

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

FOCUS AND SCOPE

Nature and subject matter of study

IMAGO. Revista de Emblemática y Cultura Visual publishes scientific studies, with methodological rigour, on the image in all its senses: graphic, literary, mental, etc. It pays special attention to —not only— those manifestations of the Modern Age founded on verb-visual rhetoric, which constitute a source for the History of Culture, as it is —among others— the emblematic in all its modalities. In particular, the following:

- a) Analysis of emblematic manifestations in relation to their literary and graphic sources.
- b) Study of the presence of emblematic rhetoric in the visual arts.
- c) Study of the presence of emblematic rhetoric in literature.
- d) Analysis and iconographic interpretation of the visual arts.
- e) Diachronic aspects of the image, or analysis of iconographic types in their continuity and variation in time and space, and also in relation to their literary sources.
- f) Study of the presence of the emblematic and the Visual Culture in ephemeral manifestations and festive scenographies, especially of the Renaissance and Baroque.
- g) Study of the emblematic and the Visual Culture in relation to other aspects: the literature, the printing and the history of the book, the history of the engraving, etc.
- h) The survival of the emblematic and visual rhetoric in the contemporary world, especially in the new visibility and audiovisual media.
- i) New directions in emblematic studies.
- j) Methodological aspects for a history of culture from the study of the image.
- k) New technologies for image study.
- l) Descriptive reviews and reviews of books on emblematic and Visual Culture.

Criteria for manuscript evaluation

Articles submitted to *IMAGO* should represent a significant advancement of knowledge, and fulfill these basic criteria:

- a) Originality and novelty of results
- b) Relevance: the article must be useful and offer an advance knowledge in its area
- c) Methodological quality resulting in reliability and academic validity
- d) Good presentation: clear and precise writing, logical consistency and good quality images

Editorial priority

IMAGO may include monographic issues, without excluding other articles. In any case, the editorial priority is chronological: articles are published in the order of their final acceptance.

Sections and extensions

The journal comprises the following sections: EDITORIAL, STUDIES, NOTES, REVIEWS and NEWS. The maximum length of the contributions will be as follows: Articles 35.000 characters, notes 20.000 characters and book reviews 10.000 characters.

SECTION POLICIES

EDITORIAL

Open Indexed Peer reviewed

STUDIES

Open Indexed Peer reviewed

NOTES

Open Indexed Peer reviewed

REVIEWS

Open Indexed Peer reviewed

NEWS

Open Indexed Peer reviewed

DOSSIER

Open Indexed Peer reviewed

PUBLICATION SCHEDULE, OWNERSHIP AND MANAGEMENT

This journal is published annually at the beginning of the year (e.g. the issue of 2019 is published at the beginning of 2020).

The journal also has a printed edition, which can be purchased from: Publicacions de la Universitat de València, where subscription can also be managed (see links in the navigation bar).

NOTE: As for the printed edition, this journal does not practice any exchange policy with other printed journals. All subscriptions must comply exclusively with the management carried out by Publicacions de la Universitat de València.

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ARCHIVING

This journal uses the LOCKSS system to create a file distributed among participating libraries, allowing these libraries to create permanent journal files for preservation and restoration.

AUTHORSHIP AND AUTHORS' RESPONSIBILITIES

IMAGO does not charge authors any fees for the submission of articles, nor for their publication.

All authors signing the work should have contributed to its conception, implementation and development, as well as to the collection and interpretation of data, its drafting and revision.

The journal expressly declares the requirement of originality and the unpublished character of the articles. The articles, as they were presented, are not considered or have been accepted for publication in another journal or means of disclosure.

IMAGO does not accept manuscripts that would result in duplicate (or redundant) publication (publication of a paper that overlaps substantially with one already published). The author has the duty to warn in the journal, when s/he submits her/his work, of any factor that could represent conflict in this area. This also should be made explicit in the text of the paper submitted to the journal.

No data presented in this work has been plagiarized, invented or distorted. The original data are clearly distinguishable from those already published. The original sources on which the information contained in the manuscript is based, as well as theories and data from other previously published works, are identified and cited. The author is responsible for the possible infringement of the rights of any material that may complement the text of the paper (images, tables, diagrams, etc.)

Freedom of expression is critical to *IMAGO*, but the journal does not support publishing false statements that harm the reputation of individuals, groups, or organisations.

The authors are obliged to participate in the peer review process. It is assumed that all the persons listed as authors have given their consent, and that any person cited as a source of personal communication consents to such a quote. The author must be willing to accept comments and suggestions, and include any changes that the reviewers have considered necessary for the paper to be published in its final version.

The sole responsibility for the contents and opinions expressed belong to the authors, despite the prior evaluation process of the text. When an author discovers a serious mistake in his contribution, he must inform the journal as soon as possible, in order to modify his article, withdraw it, retract it or publish a correction or errata. If the possible error is detected by any of the members of the Editorial Team, the authors are required to prove that his text is correct.

All sources of funding granted for this study are recognized, with a concise indication of the funding agency and the identification code. A note of thanks, if any, refers to those who, having partly contributed to the preparation of the work, are not listed in the authorship section and are not responsible for the preparation of the manuscript.

PEER REVIEW PROCESS AND REVIEWERS' RESPONSIBILITIES

When submitting their manuscripts, authors can suggest names of potential reviewers, or indicate which experts should not participate in their paper's review owing to rivalries or other conflicts of interest.

Previously selected manuscripts will be anonymously evaluated by two external scientific advisors, who must be recognized specialists in the field. The reviewed articles or any other information provided by the editor or authors should be treated confidentially prior to their publication.

All judgments and findings in the peer-review process should be objective, balanced and fair to ensure the quality of the paper. Reviewers will assist authors with constructive criticism and will point out the relevant published work which is not yet cited.

Reviewers should alert the editor of any content published or presented that is substantially similar to the one being examined or if they suspect any other kind of misconduct. Reviewers should control the originality and veracity of the articles, to avoid plagiarism, falsification or manipulation of data.

It is the reviewer's duty to review the manuscript avoiding any prejudice. For this reason, the reviewer must let the journal know if there is any conflict of interest and must self-exclude him/herself when s/he thinks his/her objectivity might be affected.

Reviewers shall have the period of one month -by extending the period in justified cases- to give an assessment opinion. When both evaluations are discordant, a third evaluation will be requested to solve the tie.

Accepted articles depending on the speed of the evaluations and subsequent reviews by the authors can wait to be published for a reasonable time, and in any case by taking a turn in relation to the date of receipt.

PUBLICATION ETHICS

Editor and Editorial Team's responsibilities

The Editorial Team of *IMAGO. Revista de Emblemática y Cultura Visual* shall ensure the scientific quality of the publications, avoid bad practices in the publication of the research results and manage the edition of the received papers in a reasonable time. It shall deal with allegations properly, being willing to publish, where appropriate, retractions, corrections, clarifications and apologies.

The editor and the editorial staff are committed to the confidentiality of the submitted manuscripts, their authors, reviewers, potential reviewers and other editorial advisors, so that anonymity preserves the intellectual integrity of the entire process. The publisher undertakes not to disclose information regarding articles sent for publication to other persons than authors, reviewers and editors.

In case of conflict of interest, whoever is in any of the following cases will refrain from intervening in the evaluation of the proposed text. A conflict of interest arises when a text received in the journal is signed by a member of the Editorial Team, by one who has a direct personal or professional relationship with it, or is closely related to the past or present research of the person who is member of it.

The editor guarantee the selection of the most qualified peer reviewers according to academic and ethical standards. External reviewers will be provided with a standard

review form enabling them to assess papers following criteria of originality, relevance for the field of knowledge, methodological rigour and formal presentation. The editor must monitor the peer review process by giving guidance and support to the reviewers, in order to facilitate rigorous, fair and effective peer review.

Guided by the policies of the journal's editorial board, the editor is responsible for the acceptance or rejection of an article submitted to the journal. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editor should carry out his or her duties in a balanced, objective, and fair manner, without discrimination based on gender, sexual orientation, political or religious beliefs, ethnic or geographic origin of authors.

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

Identification of unethical behaviors or malpractice

The journal warns that academic fraud will not be tolerated. There is academic fraud when a publication is not true in whole or in part, and is the product of deception (making up results out of fabricated data; falsifying data and deliberately omitting facts or data) or plagiarism (when an author introduces results, ideas, or data created by others as his/her own; when a text is copied without quotation marks or without indication of source; also when this pre-existent text appears as the author's own with a few words changed, or in paraphrase, and lacks acknowledgement of the significant assistance of others).

If those practices are detected in the editorial process, publication will be immediately rejected, and the journal will reprimand the author. If the way of academic fraud is plagiarism, the paper will be sent immediately to the real author, so that s/he can undertake appropriate legal action. If the journal detects academic fraud once the work has been published, it will add a statement in which the author's fraud will be denounced in full. This statement will also appear on the journal's website and at the bottom of the following issue's table of contents.

To prevent duplicate publication, the journal requires the author's declaration of originality, as well as a statement that it is not being sent simultaneously elsewhere, when s/he submits her/his work. An attempt at redundant publication without notification will be looked upon severely by the journal, which will take measures identical to those set out in the case of academic fraud, whether the case is discovered in the editorial process, or when the article is already published. In the latter case, the journal will make a statement of redundant publication in its pages, with or without the author's consent.

Measures to be taken in substantiated cases of ethical misconduct or malpractice

Anyone who believes that research published by *IMAGO* has not been carried out in line with the above principles, should raise their concern with the editor. Concerns will be addressed by following COPE guidelines where possible.

The author involved will be the first to have the opportunity of responding to the allegations made. If the response is not satisfactory, the Editorial Board will resolve the problem either by consulting experts in the matter or by any other means they consider to be appropriate. If the complaint is upheld, the publication of a correction, retraction, expression of concern, or other note, as may be relevant. Every reported act of unethical publishing behaviour must be looked into, even if it is discovered years after publication.

If an author feels the need to make a complaint, s/he should direct it to the editor. The editorial board will then study whether there is a basis for this complaint within the journal's rules, and will respond to the author as soon as possible: either indicating that there is no case for complaint under the rules, or otherwise by communicating which steps will be taken by the board in order to solve the conflict.

The Journal editor will publish corrections, clarifications or apologies when appropriate, in line with COPE's Retraction Guidelines. Retractions are usually reserved for articles that are so seriously flawed that their findings or conclusions should not be relied upon.