

## Code of Good Practice

Doxa Comunicación declares that its main objective is to contribute to the progress of scientific knowledge. There are no commercial or economic interests involved in the editorial and informative activity of this journal; therefore, the acceptance or denial of manuscripts received are conscientiously examined based on the scientific value of the originals and on the standards of editorial quality of scientific publications.

The good practice followed by the activity of the Editorial board, and the commitment of the authors and external reviewers from Doxa Comunicación, are detailed below:

### I. Commitment of the Editorial board

- Doxa Comunicación ensures the confidentiality of the authors of manuscripts received and of the external reviewers related to the external review process.
- Doxa Comunicación will decide whether or not to publish originals, but always in a timely manner so as not to lower their current value.
- Doxa Comunicación will ensure that all originals received are submitted to a double, external, anonymous review by experts in the topic area. To achieve this aim, we will use reference terms and glossaries included in the manuscripts.
- In the case of conflicting evaluations, Doxa Comunicación will commit to sending the manuscript to a third reviewer whose verdict will be final in the acceptance or denial of the original.
- Doxa Comunicación will keep the authors informed about the phase of the evaluation process in which the originals are located.
- The list of external reviewers will be revised and updated periodically and made public the year after their collaboration.
- Acceptance of originals will be based on criteria of conceptual rigor, rational coherence, scientific relevance of the topics of the publication, and the absence of infringement on institutional ideology of respect for people's dignity.
- Doxa Comunicación will keep a suggestion box permanently open by way of the e-mail address [doxa.fhm@ceu.es](mailto:doxa.fhm@ceu.es) and all complaints and suggestions will be answered one by one.

### II. Commitment of publication by the authors

- Authors of the manuscripts will guarantee that the manuscripts submitted to Doxa Comunicación are originals, and are not published (and are not, or have not been, published) partially or completely in any other journal.
- Authors will use the most current and accredited bibliography related to the topic of the article.

- Authors will not discriminate based on ideological, commercial, or any other grounds, against the references and sources of authority used.
- Authors will agree to include an anonymous copy of the original in order to be used for an external peer-review.
- The authors agree to submit the manuscript following the publication guidelines of Doxa Comunicación
- The authors, in the case of co-authorship, guarantee the inclusion of those who have made a significant scientific and intellectual contribution to the conceptualisation and planning of the work as well as to the interpretation of the results and the writing of the paper.
- In the case of co-authorship, the authors will decide beforehand the order of the signatories, and they will indicate this to the journal.
- In the event of a conflict of authorship, the journal applies the protocol of COPE.
- Authors will declare the direct or indirect sources of funding for the research that originated the manuscript.
- The authors commit to collaborating effectively and quickly in the editing phase of the manuscript, which includes proofreading of galley proofs and translation into English.

### **III. Commitment of external reviewers**

- Before the acceptance of a manuscript, the reviewers will indicate to the editor of the journal if the topic is adapted to their area of specialization, and they will warn about possible conflicts of interests.
- Reviewers will apply scientific, rational criteria in the deliberation of the texts to be revised.
- Reviewers will commit to elaborating an impartial report that specifically states the degree of contribution of the text, its current relevance, consistency, rigor, and the written clarity of the article.
- The reviewers will develop a report using the template provided by the journal. They will add their comments so that the editor will have a fair assessment of the manuscript sent, and the author will be able to rectify and improve the quality of the original.
- The reviewers will commit to complying with the time limits given by the editorial team of Doxa Comunicación in order to avoid possible delays in the publication of the texts.