text for the evaluation of the drafting and semantics of the content of the articles within the journal's thematic or miscellaneous issue. He/she shares with the editors the responsibility for the quality of the presentation and content of the edited issue.

5. Malpractices in the publication

The Technological Journal ESPOL warns editors, authors, and reviewers about the following bad practices:

- 5.1. **Multiple or redundant publications:** is considered when the same article is posted in different media.
- 5.2. **Plagiarism:** is determined by not granting the primary source of the research, being quotations, paraphrasing, fragments, etc., as well as the abuse of textual content of citations of the same article, exceedingly more than 21% of similarities. The Revista Tecnológica ESPOL - RTE uses the TURNITIN app to analyze similarity.
- 5.3. **Manipulation of citations:** the excessive use of citations unrelated to the research or excessive use of related citations.
- 5.4. **Permits on the research:** conducting research without having the legally required permits in the country where the research is being carried out, whose evidence will be requested if considered pertinent.
- 5.5. **Falsification of data:** when the information is altered, included, or omitted, that may lead to erroneous interpretations of the results.
- 5.6. **Attribution or exclusion of authorship:** including authors without significant contributions to the research. Also, excluding authors who have made a significant contribution to the research and its documentation.

5.7. Lack of privacy when human beings are involved: omitting the use of informed consent when conducting research involving people, especially those from vulnerable sectors or of sensitive nature.

5.8. Lack of approval from an ethics committee when publishing results of research conducted on human and/or animal subjects: It is the responsibility of the author or authors to provide the respective evidence of compliance with this requirement, which may be a document issued by an ethics committee endorsing the observation of good practices in the study. Failure to provide this information may result in delays in the review process or rejection of the manuscript.

5.9. Omission of the statement of use of AI tools in the publication: The Technological Journal Espol - RTE - maintains that the authorship of works, in their textual dimension, must correspond exclusively to the researchers who have carried out the research. Therefore, artificial intelligence tools cannot be considered co-authors. Since AI does not meet the essential authorship requirements, such as the ability to assume legal and ethical responsibility for the content generated, its use is the author's or authors' sole responsibility.

Depending on the case, authors must include one of the following statements in the "Declarations" section of their articles:

Case 1. No use of AI

"The author(s) declare(s) that no artificial intelligence tools have been used for the preparation of this article".

Case 2. Use of AI

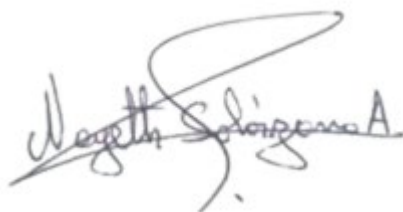
"The author(s) declare(s) that, in the preparation of this article, AI tools (specify the name of the AI and its version) were used..... for the purpose of(specify which tasks were performed with the support of AI and in which sections of the article)."

6. Appeals and complaints

Complaints will be received by the authors if they are well-founded. They will be dealt with by following the guidelines and diagrams established by the internal rules of the journal. In no case will the complaint resolution process involve revealing the reviewers' identity.

When appeals refer to cases of plagiarism, the journal will use the similarity analysis tools at its disposal to confirm the case. If more is needed, it will resort to the opinion of an external evaluator.

If justified complaints are received and formally presented by professionals or authors related to the research, a tribunal composed of three Scientific Council of RTE members will be formed, who shall recommend the decision on the case based on the internal rules of the journal. A response to the complaint will be provided within a period of up to three months.

A handwritten signature in dark ink, appearing to read 'Nayeth Solórzano Alcívar', with a large, stylized flourish above the name.

Nayeth Solórzano Alcívar, Ph.D.

Chief of Editor

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