



# DECLARATION OF ETHICS AND CONDUCT

## ITEGAM-JETIA

Editor-in-Chief

**JANDECY CABRAL LEITE**

## INTRODUCTION

The Journal ITEGAM-JETIA is a journal that is committed to ethical conduct in its process of evaluating its manuscripts, from submission to publication, taking all the necessary care to avoid misconduct and violation of the code of ethics of publication in the journal.

The Code of Ethics of the ITEGAM-JETIA Journal makes clear the basic principles that guide the conduct of all members and partners who interact in some way in the process of evaluation, certification, production and scientific publication of the journal in question - authors, reviewers, editors, editorial staff, reviewers, translators and technical staff – and presents the Policies and Procedures of the Code of Ethics and Misconduct.

To be part of the publication process of a manuscript at any stage and to play any role in the scientific certification process of the Journal ITEGAM-JETIA, it is necessary to comply with the principles of this Code of Ethics established.

## ETHICS CONDUCT

### *Authors*

It is intended for the individual who has made considerable academic contributions to a scientific investigation, e.g. someone who contributes significantly to the conception, design, execution, analysis and interpretation of data, participates in the writing, revision or revision of the manuscript for intellectual purposes, content and approves the manuscript to be published.

1. Ensure integrity of data and information presented throughout the article.
2. Ensure the authenticity and originality of your article, without plagiarism of any kind.
3. Ensure proper citations and source identification when using third-party materials.
4. Ensure that your article does not contain any libelous, lying or defamatory statements to a person, institution, scientific society or other and that it does not infringe any third party's intellectual, commercial or industrial property rights.
5. Ensure that your article is not being evaluated in another journal.
6. Declare any potential conflicts of interest generated by your article, there must be no conflict of interest between the authors of the article. Everyone must agree with the article submission.
7. Immediately report to the editor if you identify flaws in the article and contribute to the immediate correction, either before publication and/or with the publication of errata, when the error is identified after publication of the article.
8. The author who submits the article must ensure that the authors who sign the work submitted for publication have effectively contributed to its creation and elaboration, being necessary to declare in a section of the article the contribution of each author.
9. Ensure the correct choice of journal for publication of your article, as well as area and theme, in order to avoid that the article is unnecessarily disapproved.
10. Make sure the content and format of your article is adequate for the magazine, placing it in the template properly.
11. The content of the manuscript, in its entirety, as well as the respective translation into English performed by a translator trained in the language, are the sole responsibility of the authors.

## *Editor-in-Chief*

The Editor-in-Chief oversees the journal's editorial process, reviewing and determining its editorial policy, along with the other editors and board members. Eventually, the editor-in-chief is responsible for deciding requests for revisions to editorial decisions taken by the team or complaints/suspected scientific mispractices.

The Editor-in-Chief is the journal's representative, fulfilling the role of publicizing the journal to the scientific community, thus obtaining more access and more relevance in the academic environment.

1. Ensure ethical conduct in all processes involving submission, peer review and publication of the journal ITEGAM-JETIA.
2. Ensure integrity, impartiality, confidentiality and transparency in the process of scientific certification of articles submitted for publication.
3. Ensure quality, originality, rigor, coherence, diversity of thought in the works approved for publication.
4. Ensure ethical conduct, integrity, impartiality, transparency and agility in communication with the various actors involved in the processes of submission, evaluation, and publication of manuscripts.
5. Ensure the journal's contribution to the advancement of knowledge in engineering and in the technological area.
6. Ensure the journal's sustainability and development within the scientific, academic, industrial and business communities.
7. Strive for the constant improvement of the journal, seeking new indexes and increasing the journal's impact in the scientific environment.
8. Establish and manage conflict of interest policies for the various actors that participate in the scientific certification and publication process.
9. Define and implement prevention policies and sanctions for situations of ethical misconduct, as well as best conduct the misconduct process when it exists.

## *Editorial Board Members*

The Editorial Board is composed of PhD professors, with outstanding scientific and editorial knowledge, responsible for recommending the journal's policies, suggesting thematic sections and dossiers, being consulted on possible divergences in the editorial process, appointing new evaluators to integrate the body of the journal, publicize the journal, in addition to, eventually, evaluating (in a double blind/anonymous system) submitted articles that have direct adherence to their knowledge and areas of expertise.

1. Reinforce, together with the academic and scientific community, the practice of ethical conduct in all processes that involve submission, peer review and publication of the journal.
2. Do not use, under any circumstances, privileged information to which you had access as a member of the Editorial Board.
3. Alert the editor-in-chief about possible conflicts of interest that may jeopardize the integrity of his performance as a member of the journal's Editorial Board.

## ***Editorial Team Members***

The Editor-in-Chief, Assistant Editor and Designer are part of the Editorial Team.

1. Ensure ethical conduct in all processes involving submission, peer review and publication of the journal.
2. Guarantee integrity, impartiality, confidentiality and transparency in the process of scientific certification of articles submitted for publication.
3. Ensure a high standard of ethical conduct, integrity, impartiality, transparency and agility in communication with the various actors involved in the processes of submission, evaluation, preparation and publication of works.
4. Alert your immediate supervisor of possible conflicts of interest that could jeopardize the integrity of your work with the editorial team.

### ***Members of the Scientific Editorial Board***

1. Ensure ethical conduct in all processes that involve scientific review and certification of work submitted for publication.
2. Alert the editor-in-chief about similar works published or submitted for publication and/or any other information relevant to meeting ethical standards in the publication.
3. Ensure confidentiality, impartiality and integrity in carrying out the evaluation of the article.
4. Do not use, under any circumstances, privileged information to which you had access as a member of the Scientific Editorial Board.
5. Suggest reputable reviewers, directly related and active in the specific area of the work submitted for publication.
6. Effectively contribute to the improvement of the manuscript, encouraging reviewers to critically review the work, improving and complementing the respective opinion(s).
7. Meet the evaluation deadline agreed with the editor.
8. Alert the editor-in-chief of potential conflicts of interest that undermine the integrity of the review process.

## *Ad Hoc Evaluators*

The Ad Hoc Board of Reviewers is composed of researchers with a distinguished scientific production in the area of engineering and technology, who perform the function of evaluating, through opinions in a specific form, the articles submitted to the journal, without knowledge of their authors (Double Blind Format). Its work seeks to contribute to the selection and improvement of submitted articles, in an objective, confidential, respectful and impartial manner. Any conflict of interest must be notified to the editorial team, so that the case can be reviewed and action taken.

1. Position yourself as a reference in terms of ethical conduct and integrity.
2. Ensure confidentiality, impartiality and integrity in carrying out the evaluation of the article.
3. Do not use, under any circumstances, privileged information to which you had access as a reviewer.
4. Contribute to the effective improvement of the manuscript, with critical and constructive opinions.
5. Meet the evaluation deadline agreed with the editor.
6. Alert the editor of potential conflicts of interest that undermine the integrity of the review process.
7. Alert the editor of similar works published or submitted for publication.



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