ETHICS AND MALPRACTICE
(October 2017)

General information

The “Revista de Demografía Histórica” (RDH, ISBN: 1696-702X) maintains an ethical commitment with the university community and society as a whole of is inspired by the UNESCO General Conference (1997) on rights and duties of scientists, scholars and students.

Committed to upholding the highest standards of quality and integrity in publications, RDH applies the best practices in academic publishing ethics as detailed in the Code of Conduct and Best Practices from the Comité de Ética de la Publicación (COPE- Committee on Publication Ethics, https://publicationethics.org/resources/code-conduct) in the interests of all stakeholders: Authors, Reviewers and Editorial Team.

Stakeholders, as active members and sectors involved in the functioning of the journal, must respect the following general publication principles:

- Safeguarding the integrity of scholars’ data, and preventing and acting against plagiarism and fraudulent data diffusion.
- Observing the proper systems for rejection and publishing all necessary corrections and clarifications.
- Ensuring that the authorship of articles is genuine, while also respecting any scholarly contribution from other authors and being transparent as to all funding sources.

Editorial team: Editors and editorial board

The RDH editorial team, consisting of editor/s and editorial board members, undertakes to ensure that the journal complies with ethical standards journal and to fulfill all their general duties and responsibilities.

The editors are responsible for everything published in the journal. Hence, they must satisfy the needs of readers and authors; make all necessary efforts to improve the quality of contents as well as the international presence of the journal; establish sufficient mechanisms of quality control for all published contents; advocate freedom
of expression in the editorial board; maintain the integrity of the publication’s academic record; and prevent entrepreneurial interference in intellectual and ethical norms.

The RDH editors will take all the reasonable measures necessary for identifying malpractice and preventing the publication of articles in which they detect such damaging practices as plagiarism, manipulation or falsification of citations, fabrication of data and other kinds of improper conduct. In no case will the RDH or its staff foster or encourage professional misconduct.

The RDH editorial board undertakes to publish all corrections, clarifications, rebuttals and apologies as soon as possible and whenever necessary.

One of responsibilities and duties of the RDH editorial team is to remind authors of the ethical norms of publication.

**Authors**

It is the responsibility and duty of RDH to remind the authors about the following matters:

- The rules established in the Law on Protection of personal data must be respected when manuscripts involve work on a person or people or when the methodologies used allow clear identification of any person or people, unless author(s) have the personal consent of the person or people concerned.

- Ethical principles of research and publication.

The authors must:

a) avoid fabrication, falsification or omission of data and plagiarism;

b) ensure that they have written and submit original works, and if they have used the work and/or words of other authors, this must be appropriately cited.

c) be attentive to possible conflicts of interest. The journal expects the author to declare any commercial of business association which may involve a conflict of interests in connection with the article submitted.

d) have publishing permission granted by the funding institution. The journal will also make public the sources and institutions providing funding for the published research.

**Authorship**

The list of authors should include only those who have contributed intellectually to the work concerned. The mere fact of assisting with data collection or participating in any methodological task is not in itself sufficient reason for considering another person as author. In general, in order to appear as an author, the following requirements must be met:

1. active participation in the conception and writing of the work that appears in the form of the submitted manuscript;
2. participation in the writing and revision stages of the manuscript;
3. approval of the final version to be published.
**Transfer of copyright**

Authors will be asked to sign a form for the purposes format of identification and transfer of rights (which is provided by the journal) at the end of evaluation process as the requisite for the definitive acceptance of the article.

**Peer-review**

The peer-review procedure plays a crucial role in ensuring the integrity of academic records. This process largely depends on trust and requires ethical and responsible behaviour from the stakeholders.

RDH follows a strict, thoroughgoing process of revision of articles, using blind peer-review by external referees. The anonymity of authors and reviewers will be carefully safeguarded. Written comments or opinions cannot be sent for external review by peers and will instead be included in an extended review provided by the editorial committee.

Referees should complete reviews in less than 30 days in order to enable the journal to fulfil its obligations in the revision process.

**Conflict of interests**

In order to ensure a trustworthy and open publication process, all authors, reviewers and editors are obliged to provide information about any interest that may generate conflicts or have an influence in the validity of the publication.

**Archive**

The journal has a permanent archiving system for all documentation (including correspondence with authors and reviewers as well as all content sent for publication).

For purposes of conservation, the RDH encourages and supports the appearance of all its contents in the journal’s web page, which may be found in the Asociación de Demografía Histórica site

**Privacy statement**

All names and email addresses held by the RDH will be only used for the stated purposes. The journal will not provide any personal data about authors or reviewers for commercial purposes and their names will not be given to any outside parties.

**Website images**

The journal’s website contains several images and free-use materials. The journal has meticulously attempted to identify any rights holders, and if it has inadvertently not informed any relevant person of this use, the editors would be pleased to resolve any kind of issue.

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