



## DECLARATION OF ETHICS AND GOOD PRACTICES OF THE VISITAS AL PATIO JOURNAL

All the manuscripts submitted to evaluation processes by Visitas al Patio Journal must comply with the ethical guidelines contained in the sections of intellectual property and copyright respectively.

Each author should present, along with the work proposed for publication in Visitas al Patio, the declaration of originality and compliance with the ethical standards of the Journal for the purpose that the editorial committee continues the evaluation process.

Visitas al Patio adheres to international and national intellectual property norms and Copyright and the Code of Ethics of the Committee of Publication Ethics (COPE).

For more detailed information, refer to the COPE: <https://publicationethics.org/>

The publication of an article previously evaluated by the selected peers of the Journal develops a scientific network committed to the knowledge within the area of Human Sciences. From this, the rigorous work and quality, not only of the authors but also of the institutions they represent become evident. Therefore, it is necessary to establish a statement of ethics and good practices, which provide all the indispensable elements in the work of the different agents that intervene in the process of elaboration, reception, edition and evaluation of the manuscripts: the author, the editor of the journal, the peer reviewers, the publisher and the academic community in general.

The University of Cartagena, as editor of the Visitas al Patio Journal, aware of its responsibilities in all stages of a quality publication, declares recognition of their ethical commitments and those of their peers.



Universidad de Cartagena–Revista Visitas al Patio.

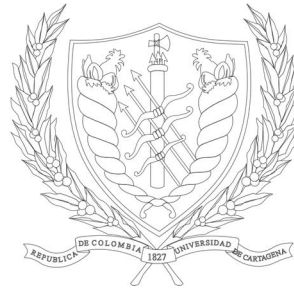
Claustro de San Agustín, Centro Cra. 6 - Calle de la Universidad No. 36 – 100.

Teléfono: (+57)(5) 6641411 1º piso

OJS: <https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

Email: [revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co) Web: [www.unicartagena.edu.co](http://www.unicartagena.edu.co)

Cartagena de Indias, D. T y C – Colombia



### 1. Responsibilities of the Editorial Board:

Visitas al Patio Journal is committed to:

- Have an Editorial and Scientific Committee or another governing body, whose members are recognized experts in the field of Human Sciences. The full names and affiliations of the members will be provided on the journal's website. Also the journal should provide contact information for the editorial office on its website.
- Publication decisions: The Editor of *Visitas al Patio Journal* and its Editorial Board are responsible for deciding which of the articles received for the journal should be published. The approval of the document in question and its importance for the fulfillment of the journal's objective, are part of these decisions. The Editor is guided by the policies of the Editorial Board of the *Visitas al Patio Journal*, and accepts the legal aspects that can be subject of defamation, violation of copyright and plagiarism, among others. The Editor can claim the support of other editors or reviewers to make this decision.
- Inclusive policy: The Editor of *Visitas al Patio Journal* and its Editorial Board, should review the documents for their intellectual, scientific and academic content, without distinction of gender, race, sexual orientation, ethnic origin, nationality, religious beliefs, or political philosophy of the collaborators.
- Confidentiality: The Editor, the members of the Editorial Board and in general any member of the editorial team and any writing team, style correction or diagramming, should not disclose any information about a received document, to another person other than the authors, reviewers, potential reviewers, other editorial advisors corresponding, and to the editor, if appropriate.
- Disclosure of conflicts of interest: The elements or materials exposed in the document submitted for evaluation and publication in *Visitas al Patio Journal*, may not be used by the Editor, members of the



**Universidad de Cartagena—Revista *Visitas al Patio*.**

Claustro de San Agustín, Centro Cra. 6 - Calle de la Universidad No. 36 – 100.

Teléfono: (+57)(5) 6641411 1º piso

OJS: <https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

Email: [revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co) Web: [www.unicartagena.edu.co](http://www.unicartagena.edu.co)

Cartagena de Indias, D. T y C – Colombia



Editorial Board, and in general any member of the editorial team and any writing team, style correction or layout, in research or own projects of the same, without the express consent and in writing of the collaborators and authors. The information, data or ideas resulting from the peer review are confidential and will not be used for personal benefit.

- Disseminate the publication: As widely as possible using the tools of mass mailings, data bases, bibliographic catalogs, information systems and indexing national and international.
- Participation and cooperation in the articles: When complaints are presented in relation to a published article, whose collaboration claims the respective credit, the Editor must give answer. These measures will be communicated in a timely manner to the author of the document, and additionally, due process must be applied to said request. That is, it will emit the communications and reports it deems appropriate, to the competent institutions and research organizations. If the complaint is maintained, *Visitas al Patio* Journal must make the correction, retraction, expression of concern, or other note, that may be relevant to clarify this situation. Each identified act of unethical behavior in the publication will be examined, and will not prescribe in time.

## 2. Responsibilities of the author:

The submission of manuscripts by authors must correspond to the technical and editorial criteria specified by *Visitas al Patio* Journal in its rules for authors. They can be consulted at:

<https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

### Authors should avoid the following practices:



Universidad de Cartagena—Revista *Visitas al Patio*.

Claustro de San Agustín, Centro Cra. 6 - Calle de la Universidad No. 36 – 100.

Teléfono: (+57)(5) 6641411 1º piso

OJS: <https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

Email: [revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co) Web: [www.unicartagena.edu.co](http://www.unicartagena.edu.co)

Cartagena de Indias, D. T y C – Colombia



- **Simultaneous submission of articles:** manuscripts submitted to *Visitas al Patio* Journal must be unpublished and must not be submitted in more than one publication. If an article is in several review processes, it runs the risk of being published in different editions.
- **Multiple, concurrent, or redundant publication:** In general terms, the author must not publish documents that essentially describe the same investigation published in more than one journal or primary publication. Sending the same document to more than one serial publication constitutes unethical behavior and its publication will be denied in any of its cases. Similarly, the author should not submit an article previously published for consideration by another scientific or not scientific journal. In case of a secondary publication is submitted, the authors and editors of the journals involved should agree with this type of publication with the same information and interpretation of the basic document. In this sense, the main reference must be cited in the secondary publication.
- **Originality and plagiarism:** Collaborators must ensure that the document is totally original; in the case of using work or/and words of third parties, authors must ensure that they are properly cited. Plagiarism manifests in different ways, from passing a document from other authors as its own, even to copy or paraphrase substantial parts of a document of the others (without attributing the corresponding references), claiming as their own the results of investigations carried out by others, and publication rights of third parties. Plagiarism in all its forms constitutes unethical behavior, which is unacceptable in any scientific publication and in particular in our journal. *Visitas al PAatio* uses “Turnitin” software as tool to detect plagiarism. In case of finding plagiarism, the result will be communicated to the author and he will be asked for the appropriate adjustments or the article will be rejected according to the seriousness of the plagiarism.





• **Falsification of results:** the documents must be truthful in the results that they achieve. The manufacture and manipulation of data from any study for the convenience of the author are fraudulent practices.

### The authors must seek the following practices:

• **Information standards:** The authors of the research articles must provide evidences of the performed research, as well as of its originality, and of the objective discussion of its meaning. The specific data must be represented and included with precision in the document. The documents must be clear, detailed and have references, data, graphics and other elements that allow others to replicate the work being done. Fraudulent statements knowingly inaccurate, constitute an unethical behavior and are unacceptable. Review, reflection articles, and other type of works to be published must also be precise and objective. Editorial opinion works, short articles, letters to the editor, reviews, etc., should be clearly identified as such.

• **Retention and access to data:** Collaborators must provide the data originals in a document for editorial review, and should provide public access to such data, or guarantee their availability after its publication.

• **Authorship of the document:** Authorship of the document should be limited to a maximum of four (4) collaborators, who have made a significant and specific contribution in the creation, design, execution, analysis and interpretation of the article. If there is a specific case in which there are other professionals who have contributed to substantives aspects of the document, their contribution should be recognized in the acknowledgments. The main author must endorse that all the co-authors reviewed and approved the definitive version of the document, ratifying unanimously that the article can be published in the Journal.





- **Respect intellectual property rights of third parties:** the authors must ensure that they have the authorizations for the use of material other than of their property (reproduction and publication of tables, graphs, maps, diagrams, photographs, etc.).
- **Cite adequately:** authors must make correct mention of the source texts used in the investigation throughout the text and each one that requires it.
- **Be honest and true:** the journal appreciates the works that present honest results and that are coherent with the objectives and the methods of studies employed.
- Authors are required to participate in the peer review process.
- All authors are required to provide retractions or corrections of mistakes.

Once the article is postulated, the authors commit to the following:

- **Conflicts of interests:** All the collaborators of a document must declare any substantive financial or other kind of interest conflict that could threaten the results or interpretation of their article. Corresponding credits must be recognized to all sources of economic or financial support for the publication of the document. Some examples of possible conflicts of interest that should be declared include: employment, consultancies, ownership of shares, fees, testimony of payment experts, patent applications, registrations and scholarships or other financing. Potential conflicts of interest must be made fully public in the moment in which the document is presented to *Visitas al Patio* Journal to be taken into account in the editorial process.
- **To render the rights of authorship:** the authors of the accepted texts authorize, by signing the document Intellectual Property License, the use of the patrimonial rights of the author (reproduction, public communication, transformation and distribution) to the University of Cartagena, in order to include the



Universidad de Cartagena—Revista *Visitas al Patio*.

Claustro de San Agustín, Centro Cra. 6 - Calle de la Universidad No. 36 – 100.

Teléfono: (+57)(5) 6641411 1º piso

OJS: <https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

Email: [revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co) Web: [www.unicartagena.edu.co](http://www.unicartagena.edu.co)

Cartagena de Indias, D. T y C – Colombia



text in the journal (printed and electronic version). In this same document, they declare that their texts avoid and try the practices already mentioned.



- To take into account the comments issued by the Editorial Team, the Editorial Committee and the peer reviewers.
- To make the modifications requested by these same entities in the opportunity indicated by the Editorial Team.
- To be in constant communication with the Editorial Team. During the editing process, authors can be consulted by the editors to resolve the existing concerns. All communication between authors and the editorial team of the journal will be processed via email.

### 3. Responsibilities of peer reviewers:

Visitas al Patio Journal has an evaluation format for the referees (available in our web page), in which all the criteria selected for the evaluation of the articles are included, taking into account their academic quality, relevance, rigor in research and contributions to the field of study.

#### The reviewers must:

- Make contributions to editorial decisions: Peer evaluation provides the editor with crucial elements to make editorial decisions. In this sense, the Editor of Visitas al Patio Journal is an important link between the reviewer and the author because this dialogue allows the document be improved in terms of form and quality of presentation.
- Pertinence and qualification: When a referee is called to evaluate an article and he/she does not feel qualified to review the document, he/she must communicate this situation to the Editor.



Universidad de Cartagena—Revista Visitas al Patio.

Claustro de San Agustín, Centro Cra. 6 - Calle de la Universidad No. 36 – 100.

Teléfono: (+57)(5) 6641411 1º piso

OJS: <https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

Email: [revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co) Web: [www.unicartagena.edu.co](http://www.unicartagena.edu.co)

Cartagena de Indias, D. T y C – Colombia

- Confidentiality: Visitas al Patio Journal declares that all documents received for evaluation must be preserved as confidential. They should not be presented, reviewed, discussed or analyzed with third parties, except as authorized by the Editor.
- Objectivity standards: The comments, observations, criticisms, and corrections of the referees, must be objectively carried out. Criticism, comment or personal correction to the author is inconvenient. In this sense, the referees must express their opinions clearly and in any case, supported by arguments derived of their knowledge about the subject.
- Appropriate recognition of sources: peer reviewers may recommend to the authors, the inclusion of citations or bibliographical references that they consider relevant for the evaluated document and that have not been cited by the authors. Any affirmation, observation, derivation, or argument that has been previously published must be properly cited. A referee can also communicate with the editor if he/she suspects that the manuscript under evaluation has any substantial or partial approximation with some other published document that they have personal knowledge.
- Declaration of conflicts of interest: The original and unpublished elements included in an article received by Visitas al Patio Journal should not be used in research projects or manuscripts written by the referees without the consent of the author. Also, all types of information, ideas, images, graphics, among others, derived from peer review, are confidential and therefore will not be used in a privileged way for the personal benefit of peer evaluators. Additionally, the referees must also declare their impediment in the case they confront interests conflict.

This is an open access journal that does not charge authors for either the editorial process or the publication. All costs of editorial production are assumed by the University of Cartagena.



**Universidad de Cartagena—Revista Visitas al Patio.**

Claustro de San Agustín, Centro Cra. 6 - Calle de la Universidad No. 36 – 100.

Teléfono: (+57)(5) 6641411 1º piso

OJS: <https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

Email: [revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co) Web: [www.unicartagena.edu.co](http://www.unicartagena.edu.co)

Cartagena de Indias, D. T y C – Colombia



# Visitas alPatio

ISSN: 2248-485X

e-ISSN: 2027-0585

The journal is distributed under a Creative Commons License Attribution - Non-Commercial-Share Same 4.0 International.



## Universidad de Cartagena

Fundada en 1827

All claims will be received in writing, by mail through the OJS portal:  
<https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index> or institutional email  
[revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co).

The maximum response time will be three working days from the reception of the disagreement.



**Universidad de Cartagena—Revista Visitas al Patio.**

Claustro de San Agustín, Centro Cra. 6 - Calle de la Universidad No. 36 – 100.

Teléfono: (+57)(5) 6641411 1º piso

OJS: <https://revistas.unicartagena.edu.co/index.php/visitasalpatio/index>

Email: [revistavisitasalpatio@unicartagena.edu.co](mailto:revistavisitasalpatio@unicartagena.edu.co) Web: [www.unicartagena.edu.co](http://www.unicartagena.edu.co)

Cartagena de Indias, D. T y C – Colombia