

E-JOURNAL OF INTERCULTURAL STUDIES

ETHICS STATEMENT

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Introduction

The integrity of the academic content and of the publishing process is of the outmost importance for the Centre for Intercultural of the Polytechnic of Porto (www.iscap.ipp.pt/cei). This document outlines the principles and practices applied to **E.REI – E-Journal of Intercultural Studies** (<https://www.iscap.pt/cei/e-rei/en.html>). These guidelines are intended to help authors, peer reviewers, editors, and other interested parties.

We aim to achieve high standards in publishing ethics and to guide our editors towards this goal. We also follow standards and best practice guidelines set by relevant associations in the academic world.

Research Integrity

Submitted manuscripts are evaluated exclusively on the basis of their academic merit (importance, originality, validity, clarity) and relevance to the journal's scope, without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. We are committed to maintaining our editorial independence and are dedicated to preventing this principle from being compromised through any conflicts of interest or other corporate or political influence. Authors submitting their work to **E.REI – E-Journal of Intercultural Studies** are required to declare any potential conflicts of interest that could interfere with the objectivity or integrity of the publication. The Director has full authority over the entire editorial content of the journal and the timing of publication of that content. Should anyone believe that the research published in the **E-Journal of Intercultural Studies** has not been carried out in line with our Ethics Statement, they should raise their concern with the Director, using the email address cei@iscap.ipp.pt. All concerns will be addressed as soon as possible by the Director and the Editorial Board.

There are no fees whatsoever to publish any type of article in the **E-Journal of Intercultural Studies**.

Editorial Process

Editors, reviewers and editorial staff will not disclose any information about a submitted manuscript to anyone other than the corresponding author and the assigned reviewer(s).

Information or ideas obtained as a result of handling the manuscript will be kept confidential and not used for their personal advantage. Reviewers will refuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies or institutions connected to the papers; instead, they will ask for another member of the Scientific Committee to handle the manuscript. In general, the editorial process ensures that reviewers are independent from the authors, i.e., they are not affiliated with the same institution.

Reviews should be conducted objectively, and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate. Similarly, we do not support publishing false statements that harm the reputation of individuals, groups, or organizations.

All proposals received have a note of reception to ensure their submission to **E.REI – E-Journal of Intercultural Studies**. All proposals are reviewed through the Peer Review process as stated on the Peer Review point. After the revision, the comments about the submitted work are forward to the author for further rectification or acceptance of the submitted work.

Peer Review

All proposals submitted to **E.REI – E-Journal of Intercultural Studies** are reviewed by internal and external specialists, who may consult other relevant external subject specialists. The editors ensure that all submitted manuscripts being considered for publication undergo peer-review by at least two reviewers who are experts in the field and whose assessments are used to inform the Director and the Editorial Board's decision as to whether or not to publish the content submitted. The Director and the Editorial Board are responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and requirements regarding plagiarism. The Journal also provides a policy process for appeals of editorial decisions, but only when new information relevant to the editorial decision has been made available, or if there is reason to believe that the Ethics Statement has not been followed.

Editors and Referees are encouraged to familiarize themselves with relevant best practice guidelines. Editors are expected to be able to recognize warning signs of fraudulent or manipulated peer review and will raise any concerns with the Director and the Editorial Board

Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should immediately notify the editors and decline the invitation to review so that alternative reviewers can be contacted.

Authorship

Authorship of the research submitted is based on principles such as substantial contributions to the work, drafting or revising the work, final approval of the final version and agreement to be accountable for all aspects of the work. The corresponding author has the authority to act on behalf of all co-authors and this information is expected to be confirmed at the beginning of the publication process. Editors are to familiarize themselves with authorship and authorship disputes. They will also seek advice on these matters if necessary.

Retractions and Corrections

The Director and the Editorial Board will take responsive measures when ethical concerns are raised regarding a submitted manuscript or published paper. If the ethical concern is well-founded, a correction, retraction, expression of concern or other relevant notes will be published in **E.REI – E-Journal of Intercultural Studies**. If an author is found to have made an error, a corrigendum may be issued. Similarly, if the Journal is found to have made an error, an erratum will be issued. Retractions are usually reserved for articles that are flawed to the point where their findings or conclusions should not be relied upon.

Confidentiality

Any manuscripts received for review are confidential documents and must be treated as such. This applies also to invited reviewers who decline the review invitation.

Plagiarism

Authors should ensure that they have written and submitted only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. Submissions containing suspected plagiarism will be rejected. Should plagiarism be discovered post-publication, a correction, retraction, expression of concern or other note will be published in **E.REI – E-Journal of Intercultural Studies**. We reserve the right to check all submissions through appropriate plagiarism checking tools and expect our readers, reviewers and editors to raise any suspicions of plagiarism by contacting the Director or by emailing cei@iscap.ipp.pt. Authors are also expected to avoid modifying images and data in general in ways that could lead to the falsification, fabrication, or misrepresentation of their results.

Self-plagiarism, or duplicate or redundant publications, is not supported, unless it is felt that this will editorially strengthen the academic discourse or that a citation of the original source is included. We expect our readers, reviewers and editors to raise any suspicions of self-plagiarism by contacting the Director or by emailing cei@iscap.ipp.pt.

Fraudulent Research and Research Misconduct

Authors are expected to respect human participants' right to privacy, and to gain any necessary consent to publish before submitting their work.

In the case of research misconduct, or should any publication be found to include fraudulent results, the work submitted will be retracted, or an appropriate correction or expression of concern will be issued.

Consent of Participation and Publication

For works submitted that include surveys, questionnaires, and/or social media research, authors should inform all participants that their anonymity is going to be assured, why the research is being conducted, how their data will be used and if there are any risks associated. Written consent of participation and publication should be obtained by the authors prior to the submission.

Transparency

Transparency and openness are completely supported in our publishing, including data, code, and other materials associated with research. Authors are expected to maintain accurate records of supporting evidence necessary to allow for the understanding, verification, and replication of new findings, as well as to supply or provide access to this evidence, on reasonable request. Because **E.REI – E-Journal of Intercultural Studies** is available free of charge, this ensures that access is available to researchers in all countries around the world. Academics from all over the world, even low and middle-income countries, as well as developing countries, are able to publish in the Journal, as there is no charge for article processing or publication.

Integrity of Record

Records of all previous publications are maintained, along with all relevant information. If the publication record must be altered in any way, for any reason, the academic record is preserved as far as possible. The same principles are applied to all dissemination efforts for the Journal, assuring that the representation of the academic record is not modified or manipulated.

Censorship

No type of censorship will ever take place during the editing stage of the works submitted. We are fully committed to the principle of freedom of speech and expression. Our goal is to disseminate knowledge to the widest possible audience and serve the academic community in all countries around the world.

Access and Copyright

Readers have access to **E.REI – E-Journal of Intercultural Studies** in its totality and are not entitled to alter its content in any way. The sale or unlawful distribution of the Journal is completely unacceptable.

E.REI – E-Journal of Intercultural Studies is a fully open access journal, that allows immediate free access to the works published. Our readers may read, download, copy, distribute, print, search, or link to the full texts of the articles, and, in general, use them for any lawful purposes.

Dissemination and Communication

Social media and email communications are used as dissemination tools for our publications. Such tools are never used at the expenses of the integrity of the content or the academic record. All those responsible for our social media channels are expected to familiarize themselves with the best practices in media use.

Contacts and other concerns

All enquiries and concerns, including concerns relating to publishing ethics, may be addressed by contacting the Director or through the email address cei@iscap.ipp.pt. All queries will be handled sensitively and as confidentially as possible within the scope of any necessary subsequent investigation.