

## Publication Ethics and Malpractice Statement requirements-RED:

September 2017

### 1. Editorial Board

RED has a scientific board whose members are recognized experts in the field. They ensure quality standards in the journal. RED also has an editorial board who ensures compliance with editorial principles, in particular open access principles, policies on self-archiving (before publishing) and peer-review process (single-blind review).

The full names and affiliations of the members are provided on the journal's Web site.

The journal also provides contact information for the editorial office on the journal's Web site: [mzapata@um.es](mailto:mzapata@um.es) and <http://www.um.es/ead/red/red.html>

### 2. Authors and Authors responsibilities

- No fees or charges are required for manuscript processing and/or publishing materials in the journal. This information is clearly stated in the publishing guidelines of RED.
- Authors are obliged to participate in peer review process.
- All authors have significantly contributed to the research.
- All authors are obliged to provide retractions or corrections of mistakes.
- The final version of papers should include any financial support for the work reported in the manuscript together with the List of references. If no financial support affects the study, a statement declaring it should also be included.
- Forbidden to publish same research in more than one journal.

### 3. Peer-review process

- All of RED's content shall be subjected to peer-review, except for editorials and theoretical essays, which will be assigned to recognized experts in the field.
- Peer-review is defined as obtaining advice on individual manuscripts from reviewers' expert in the field. In the case of RED, single-blind review is practiced.
- The peer-review process followed by RED is clearly described on the journal's Web site: [http://www.um.es/ead/red/normasRED.htm#\\_Toc481505683](http://www.um.es/ead/red/normasRED.htm#_Toc481505683)
- Judgments by reviewers shall be objective.

- Reviewers shall have no conflict of interest with authors or with the journal.
- During peer-review process, reviewers shall point out relevant published work which is not yet cited in the original manuscript.
- Reviewed articles shall be treated confidentially.

#### **4. Publication ethics**

- The Editor of RED shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred.
- In no case shall the journal or its Editor encourage such misconduct, or knowingly allow such misconduct to take place.
- In the event that the Editor of RED is made aware of any allegation of research misconduct, he shall deal with allegations appropriately.
- RED has specific guidelines for retracting or correcting articles when needed.
- The Editor of RED shall always be willing to publish corrections, clarifications, retractions and apologies when needed.

#### **5. Copyright and Access**

- Copyright and licensing information is clearly described on the journal's Web site: <http://www.um.es/ead/red/normasRED.pdf>
- The way(s) in which the journal and individual articles are available to readers and whether there are associated subscriptions, or pay-per-view fees are clearly stated on the journal's Web site: <http://www.um.es/ead/red/normasRED.pdf>

#### **6. Archiving**

- RED's plan for electronic backup and preservation of access to the journal content in the event the journal is no longer published is guaranteed by the University Publishing Service of the University of Murcia. RED is committed to self-archiving by Sherpa Romeo GREEN code, which allows both pre-print and post-print archiving.

#### **Further principles of transparency and best practice:**

#### **7. Ownership and management**

- Information about the ownership and/or management of RED is clearly indicated on the journal's Web site: [www.um.es/ead/red/red.html](http://www.um.es/ead/red/red.html)
- The Editor shall not use organizational names that would mislead potential authors and editors about the nature of the journal's owner.

#### **8. Web site**

- The journal's Web site, including the text that it contains, demonstrates that care has been taken to ensure high ethical and professional standards.

### **9. Publishing schedule**

- RED will publish at least two non-thematic issues per year (one in spring and the other in autumn), although a flexible number of thematic volumes may also be published.

### **10. Name of journal**

- The Journal name is RED. *Revista de Educación a Distancia*, which is the name detailed in the ISSN Register.