



## **ICQEM Proceedings**

### **Publication Ethics and Malpractice Statements Requirements**

The editorial board of the ICQEM proceedings acknowledges that the monitoring of publishing ethics is a major aspect of the editorial and peer-review process. Hence, as part of our commitment to the protection and enhancement of peer review, the editorial board putted forward and implemented several good management practices aim at assuring the highest standards of the review process. The following statements describe the management practices to which the editorial board is committed to.

#### **Editorial Board**

- The ICQEM proceedings editorial board encompass members who are recognized experts in the field. The full names and affiliations of the members are provided on the Conference Web site.
- The contact information of the editorial office is available at the Conference Web site.

#### **Authors and Authors responsibilities**

- The authors are informed in the Conference website of the fees or charges required for manuscript processing and/or publishing materials in the Conference proceedings.

#### **Peer-review process**

- The authors are informed in the Conference website that they are obliged to participate in the peer review process.

#### **Publication ethics**

- The authors are informed in the Conference website that all the authors of each paper should have significantly contributed to the research.
- The authors are informed in the Conference website that they are are obliged to provide retractions or corrections of mistakes.
- The authors are informed in the Conference website that each paper submitted should encompass a list of references and the financial support.
- The authors are informed in the Conference website that is forbidden to publish the same research in more than one conference/journal.
- The ICQEM proceedings editorial board assures that the proceedings content will be subject to peer-review.
- The ICQEM proceedings editorial board assures that judgments from the peer review process are objective, that reviewers do not have any conflict of interest, that they should point out relevant published work which is not yet cited and that articles are treated confidentially.
- The ICQEM proceedings editorial board takes the appropriate steps to identify and prevent the publication of papers where research misconduct has occurred and that in any situation the ICQEM proceedings editorial board encourages such misconduct, or knowingly allow such misconduct to take place.



- The ICQEM proceedings editorial board assures that if made aware of any allegation of research misconduct they will deal with the allegations appropriately.
- The authors are informed in the Conference website of the proper guidelines for retracting or correcting articles when needed.
- The ICQEM proceedings editorial board is willing to publish corrections, clarifications, retractions and apologies when needed.

### **Copyright and access**

- The authors are made aware in the Conference website about the copyright and licensing information.

### **Archiving**

- The ICQEM proceedings editorial board has planned for electronic backup and preservation of access to the Conference proceedings content.

### **Ownership and management**

- The authors are informed in the Conference website about the ownership and/or management of the Conference proceedings.
- The ICQEM proceedings editorial board assures that they will not use organizational names that may mislead potential authors about the nature of the Conference proceedings owner.

### **The web site**

- The ICQEM proceedings editorial board assures that the Conference Web site, including the text that it contains, demonstrates that care has been taken to ensure high ethical and professional standards.

### **Publishing schedule**

- The ICQEM book of proceedings will be published biannually encompassing selected papers from the ICQEM Conference.

### **Name of the journal**

- The ICQEM proceedings editorial board assures that the name is unique and is not easily confused with another Conference proceedings or that might mislead potential authors and readers about the Conference proceedings origin or association with other Conferences.

Conference Chair

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Paulo Alexandre da Costa Araújo Sampaio