INSTRUCTIONS FOR AUTHORS – ETHICAL STANDARDS AND BEST PRACTICE GUIDELINES FOR JOURNAL EDITORS

People and Technology Management (Gestión de las Personas y Tecnología) is an electronic journal created for the publication of original articles, as essays or research papers – related to people and technology management - mainly written in Latin America and the Hispanic world.

As its name implies, the journal is mainly divided in two sections: **People** and **Technology;** each of them is further divided into the following subsections: **Essays** and **Research Papers**. In some issues of the journal, book reviews are published. Every year in April, August and December, on the last day of the month, articles will be published free of charge to the authors, providing open access to the community of readers. Every issue will contain a minimum of five (5) and a maximum of six (6) articles, reaching a total of at least 18 published articles every year.

The journal may be accessed on line at www.revistagpt.usach.cl and www.revistas.usach.cl .

For submitting manuscripts, authors should log in or register in the following web site: http://www.revistas.usach.cl/ojs/index.php/revistagpt/user/register, fill in the

information required and submit the manuscript so that the edition and publication process can be started.

PEER REVIEW PROCESS
Peer Review Methodology

Manuscripts (essays and research papers) submitted to the journal *People and Technology Management* are first assessed by the editorial assistant using a checklist and then they are sent to a (blind) peer-review process by experts working at and outside the University, who will write a report determining if the article qualifies for being published. Peers can suggest authors to make changes and modifications to their articles. If authors agree and make the recommended changes, the article will be published. Every article in the journal will be published with the date it was received and approved.

Peer-review Criteria

Decisions about the publication of submitted manuscripts will be mainly based on the following assessment criteria:

- ✓ Relevance to the scope of the Journal in the areas of People and Technology.

- ✓ Scientific quality and /or academic orientation.

- ✓ Originality

- ✓ Clarity in the discussion of theoretical approaches and in the argumentation of statements, proposals, etc.

- ✓ Compliance with all publishing requirements according to the instructions for authors written above.

FORMAT AND GENERAL PROCEDURE FOR WRITING ARTICLES

- The title should be written both in Spanish and English
- Articles written in English will be exceptionally accepted for publication, up to one article in each issue.
- The length of the article (essay or research paper) should be 8 to 12 pages, letter size (including graphs, tables and references). Book reviews should have a maximum extension of 4 pages.

- Each page should have a margin of 2.5 centimeters on all sides (left, right, top and bottom). Font: Arial, size: 12 points, 1.5 line spacing.
- The article can contain colored supporting elements as graphs, tables, charts or diagrams.
- The manuscript should be electronically uploaded with no information about the author(s). Information about authors must be written in a separate page, including first name and last name, academic degrees, research experience in the field of study concerned, affiliation or place of work (name of the institution and/or company), telephone number and/or e-mail address, city and country.
- Manuscripts written by up to four authors will be accepted.
- Manuscripts should be original works not previously published or being simultaneously considered for publication elsewhere, although the research may have been previously presented at a conference, seminar or symposium.
- Authors should also submit an originality letter in order to certify that it is an original manuscript and that it has not been previously published or considered for publication in a similar journal in the field of study. Format requirements will be provided via email upon reception of the manuscript.

"Research Paper" Outline

The research paper should be preceded by an abstract in Spanish and English of half a page in length (using margins, font, size and line spacing required above).

- The abstract must be followed by 3 to 4 keywords in English and Spanish.
- The research paper should contain an introduction, the main body (divided in the following sections: 1. Theoretical framework or empirical data supporting the discussion, 2. Research Methodology and 3. Results and Discussion), conclusions and references (see below).

"Essay" Outline:

The essay should be preceded by an abstract in Spanish and English of half a page in length (using margins, font, size and line spacing required above).

- The abstract must be followed by 3 to 4 keywords in English and Spanish.
- The essay should contain an introduction, the main body supporting the argument, conclusions and references (see below).

Both text types can optionally include supporting elements such as tables, charts and graphs and clarifying notes.

References and notes should be written at the end of the manuscript sequentially numbered by appearance in the text.

Examples for creating a Reference List

Printed references

Books

Saracho, José María. 2005. A General Framework of Competence Management (Un modelo general de gestión por competencias)*.* First Edition. Ril Editores. Chile.

Articles in Journals and/or Periodical Publications

Arnaíz, Beatriz, Osses, Raúl. 2009. Organizational and Technological Change: A Collective Mourning (Cambio Organizacional y Tecnológico: los duelos colectivos). People and Technology Management. Vol. 01 Number. 3. Chile. Pages. 24-31. Retrieved from: www.tap.usach.cl/gpt (accessed April, 16th, 2009).

Scientific Conference Proceedings

Sánchez Peredo, Alejandro. 2009. The Role of Human Resources in Organizational Management (El rol de recursos humanos en la gestión de las organizaciones)*.* Lecture presented at the 6th International Seminar of Human Resources organized by the Association of Personnel Administrators. Buenos Aires. Argentina. Retrieved from: www.as.edu.ar/vseminario (accessed March, 15th, 2009).

On-line Reference Sources or Webgraphy

Morales Negrete, Juan. 2007. Technology and Society: an Unbreakable Link. (Tecnología y Sociedad: un vínculo indisoluble). Universidad de Santiago de Chile. Retrieved from: http://www.usach.cl (accessed October 24th, 2007).

When writing a research paper or an essay, the Harvard referencing system should be followed:

- Paraphrased references should include the author's name and the year of publication. Example for one author (Freire, 2008), two authors (Godoy and Osorio, 2008) more than two authors (Godoy et al. 2008).
- Quoted references should be placed in inverted commas followed by the page number or numbers, Examples: (Astudillo, 2007:10) or (Astudillo, 2007:12-20).
- In order to make a distinction among texts written by the same author and published in the same year, lower case letters should be used as following: (Pérez, 2008a) y (Pérez, 2008b).

The Editorial Committee may, at its own discretion, re-arrange contents so as to meet quality requirements of accepted manuscripts.

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The manuscript should be submitted by e-mail in Word format or similar to:

natalia.romero@usach.cl or julio.gonzalez@usach.cl

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ETHICAL STANDARDS AND GOOD EDITORIAL PRACTICES

The journal **People and Technology Management**, based on the guidelines proposed by the Committee on Publication Ethics, COPE, in its Code of Conduct and Best Practice Guidelines for Journal Editors (1), has established the following ethical standards and good editorial practices.

1. **General duties and responsibilities of editors**
   - ✓ Work on meeting the needs and expectations of their readers and authors.
   - ✓ Constantly improve the journal as far as quality, indexing, and visibility of its articles are concerned.
   - ✓ Promote and foster freedom of expression.
   - ✓ Give priority to the academic and intellectual quality of the journal over business needs or others.
   - ✓ Be always willing to publish corrections, clarifications, retractions and apologies when needed.

2. **Delivery of information regarding a publication**

Either as a direct reference in an article published in the journal or through particular requests, the main editor (henceforth the editor), will deliver all available information concerning the source of a publication. Additionally, the Journal will publish in its website, information on publication policies, ethical standards and best publication practices, instructions to authors and other related issues.

3. **Relations with authors**

The editor and the Editorial Committee will protect the quality of the material they accept for publication. For this purpose, they have created the "Instructions to the Authors", which specifies the requirements that every article or book review being appraised should meet in order to be published. Editor's' decisions to accept or reject a manuscript, should be based on the report from the relevant blind peer-reviewers, based on pre-established guide. This guide should only take into account elements such as importance of the contents, originality, clarity, and relevance with the contents covered by the journal.

4. Relations with reviewers

The journal *People and Technology Management* will provide the peer-review guideline, so that the author(s) can know what aspects are observed by reviewers in the manuscript. The journal should protect the privacy of the peer reviewers' identity. The editor should have an informed procedure regarding of reception and treatment of complaints, instances of response and appeal at different levels, to a possible final verdict unappealable by reviewers and authors, which results in the appointment of an impartial arbitrator by the parties involved.

5. Regarding criticism to published articles

The Executive Management of the journal will receive the readers' well-grounded criticism about published articles, which will be derived to their authors, who will have the right to reply directly to the people involved or through the journal management.

6. Ethical-academic integrity

The editor should ensure that the articles to be published conform to internationally accepted ethical standards. If necessary, he/she should ask the authors for relevant ethical proof or evidence (ethics committees, review boards, or other similar). Obtaining this protection will not imply, however, the per se ethical guarantee of the material proposed by the authors. The journal Editorial Committee reserves the right to the final sanction.

The editor should also promote ethical protection of both published and unpublished articles. In this sense, priority will be given to addressing objections with the authors or people directly involved. If necessary, due to the scope and implications of the ethical misconduct, they may take the case or cases to other people or institutions. If it is noted that significant inaccuracies, wrong or misleading statements or distorted information have been published in the journal, the journal will resort to the authors for immediate correction in the online version. This procedure should be clearly explained in the publication itself. In the event that the correction is not obtained for any reason, the editor reserves the right to cancel or delete the articles from the web page(s) where the journal is published.

7. Commercial Considerations

The journal **People and Technology Management** provides open access and it is free of cost. It does not charge any author or authors for their publications, and it has established that its use for commercial purposes by third parties is strictly prohibited, except for the recovery of direct costs of reproduction.

8. Conflict of interests

The journal **People and Technology Management** has developed procedures to receive and solve the various conflicts of interests that may arise among the members of the Editorial Committee, between these and the authors, between the authors and the reviewers, and between the published contents and their readers. When conflicts within the Editorial Committee arise, the procedure to address and solve any issues and inconveniences starts with meetings of the staff, followed by bilateral consultation among their members and the final decision by the Journal Executive Management. With regard to the Journal and its editorial environment (authors, reviewers, and readers), the possibility of receiving complaints, appeals, rebates, and replies notified to the editor is considered, and he/she should determine the steps to be taken and the people and procedures to resort to.

In the event the complaints are directed against the editor, the notification should be first sent to him/her. If the complaint cannot be dealt with or satisfactorily solved, the complainant may try the Journal Management or the Editorial Committee, and these may –along with the complainant– resort to a final arbitrator whose decision will be mandatory for the parties.

9. Plagiarism and self-plagiarism

Undoubtedly, the misuse of third-party resources or self-resources is one of the most serious misconducts in scientific research and publication. There is extensive bibliography where the problem is explained in its multiple dimensions (only as a reference, you can check "Editorial ethics: how to detect plagiarism using automated media (2)").
This journal takes care of this phenomenon through the following actions:

- ✓ Detection using electronic media: titles of articles, authors' names and contents are checked using Web search engines (Google, DDG). Other open source specialized tools are also used, such as Plagiarism Detect and Turnitin, in addition to being aware of advice and guidance from HTW, which is the main undertaking in this matter (please see HTW website), by cross-checking suspect paragraphs. This task is entrusted to our editorial staff.

- ✓ Detection of style: By cross-checking suspect paragraphs. This task is entrusted to our editorial staff.

✓ In addition, presumptions or judgment of plagiarism or self-plagiarism or other forms of misleading use of previous publications are subject to the following action:

A) Categorization of the suspicion or fault by the Journal Editorial Committee.

B) Disclosing the suspicion or irrefutable fact regarding plagiarism (with evidence and proofs) to the author or authors.

C) Setting of a time limit for discharges and/or clarifications. This time limit, except for reasons of force majeure, is fixed and should not extend beyond 30 calendar days from the moment the affected people are notified.

D) Consideration, if appropriate, of clarifications and assurance support from questioned authors.

E) Resolution and final verdict by the Editorial Committee on the final destination of the work in question within a period not exceeding 60 days; the verdict will be unappealable.

The entire procedure will be in writing and will be duly supported by the management files of the journal. If necessary, the Journal Executive Committee may require the advice or opinion of experts outside the publishing body in order to have more and better elements to reach the best resolution.

The only sanction to be applied to authors who have actually committed plagiarism and self-plagiarism (if they have not given a clear and conclusive reply to doubts and objections), will be the impossibility of sending new manuscripts and communications to the Journal for 3 years. The Journal reserves the right, depending on the nature and effects of the issue to be addressed, to communicate results publicly and/or pass the records to other relevant administrative and jurisdictional bodies.

For purposes of defining concepts and categorizing the possible fault, this Journal will comply with those stipulated by COPE and Plagiat-HTW.

Nota 1: En http://publicationethics.org
Nota 2: En http://blog.scielo.org/es/2014/02/12/etica-editorial-como-detectar-el-plagio-por-medios-automatizados/

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