

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

Cadernos do Arquivo Municipal (CAM) is a peer-reviewed journal, committed to uphold high ethical publication practices. To this end, the journal promotes the agreement between all parties involved in publication (Editor, Director, Editorial Board, Scientific Board, authors, and reviewers) concerning ethical behaviour standards.

This journal defends the following publication ethics principles and malpractice statement, based on the Code of Conduct and Best Practice Guidelines for Journal Editors of the Commission on Publication Ethics – COPE (available [here](#)).

1. RESPONSIBILITIES OF THE DIRECTOR AND THE EDITORIAL BOARD

1.1 Editorial Decisions

CAM's Director is the person in charge of Lisbon's Municipal Archive, or whoever has similar competences. It is their responsibility to ensure that the journal is published as frequently as it has been decided, that it complies with the editorial policy, and that it enters and remains in international indexed repositories.

The Editorial Board is responsible for CAM's editorial policy.

The duties of the Director and the Editorial Board include:

- Guiding the invited scientific coordinators, authors and reviewers with respect to their duties, as well as explaining the peer-review process, new editorial policies and procedures;

Guaranteeing the quality of the journal and compliance with its formal aspects, proposing its

alignment, whenever necessary, with the Authors' Guidelines (rules for article submission and publication, available [here](#)), as well as following the legal requirements for libel, copyright law violations and plagiarism;

- Establishing a time frame for articles to be submitted, peer reviewed, revised and finalized, alongside scientific coordination to ensure that every deadline is met;
- Publish corrections, clarifications, retractions and apologies whenever necessary.

The Director and the Editorial Board promote a constant dialogue and cooperation with authors, both in person and through the journal's online platform.

1.2 Confidentiality, Disclosure and Conflict of Interests

The Director and the Editorial Board cannot divulge any information about the submitted manuscripts, except regarding authors and reviewers. They must:

- Refuse to intervene in manuscripts where they have conflicts of interest stemming from competition, collaboration or any relation/link with authors, corporations or institutions associated with them; in this case, they should ask another member of the Editorial Board to assess the article;
- Guarantee that the unpublished materials divulged in the submitted articles are not used in the research carried out by members of the Editorial Board without the authors' explicit consent in writing;
- Ensure that the authors' and reviewers' identities are protected; certify that the double-blind peer review process is fair and impartial and that the information pertaining to it remains confidential and strictly kept within the editorial sphere;
- Guarantee an adequate selection of reviewers in order to fulfill the journal's mission of promoting a diversity of published languages, namely Portuguese, Spanish, French and English;
- Develop and maintain a database of relevant reviewers, which should be updated based on their performance;
- Observe the rules of identification, attribution and authorization, the above norms notwithstanding, in the case of manuscripts and essays submitted by invitation, as well as in the re-edition and

translation of published texts or texts in other formats – interviews, round tables, etc.

1.3 Editorial Loyalty and Independence

The Director and the Editorial Board should accept the submission of articles exclusively on the basis of their academic and intellectual merit, regardless of any other factors.

Editorial decisions should not be influenced by policies belonging to other entities. The Director has absolute authority over the journal's editorial content and the scheduling of its publication.

1.4 Research Involvement and Cooperation

The Director and the Editorial Board should respond to any complaints regarding a submitted or published article by adopting reasonable measures. If they suspect there has been misconduct, the COPE flowcharts available [here](#) should be followed.

2. RESPONSIBILITIES OF THE INVITED SCIENTIFIC COORDINATORS

The invited scientific coordinators must:

- Define the guidelines of the thematic dossier they are coordinating, as well as article lineup;
- Provide clear orientation to the authors on the topic/sphere of their contributions and an overview of the issue's conception;
- Assess the articles exclusively based on their content, considering their importance, originality and clarity, as well as the study's validity and its relevance to the remit of the journal, regardless of any other factors;
- Guarantee, in collaboration with the Editorial Board, the selection of suitable reviewers for every article (whether these were submitted by invitation or after a call for papers).

3. AUTHORS' RESPONSIBILITIES

3.1 Information Norms

The authors of texts resulting from original research should rigorously account for the work done and present an objective discussion of its meaning. The data underlying their research should be presented in the article with precision. Fraudulent or intentionally

imprecise declarations constitute unethical and unacceptable behaviour;

The authors should not submit the same article simultaneously to more than one publication. This behaviour goes against publication ethics and is therefore unacceptable.

3.2 Manuscript Authorship, Originality, Plagiarism and Identification of Sources

The authors should guarantee that their work is original and that any text or word belonging to other authors, collaborators or sources is duly credited and referenced;

The authorship of the submitted article should be limited to those who have contributed significantly to the conception, design, execution or interpretation of the study in question. Everyone who has made a significant contribution should be indicated as a co-author. Everyone who has participated in substantial aspects of the research project should be identified as a collaborator;

The author responsible for contacting the journal should make sure that every author is included in the list of authors and that there is a consensus regarding the final draft of the article and its submission for publication;

The authors should guarantee that the submitted article has not been previously published;

The authors confirm that the articles submitted for publication in CAM are their own contributions, and were not wholly or partly copied or plagiarized from other work, unless the respective source is clearly cited. All relevant sources and studies should be clearly cited;

Plagiarism, in all its forms, constitutes unethical behaviour and is unacceptable.

3.3 Conflicts of Interest

Every author should include a statement disclosing any financial conflicts of interests (or others) that might interfere with the results or the interpretation of their manuscript. Moreover, they must divulge all sources that have funded their project.

3.4 Serious Errors in Published Work

When an author notices a serious error or imprecision in their published work they are obligated to immediately notify the journal's Director and Editorial Board, cooperating with them to correct or withdraw the article from publication.

4. REVIEWERS' RESPONSIBILITIES

4.1 Swiftmess

Any reviewer who has been asked to assess an article but does not feel qualified to analyze the research described in the article, or who knows that their assessment cannot be completed in the established time frame should immediately notify CAM's Editorial Board so that alternative reviewers can be contacted.

4.2 Confidentiality

All articles received within a peer-review process should be treated as confidential documents.

4.3 Editorial Loyalty and Independence

The reviewers assess the articles based exclusively on their content, considering their importance, originality and clarity, as well as the study's validity and its relevance to the remit of the journal, regardless of any other factors.

4.4 Disclosure and Conflicts of Interest

Any privileged information or ideas obtained in the context of the peer-review process cannot be revealed or used for one's personal benefit;

The reviewers should not assess articles in which they have conflicts of interest resulting from relations of competition, collaboration, or others, with the authors, corporations or institutions linked to the articles.

4.5 Identification of Sources

The reviewers should point out the cases where citations are not identified in the bibliographic references. They should mention if the observations or arguments taken from other published articles are accompanied by their respective references. They should notify the Editorial Board about any significant

similarities or coincidences between the manuscript under assessment and any published text they know;

The reviewers should inform CAM's Editorial Board about any copyright law violations or acts of plagiarism.

4.6 Objectivity Standards

Their report must be objectively structured and their observations clearly formulated and founded on solid arguments, so that the authors might use them to improve the articles. Relevant publications should be recommended if they have not been cited.

5. EDITOR'S RESPONSIBILITIES

The journal *Cadernos do Arquivo Municipal* is a publication of Lisbon's City Council. As the editor and owner of CAM, the latter:

- Provides practical support to the Director and the Editorial Board, so that they may follow COPE's code of conduct for scientific journals;
- Guarantees the autonomy of editorial decisions;
- Protects intellectual property and copyright law;
- Upholds good practices, according to the norms set up for the journal's operation.

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