



ETHICAL CODE

The ethical code is a commitment assumed by all those involved (editors, reviewers and authors) to the process of preparing, selecting, reviewing and publishing scientific papers in Psychology, Society, & Education (PSE) with the aim of guaranteeing the utmost rigour in its work in order to achieve scientific progress and recognition by the scientific community for its quality. It adheres to the ethical principles for authorship and contributorship drawn up by the Committee on Publication Ethics (COPE).

PSE considers its editorial, scientific and professional independence as a basic principle, and does not accept sponsorship from public or private institutions. Independent, not endogamic, scientific criteria are always followed, and there are no commitments to political, business or financial interests, or to pressure groups or specific scientific circles.

The journal's editorial processes do not discriminate against authors, editors or reviewers on the basis of their personal characteristics or identity, and we are fully committed to integrating diversity in all its facets, and to promoting inclusion and equity at every stage of the editorial process.

PSE does not tolerate inappropriate or abusive behaviour/correspondence towards the Editorial Team, authors or reviewers, or towards any other people involved in the publication process. If anyone engages in such behaviour, it is the Editorial Team's right and duty to take steps to protect the people involved. This can result in the withdrawal of a manuscript, or a legal complaint against any blind peer review comments which are clearly incorrect or abusive.

INTEGRITY IN THE RESEARCH

PSE is governed by principles of ethical integrity based on honesty in all the stages, fields and dimensions of scientific research. This involves taking meticulous care in its research practice, prioritising transparency and clarity in the review and publication process, fostering respect between the participants and subjects involved in the research, and taking responsibility to ensure the best practices contained in this Ethical Code are followed.

All observations, doubts, complaints or claims received by any of those involved will be addressed in accordance with this Ethical Code and in cases not included here, the guidelines collected by COPE will be followed. All issues will be discussed by the PSE Editorial Team, which will advise on the best practices in editorial ethics, and inform all the subjects involved of the most appropriate decisions.

Any person, whether they are associated with the journal or not, who considers that these ethical guidelines are not being met at any stage of the publication process may contact the editorial team of the journal directly (psye.journal@uco.es).

TRANSPARENCY

PSE is committed to following COPE's Principles of Transparency and Best Practice in Scholarly Publishing, encouraging all those involved in the editorial process to follow and upkeep these principles.

DATA PROTECTION AND GUARANTEE OF DIGITAL RIGHTS

PSE is aware of, complies with and enforces the principle of proactive responsibility, in compliance with the obligations established by the General Data Protection Regulation (2016/679 of the European Parliament and the European Council), with regard to the processing of personal data and the free circulation of such data, as well as with the Spanish regulations in Law 3/2018 dated December 5 for the Protection of Personal Data and Guarantee of Digital Rights.



RESEARCH INVOLVING HUMANS OR ANIMALS

All research which involves experiments with humans or animals must be **approved** by an authorised **Ethics Committee**, following the legal standards governing international research. In addition, the authors must include an explicit reference in the manuscript to the fact that all research procedures have been carried out in accordance with the relevant laws and institutional guidelines.

In the case of studies with human beings, the authors must ensure that the study is carried out in accordance with the *World Medical Association Ethical Principles for Medical Research involving Human Subjects* (Declaration of Helsinki). PSE supports the respect for, and the right to privacy of, the participants, whose involvement must be guaranteed by signing an "informed consent" form and anonymization in the study. Similarly, all research carried out with minors must be expressly authorized by their parents, guardians or legal representatives.

LIBEL, DEFAMATION AND LIBERTY OF EXPRESSION

Freedom of expression is a fundamental right, which is why the Editorial Team disapproves of and rejects any submissions which contain false statements which damage the reputation of individuals, groups or organizations. The Editorial Team will analyse and respond to any allegations of defamation it may receive in relation to any submissions.

RETRACTIONS, CORRECTIONS AND EXPRESSION OF CONCERNS

All retractions, corrections or expression of illegal concerns about the magazine's publications will be analysed and taken into account in accordance with the COPE guidelines. If an author is found to have made a mistake, the journal will publish a **corrigendum**, while if the error is made by the journal, an **erratum** will be published. **Retractions** will be published in those cases in which a very serious error is made which generates mistrust regarding the results or conclusions reached, or in cases where there is evidence that the manuscript contains substantial or partial plagiarism.

In cases where the Editorial Team considers it necessary, it may exceptionally decide to withdraw an already published work to comply with legal obligations. These cases may include concerns about a defamatory manuscript which violates personal privacy or confidentiality laws, is the subject of a court order, or may pose a serious risk to a person's health. In these circumstances, in addition to the withdrawal of the manuscript, its withdrawal will be announced in the relevant section of the website.

CONTROL AND DETECTION OF PLAGIARISM

Plagiarism involves the use of ideas, words, data or material produced by third parties without their consent, and it can occur in a variety of contexts, such as texts, illustrations, computer coding, material downloaded from web pages, other manuscripts or digital media, as well as with unpublished or unedited material (e.g., in courses, presentations or grey literature).

PSE only publishes and encourages original, novel, relevant and socially-transferable work. For this reason, it does not accept any degree of plagiarism in its manuscripts, and employs a strict system of checking works submitted through the OJS platform using anti-plagiarism tools, especially CrossCheck.

Papers with total or partial rates of plagiarism are systematically rejected, without the option of resubmission, since these actions are deemed unacceptable and punishable practices. Any such decision will be communicated to the authors in a transparent way, by attaching a plagiarism report.

Reviewers, authors and other members of the readership of the scientific community may raise suspicions of plagiarism, which will be checked by the Editorial Team, in accordance with the Committee on Publication Ethics ([COPE](#)) correction and retraction guidelines.



COMMITMENT OF THOSE INVOLVED IN THE EDITORIAL PROCESS

OF THE EDITORS

The editors are ultimately responsible for deciding which of the manuscripts submitted to the journal should be published, and depend for this task on the collaboration and evaluation of the manuscripts by the reviewers.

- **Evaluation of manuscripts**

The editors must ensure that the review process is fair, impartial, and free from bias. To achieve this, they agree to select qualified and specialized reviewers in the scientific field addressed by the manuscript.

- **Honesty**

The editors will evaluate the submitted manuscripts solely on the scientific merits of their contents and their impact and scientific relevance, without discriminating against race, gender, sexual orientation, religion, ethnic origin, nationality or political opinion of the authors, or any other possible reasons for exclusion or bias.

- **Fostering transparency**

The editors will guarantee that all evaluation reports are exhaustive and critical and that the arguments are presented in a coherent, relevant way so that the authors fully understand the evaluation issued about their work. In addition, they will guarantee that both reviewers and authors are aware of what is expected of them during each stage of the editorial process, and that a transparent appeal mechanism is made available against any decisions taken.

- **Confidentiality**

The editors undertake not to disclose to people outside the evaluation process any information related to the manuscripts received. In addition, they agree to the confidentiality of the manuscripts, their authors and reviewers, in order to preserve, through anonymity, the intellectual integrity of the process and avoid biases in the assessment of the quality and suitability of the work by the reviewers, as well as questioning the adequacy of the comments and revisions made by the authors. Finally, the editors also agree that no unpublished materials which are submitted as part of a manuscript will be used in the research itself without the express written consent of the authors.

- **Meeting deadlines**

The editors are responsible for meeting the deadlines for the review and publication of the accepted manuscripts, thus ensuring the rapid dissemination of the results and conclusions, and are fully committed to complying with the agreed publication times for the manuscript.

- **Conflict of interest and disclosure**

The editors agree to declare, in writing, any possible conflicts of interest which may arise during the evaluation process of any manuscript sent to the journal. In addition, they will not ask for the inclusion of references to articles from this or any other journal unless their arguments are based on sound academic and scientific reasons, nor participate in decisions taken on any manuscripts written by themselves or by members of their families or co-workers in the same field of interest.

Similarly, the editors will review all incidents and notifications of possible conflicts of interest, as well as any self-citation suggestions made by the reviewers, to determine if any potential bias exists.

OF THE REVIEWERS

The peer review process has two main advantages: first, it helps editors to make decisions about the proposed manuscripts and, second, it allows authors to improve quality and consistency of the work they have sent to the journal for publication. This means the reviewers must agree to carry out a critical, coherent, impartial, constructive and unbiased review, focusing both on the scientific and literary quality of the work and on the importance of the contribution made by the manuscript to that specific field of knowledge. In



particular, both the external reviewers and those belonging to the Editorial Team are fully committed to meeting the following criteria:

- **Meeting deadlines**
The reviewers agree to carry out their reviews in the shortest possible time, and always to meet the journal's review deadlines, which are limited and inflexible, out of respect for the authors and their work. In this way, the evaluation processes will not involve long delays. If they consider that they will not be able to finish the evaluation in the scheduled time, they must notify the Editorial Team immediately.
- **Objectivity**
The reviewers must base their assessments on robust, coherent and scientific arguments, which must be included in the critical report that they make about the manuscript.
- **Originality**
The reviewers must inform the Editorial Team of any similarities of the manuscript with other published works (plagiarism). Similarly, they agree to draw the authors' attention to any bibliographic references of fundamental works on the subject which they may have overlooked. If these references relate to their own works (or works by their collaborators), they must always be cited for genuine scientific reasons and not in order to increase the number of citations received or to improve the visibility of the reviewer's work (or that of their collaborators).
- **Confidentiality and disclosure**
All manuscripts received for review must be treated as confidential documents. Unpublished information and ideas obtained through the review process must therefore be treated as confidential, and may not be used for personal and/or research purposes by the reviewers.
Moreover, the review or information about the review process must not be shared with others without the express agreement of the editors and authors involved, even after publication. This also applies to comments from other reviewers which are shared with all the reviewers during the editorial process.
- **Conflict of interests**
The reviewers may only review a manuscript if there is no conflict of interest. They should therefore be aware of any personal bias they may have and take it into account when reviewing the manuscript. They should also agree that if any conflicts of interests exist or arise, they will immediately notify the Editorial Team.
If, despite the double-blind process, the reviewers are able to identify the author(s) of the manuscript, they should inform the Editorial Team as soon as possible.

OF THE AUTHORS

The authors of the manuscripts sent to the journal must present a precise description of their work, including an objective discussion of its relevance and impact in the scientific community and in society in general. The data must be presented with all the necessary details and references which enable it to be understood and replicated in other future works. To achieve this, they must agree to conduct a review of the latest relevant scientific literature on the topic in question. The authors also agree to guarantee the following:

- ◆ **Authorship of the manuscript**

PSE takes as its guide the recommendations and resources on authorship and its potential conflicts and disputes included in the COPE authorship and contributorship guidelines, and upholds protocols which facilitate **transparency** and ethics in the contributions presented by the author(s). The authors involved in producing the article must therefore have been deemed to have made a **significant** scientific and intellectual contribution in their study objectives, planning and conducting the research, extracting and interpreting the results, and in writing the manuscript itself.

PSE does not accept **guest authorship**, which is when a person appears as an author despite not meeting the requirements to be considered as such, or **ghost authorship**, which occurs when people who meet the requirements to be considered as authors of the work are not credited as such. Those



who make significant contributions, but do not meet the requirements for authorship, should be acknowledged explicitly in the "acknowledgments" section of the manuscript. Both forms of fraudulent authorship will be investigated following the guidelines of the COPE document "What to do if you suspect ghost, guest or gift authorship".

In addition, the authors must agree to the hierarchical organigram of authors according to their level of responsibility and involvement, and all of them must be in agreement with this organization at the time of sending the work.

◆ **Duplication and redundant publications**

The authors of a submitted manuscript must ensure that the work is **unpublished** and **original**. Manuscripts submitted to the journal must not be under consideration or accepted for publication, or published in "OnlineFirst" format, by another journal or publisher.

In addition, the authors must guarantee that the data has not been altered or manipulated in order to verify the hypotheses raised. **Duplicate, redundant** or **self-plagiarised** publications occur when a work, or substantial parts of it, are published more than once by the author(s) without identifying plagiarism, that is, without including a reference to the original work to justify its extended or complementary use. This practice can occur both between works in the same language and across languages.

The journal does not admit substantial overlapping between publications, unless the editorial team agrees that the manuscript reinforces and extends the academic discourse in a substantial way, which may be considered only if prior notification is given by the authors that such redundancy and extension exists. In all cases, citations of the original source must be included and reflected in the text of the manuscript to the effect that this manuscript is an extension of previous works.

Any manuscript **derived from a thesis** must be presented in a reworked form and redacted in accordance with the journal's rules for authors. When information from the thesis is cited or figures and resources from it are reused, the authors must avoid self-plagiarism by correctly referencing the adapted extracts. If a thesis has been published by a publisher and is publicly accessible, permission from the publisher may be required before submitting it to the journal. The Editorial Team must be notified of this in the "Comments to the Editor" space on the platform when the manuscript is submitted. In the same way, PSE authors who wish to include their publication(s) in their thesis must notify the journal before defending it.

If any readers, reviewers and editors wish to raise any suspicion of duplicate or redundant publication, they should contact the Editorial Team (psyje.journal@uco.es), who will study and decide on the case.

◆ **Plagiarism of third parties**

All authors must ensure that sufficient recognition and citation is given of previous work and contributions to the current work. They must be aware that **plagiarism** can take many forms, from copying or paraphrasing, to attribution of the results of research carried out by others. The editors will carry out an anti-plagiarism check, even after evaluating the articles. Failure to comply with the ethical standards gives the journal's Editorial Team the right not to publish the article.

◆ **Conflict of interests**

All authors of the manuscript must declare **explicitly** that there are no conflicts of interest which may have influenced the results obtained or their interpretation.

A conflict of interest is understood as any divergence between the individual interests of the authors and their responsibilities as a researcher and with the scientific community. The most obvious and frequent conflicts of interest are:

- Financial relations.
- Family relationships.
- Personal interests in the results of the investigation.

In addition, any funding from agencies and/or projects which have supported the research article being evaluated by the journal must be mentioned.



◆ **Access and retention of data**

The authors agree, if required by the Editorial Team and/or reviewers, to make the sources or data on which the research is based available, which may be retained for a reasonable time by the journal after the publication of the manuscript.

◆ **Errors in published articles**

The authors agree that if they identify a major error or inaccuracy in their article, they will immediately notify the Editorial Team of the journal, providing all the information needed, with a list of the relevant corrections.