

## **POLICIES ESTESIS JOURNAL**

### **Evaluation policy**

The reviewers, always avoiding possible conflicts of interest that may arise when reviewing each article, will be governed by confidentiality towards the author and the evaluated work and by objectivity in their arguments, judgments and observations. The reviewer will have a maximum period of one month to evaluate the article assigned to him/her. To do so, he/she will have to issue his/her report through the OJS platform, validating the criteria established in the evaluation rubric that assess the quality of the work, its suitability and relevance. After indicating the comments justifying your decision and making the appropriate corrections, you will have to choose between one of the following options:

- Accept (the article for publication without changes being necessary), publishable with modifications (the article is accepted for publication, but the author will be asked to make a number of changes), resubmit for review (the reviewer considers that relevant changes are necessary, which will have to be made by the author and, (the reviewer considers that the text does not comply with the journal's policy and recommends that it be sent to another publication) and unpublishable (the submission has not passed the peer review and is not recommended for publication in the journal).

- These evaluations will be anonymous, both for authors and reviewers. Periodically, the editorial team will publish in the journal a list of the reviewers who participate in the manuscript evaluation process. In addition, the names of the reviewers will also be published on the website.

### **Open access policy**

Estesis is an open access journal, which means that all content is freely available at no charge to the user.

Users may read, download, copy, distribute, print, search or link to the full text of articles, or use them for any other lawful purpose, without seeking prior permission from the publisher or the author, provided that reference is made both to the author and to the fact that the work has been published in the Journal.

### **Funding policy**

The Revista Académica Estesis is financed by the Escuela Superior Tecnológica de Artes Débora Arango Institución Redefinida, which monitors all contents through its Publications and Ethics Committee.

It has also received benefits from the Ministry of National Education through quality promotion plans.

## **Digital file preservation policy**

The Institution establishes digital preservation criteria through the Quality Assurance System for the protection of authors' contributions with restricted access to personnel not authorized by the Publisher or for purposes other than the Journal's Call for Papers.

## **Good practices and ethics statement**

The Escuela Superior Tecnológica de Artes Débora Arango, offers the journal Estesis, as a space for interdisciplinary dialogue from the knowledge and its multiplicities in artistic and creative practices. Thus, it is necessary to consider the good practices of knowledge circulation, with quality standards and institutional responsibility to highlight the Intellectual Property and the rigorousness of these practices.

To ensure compliance with this statement and preserve the scientific rigor of the journal, reference is made to the following criteria, approved by the Ethics and Publication Committee for interested parties and readers.

### ***About authorship and contributions.***

The authors will retain their copyright and guarantee the journal the right of first publication of their contributions or their works, under the Creative Commons CC-BY license, which allows third parties to reference the work as long as its author and publication are indicated in the journal. The authors may adopt other non-exclusive license agreements for the distribution of the published version, provided that the initial publication in this journal is indicated. Additionally, they may use the published version for their personal or institutional repositories. The rules for the submission of originals to the different institutional publications are public. The works will go through a double-blind evaluation process, being the responsibility of the editorial team the final decision on the articles. The editorial team may also reject works without resorting to external evaluation if it does not meet a minimum level of quality, does not meet the objectives of the publication or presents plagiarism, pursuant to Agreement No 190 of February 25, 2015, "Whereby the intellectual property regulations of the Escuela Superior Tecnológica de Artes Débora Arango" are approved. ***About handling of complaints, claims and appeals.*** Complaints, claims and appeals will be handled by the Research Committee of the Escuela Superior Tecnológica de Artes Débora Arango Institución Redefinida. ***About conflicts of interest / competing interests.*** The members of the Editorial and Scientific Committee, as well as the peer reviewers, will not manage or review an original if there is any kind of interest towards the author (personal or work relationships). ***About management of post-publication discussions and corrections.*** The Editorial and Scientific Committee is always at the disposal of the authors to manage discussions and study necessary corrections after the publication of the articles. This document is valid from the moment of its approval. Cases not foreseen herein will be resolved by the Publications Committee of the Escuela Superior Tecnológica de Artes Débora Arango Institución Redefinida.

## **Publication Fee**

The publication of the Estesis Journal is covered by the resources of the Escuela Superior Tecnológica de Artes Débora Arango, publisher Institution, which establishes as a priority the dialogue of knowledge, for this reason, the authors do not have to pay any fee for the publication of the manuscripts, previously approved by the evaluation of the jurors.

## **Commitments of the editorial team**

- The Publication Committee and the Ethics Committee, advises in situations in which controversies arise or it is necessary to settle possible results of the evaluations.
- Receive and monitor the articles that enter the journal for study and evaluation.
- Identify the pertinence of these contributions of the authors, with the terms of the journal.
- Give timely response to the authors of the status of their article, according to the calendar and periodicity of the Call for Papers of the Journal.
- To strive for the continuous improvement of the journal and its updates.
- To ensure freedom of expression.
- Maintain the academic integrity of its content.
- Prevent commercial interests that compromise the intellectual criteria.
- Publish corrections, clarifications, retractions and apologies when necessary:
- Give timely response to recommendations, comments and suggestions to readers.
- Have evaluators and experts related to the topics of the journal.
- Give timely response to the authors according to the requirements, from the reception of the material to the publication of the journal. Informing each author of the status of his or her contribution.
- To inform the Policies and Terms of Reference of the Journal in each Call for Papers.

## **The authors**

Commit themselves to maintain the quality of their contribution and authenticity of intellectual property.

Authorize their contribution to the journal Estesis.

- The Publisher, after evaluating the contributions to the journal Estesis, accepts or rejects the document for publication.

- In case of situations that require attention to other situations, the Publication and Ethics Committee will analyze the case and give a timely response to the author \*The identity of the evaluators is protected and any information is reserved. \*In the case of research projects, the journal Estesis will not publish names or persons who are under study of the research.

In case of such a case, it must be authorized by the interested parties.

In any case, the Scientific and Ethics Committee will make every effort to denounce alleged acts of malpractice.

In case of plagiarism, or total fragmentation or substance in the same, the person responsible for the document will be informed and it will be immediately removed from the journal.

### **Relations with journal owners and publishers**

In the event that bad practices and situations that compromise moral rights or violate the journal's policies are observed, the international indexing communities and bodies will be notified immediately.

Reference is taken from: María Alejandra Rojas and Sandra Rivera. Guide of good practices for open access academic journals (COPE: Committee on Publication Ethics).

### **Estimated time for evaluation and publication processes**

From the reception of the manuscript, a first filter will be made by the team of editors, to present the articles that comply with the terms of the Journal to anonymous evaluators at least 2 referees. Each evaluator will respond to the editorial of the Journal with the criteria relevant to the evaluation:

- Approved subject to MINOR changes and does not require re-evaluation.
- Approved subject to MAJOR changes and requires re-evaluation.
- Rejected, not publishable in the journal.
- Approved without changes

Selected manuscripts will go to the Publication Ethics Committee for a second review.

The process of evaluation, approval of the manuscript for production, design and publication takes 6 to 8 months.

In all cases, authors will be given feedback and workflow notifications through the OJS platform.

The duration of this process ranges from 1 to 6 months.

- Articles approved by the editor and the Editorial Committee will be submitted for review by two (2) academic peers for evaluation and respective approval or not.
- The selected peer reviewer may present an excuse to review the manuscript in the projected time. It is recommended to inform the journal's editorial office so that the contribution can be sent to another reviewer as soon as possible.