



Editorial Policy

About the Journal

Scope

Psicogente is a Latin American scientific journal that follows a double-blind peer-review process with the aim of the dissemination of scientific research-based articles in the field of psychology, including original articles, systematic reviews, and meta-analyses, that contribute to the technical, technological, and scientific development of psychology as a field of study.

Thematic Areas

The thematic expertise of *Psicogente* focuses on the following areas: social psychology, clinical psychology, neuropsychology, educational psychology, organizational psychology, psychometrics, political psychology, market psychology and related areas.

Target Population

The target audience of *Psicogente* is researchers, practitioners, academics, and graduate and undergraduate students in all areas of psychology and related sciences.

About the Authors

Authors invited by *Psicogente* to publish their work include researchers, academics, graduate students, and professionals in psychology and related sciences presenting novel, original scientific research-based articles.

Types of Articles

Psicogente publishes citable manuscripts, such as research and review articles. These articles must be unpublished and based on scientific research. They should not be simultaneously submitted to other journals. It is of utmost importance that the articles provide answers and solutions to psychological issues, are novel and original, and communicate the usefulness and the direct or indirect benefits of the research findings. The sources cited must be primary, peer-reviewed, and published by recognized publishers.

Research Article

A scientific manuscript that describes in a clear and precise manner the results of original research, following the IMRaD format (introduction, methodology, results and discussion). Research articles should have a maximum length of 60,000 characters, including spaces, references, and words within tables and figures.

Review Article

A scientific paper that systematically compiles, organizes, and analyzes the most recent and notable research in a particular area. Relevant known, unknown, and controversial aspects should be identified. Such papers should save scholars' time and effort in accessing primary documents. Narrative reviews are analyses of the state of the art of a well-documented topic; these can lead to theoretical proposals or criticisms of existing theoretical models. Systematic reviews and meta-analyses focus on articles that present research results in accordance with PRISMA statement guidelines. The review article should also follow the IMRaD format. The maximum permitted length is 70,000 characters, including spaces, references, and words within tables and figures.

APA Publication Style

For the submission of any type of article, *Psicogente* requires authors to follow the guidelines of the American Psychological Association (APA) contained in the *Publication Manual of the American Psychological Association* (further information available at <http://www.apastyle.org/>).

Documents Not Published by *Psicogente*

Psicogente does not publish abstracts; book reviews; proceedings of events or conferences; lectures; bibliographies; institutional bulletins; news; translations of articles already published in other media; documents that are published in repositories; and academic networks or other websites, columns, or other similar publications.

Peer Review

All *Psicogente* content is peer reviewed. *Psicogente* employs double-blind peer review, an evaluation modality in which the names and affiliations of the authors remain confidential to peer reviewers, while authors remain unaware of who their reviewers are. Referees or expert peers are qualified professionals specializing in the subject area of each article submitted to *Psicogente*. Their suitability will depend, among others, on the following criteria:

- Must hold a master's, doctoral, or postdoctoral degree;
- Must have published scientific research articles or studies in the field of psychology and its various fields; and
- Must not have the same institutional affiliation as the author(s) of the article.

NOTE: Manuscripts that do not comply with peer review deadlines will not be accepted.

Periodicity, Language, and Format

Psicogente is published on a regular basis, with one issue each in two volumes (the first from January to June and the second from June to December) per year. The journal accepts articles in English and Spanish, and the publication format is electronic.

Ethical Standards

Psicogente aims to ensure that its publication processes are rigorous and transparent, governed by the principles of the World Intellectual Property

Organization ([WIPO](#)), which seeks to promote the protection of intellectual property worldwide through the collaboration and cooperation of states, where appropriate, with international organizations, as well as through the administrative cooperation between unions. *Psicogente* insists that its authors follow good research practices and refrain from misrepresenting the results of their research or violating copyright rules to protect the image of the journal and not jeopardize confidence in the journal and in the scientific community.

To safeguard the suitability of the information received and subsequently published in the journal, *Psicogente* strives to uphold good scientific practices according to the [Deontological and Bioethical Code](#) for the practice of the profession of psychology in Colombia, Law 1090 of 2006. This regulation applies only to studies carried out in Colombia; it reiterates the ethical principles for medical research in human beings in the [Declaration of Helsinki of the World Medical Association](#) and the ethical principles of psychologists and code of conduct of the [American Psychological Association \(APA\)](#), including the 2010 amendments. The editorial process and publication of *Psicogente* are based on the principles of transparency and good practices in academic publications established by the [Committee on Publication Ethics \(COPE\)](#). Finally, we specify that the editorial processes of the journal and the management of the intellectual property of each of our authors are supported and governed by Elsevier's Publishing Ethics Resource Kit ([PERK](#)) standards, [the Singapore Declaration on Research Integrity](#), and [the Berne Convention for the Protection of Literary and Artistic Works](#).

Open Access

Psicogente provides immediate open access to its content based on the principle of offering the public a free space for research, which also facilitates greater global exchange of knowledge. This means that users can read, download, store, print, search, index, and link to the full text of this journal. The distribution of pre-print, post-print, and official versions is allowed without prior permission from the author or editor, provided this is not done for commercial purposes or the generation of derivative works; however, we request that the source and the authorship of the work be cited.

Psicogente adheres to the [Budapest Initiative for Open Access \(2002\)](#), [the Bethesda Declaration on Open Access Publishing \(2003\)](#), [the Berlin Declaration on Open Access \(2003\)](#), and [the San Francisco Declaration on Research Assessment \(DORA; 2012\)](#).

NOTE: The journal does not have any article processing charge (APC). The journal indicates that there are no fees for authors or charges required for the processing of manuscripts and/or for the publication of materials in the journal.

The authors must fill out the [Assignment of Copyright Form](#), which informs the author that the article will be an open access scientific production and will not be charged for publication.

Type of License

All publications by *Psicogente* are published under the [Creative Commons Attribution 4.0 International License \(Attribution\)](#). The licensee must credit this work appropriately, providing a link to the license, and indicate if changes have been made. You may do so in a reasonable manner but not in any way that suggests that your use is endorsed by the licensor. This license allows others to distribute, remix, adapt, and build upon your work, including for commercial purposes, as long as they give you credit for the original creation. This license will be in PDF, HTML, and XML formats (Scielo and Redalyc).



Attribution
CC BY

Digital Preservation (self-archiving)

This journal uses the [LOCKSS](#) system to create a distributed archiving system among collaborating libraries, which enables them to create permanent archives of the journal for preservation and restoration purposes. The files are stored at the time of publication in their post-print version (version corrected by the author) in the [institutional repository](#) and the [Open Journal Systems \(OJS\)](#) developed by the Public Knowledge Project (PKP). Backups are kept in external equipment, following the security and conservation protocols established by Universidad Simón Bolívar.

Publishing Institution and Financing Model

Psicogente is a scientific journal sponsored and financed by Universidad Simón Bolívar, a non-profit institution for higher education. The journal does not charge APC from its authors for processing their manuscripts but expects their active participation in the processes and cooperation for greater diffusion and dissemination of their articles.

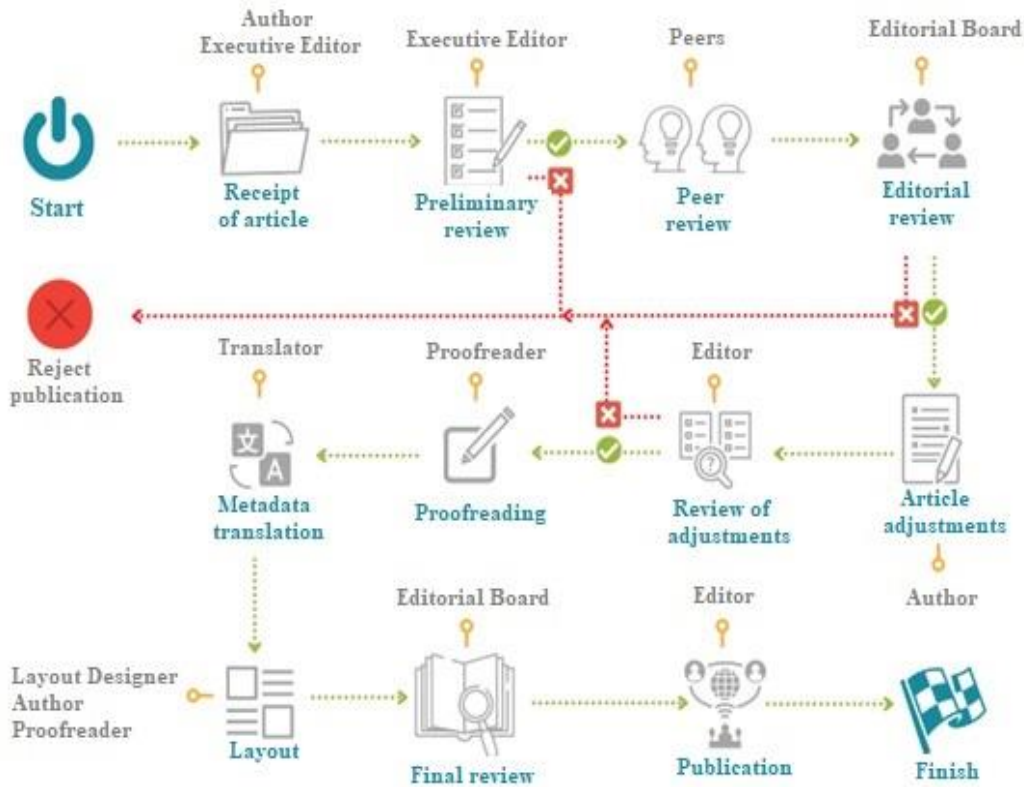
Advertising, Marketing, and Direct Sale

Psicogente does not publish or accept advertisements or content for commercialization, advertising, or marketing purposes. The journal does not have charges for the publication and evaluation of manuscripts. It does not enter into agreements with private or public institutions or natural or legal persons for lucrative purposes.

Editorial Process

For scientists interested in getting publishing in the journal, *Psicogente* presents below the various stages in the **editorial process** workflow, comprising decision-making, the actors involved, and the average time it takes to send, receive, evaluate, and publish each article submitted to the journal.

Editorial Process of the Journal



STEPS

[See description for the editorial process of the journal.](#)

Identification of Policies

Psicogente invites its authors, readers, and reviewers to familiarize themselves with its editorial policies. These policies provide guidance to those in the scientific community who are interested to determine if the article is coherent and within the scope of the journal. For this purpose, we invite you to review the [About Psicogente](#), [Editorial Team](#), [Guide for Authors](#), [Policies](#), and [Submissions](#) sections.

Article Submission

We invite you to first read through the [Guide for Authors](#), where you will find the necessary information about the criteria that manuscripts must meet for submission to the journal. After you have read the instructions, you must submit your article through the [OJS](#) platform. To do so, you must be registered on the platform and create a username and password; next, log in with your username and password and start the [Submission](#) process. The system will guide you through the process.

Preliminary Evaluation

The editorial quality of the submitted article is evaluated by examining its structure, form, content, presentation, and compliance with APA rules in general. If any problems are identified, the author is notified and the work is returned via the OJS system for correction; the author will have 5 days to make initial corrections; if the author does not return the article with the corrections within this time, the article is rejected. However, if the author returns the article with appropriate corrections, which is then approved by the editorial team, the text advances to the content review by expert peers stage. During this stage, a plagiarism check is carried out to ensure that the article is unpublished and original and to verify whether the authors have provided the submission documents (i.e., cover letter, assignment of rights, and curriculum vitae forms). This stage takes one to two weeks on average.

Peer Review

Peers evaluate the scientific quality of the article in terms of its content through a double-blind process, where neither the author nor the peer knows the affiliation of the other. As an evaluator, the peer must hold a higher academic degree (PhD or MS) and comply with [ethical responsibilities](#). The editor is in charge of assigning the articles to referees for evaluation.

The referees must utilize the evaluation form to check the following criteria: *the relationship of the article with the journal (relevance), article formatting, the content or substantive aspects of the article, and general evaluation*. The evaluators will indicate if the article should be accepted as is, accepted with suggestions, accepted with extensive revisions or not accepted at all. The author is informed whether their work accepted or rejected through the OJS platform. Once accepted, the manuscript will be returned so that authors can incorporate modifications in their manuscript. A letter describing the changes requested by the evaluators and the editorial committee is sent to the author(s). The authors may also present arguments in case all the changes requested cannot be made.

In case of a lack of consensus (e.g., when one referee accepts and another rejects the article), the evaluation of a third peer reviewer is sought to settle the conflict. In any case, it is the executive editor of the journal who has the final say regarding the rejection or acceptance of the article. This process lasts approximately 4–12 weeks.

Final Validation and Decision to Publish

When the authors have made the changes requested by the expert reviewers and the journal's editorial board, they will be notified through the OJS that their article has been accepted for publication. The executive editor will then review the metadata of the article in the OJS platform, assign a DOI, and forward the article to those responsible for style correction, layout, and XML markup (SciELO and Redalyc). The articles will be published in the OJS and other databases where the journal is indexed. This process takes approximately one week.

Proofreading

The proofreader reviews and corrects the grammatical, semantic, orthographic, linguistic, and citational aspects of the manuscript. This stage of the process involves the editor, proofreader, and authors. The average time required for proofreading is three to four weeks.

Design and Layout

Once the stylistic corrections have been approved by the editor, the XML markup, design, and layout of the article is done according to *Psicogente* policies. This stage involves the editor, layout designer, proofreader, and authors. To conclude this part, the authors must approve the final version for publication. The average time required is 3–4 weeks.

Translation Check (Key Words and Abstract)

The second language (English) expert reviews and/or translates the abstract and key words of the article. *Psicogente* verifies that the synonyms proposed by the authors in Spanish and English are congruent. The average time for this is 3–4 weeks.

Note: These three processes occur simultaneously during the final validation of the article. Subsequently, the article may be sent back to the author for stylistic, typographical, layout, and translation changes.

Publication of the Article

Once the layout of the article is completed, it is ready to be added to the next issue of *Psicogente* in the OJS. The article's publication will be subject to the periodicity or publication date of the journal. After publication, the editor submits the metadata to Crossref and activates the DOI, in addition to submitting or registering metadata to other information and abstracting systems that index the journal.

Ethical Policies of Publication

Introduction

Psicogente strives to guarantee the suitability of the content published in the journal by ensuring that its review and publication processes are transparent, honest, and rigorous and that intellectual property rights are in accordance with the law. Authors are expected to engage in ethical research practices so that the journal's reputation and the confidence of the scientific community are not compromised. To this end, *Psicogente* follows these guidelines:

- [The Deontological and Bioethical Code](#) on the practice of the profession of psychology in Colombia, Law 1090 of 2006. This code only applies to research conducted in Colombia.
- The ethical principles for medical research on human beings set forth in the [Declaration of Helsinki of the World Medical Association](#).
- The ethical principles of psychologists and code of conduct of the [American Psychological Association \(APA\)](#), including the 2010 amendments.
- [Committee on Publication Ethics \(COPE\)](#): See [basic practices](#); [flowcharts](#) on handling different aspects of publication ethics; and guidelines aimed at advising editors on expected ethical publication practices.
- Elsevier's Publishing Ethics Resource Kit ([PERK](#)), [the Singapore Declaration on Research Integrity](#), and [the Berne Convention for the Protection of Literary and Artistic Works](#).

Research Integrity

Research integrity presupposes respect for ethical and legal principles in the preparation, conduct, and publication of research; therefore, the journal agrees to publish scientific articles based on research conducted in an accurate, honest, responsible, and transparent manner in adherence with the [Singapore Declaration on Scientific Integrity](#). Authors, readers, and reviewers are required to follow the principles and duties specified in the declaration.

Authorship and Contribution

Psicogente considers an author to be a person who has contributed intellectually to the preparation of the manuscript submitted to the journal. As per COPE guidelines, the criteria below must be met for an individual to be considered an author:

1. Having participated in the conception and design, data acquisition, or analysis and interpretation of the data of the study that has resulted in the article.
2. Having participated in the drafting or critical revision of the manuscript.
3. Having approved the final version to be published.

Psicogente requires each author to report their contribution, which must be mentioned when the manuscript is submitted for the first time. It is important to clarify that people misrepresent authorship when they include names of individuals who had little or no participation in the research and leave out those who actively participated in the research. It is the authors' responsibility to acknowledge the contribution of all participants.

Author Contributions

Psicogente employs the [CRediT](#) taxonomy to describe each author's individual contributions. The corresponding author is responsible for providing details about the contributions of all authors. The editorial team expects that all authors have reviewed, discussed, and accepted their individual contributions. Author contributions are published with the final article.

Author's contributions (CRediT)

1	Conceptualization	Ideas; formulation or evolution of the overall goals and objectives of the research
2	Data curation	Management activities to annotate (produce metadata), scrub data and maintain research data (including software coding, where it is necessary for data interpretation) for initial use and subsequent reuse
3	Formal analysis	Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data
4	Funds acquisition	Acquisition of financial support for the project leading to this publication
5	Investigation	Carrying out a process of investigation and research, specifically conducting experiments or data/evidence collection
6	Methodology	Development or design of methodology; creation of models
7	Project Administration	Responsibility for directing and coordinating the planning and execution of research activity
8	Resources	Provision of study materials, reagents, materials, patients, laboratory specimens, animals, instrumentation, computing resources, or other analytical tools
9	Software	Programming, software development; design of computer programs; implementation of computer codes and supporting algorithms; testing of existing code components
10	Supervision	Supervision and leadership of planning and execution of research activity, including mentoring outside of the core team
11	Validation	Verification, either as part of the activity or separately, of the overall replication/reproducibility of results/experiments and other research results
12	Visualization	Development, creation and/or presentation of published work, specifically, visualization/data presentation

1 3	Writing: original draft	Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantial translation)
1 4	Writing: review and editing	Preparation, creation and/or presentation of the published work by the original research group, specifically, critical review, commentary, or revision, in the pre- or post-publication stages

Policies on Complaints and Appeals

If authors or other stakeholders associated with *Psicogente* have any complaints and appeals, they should proceed along the following steps:

- Send an email to revpsicogente@unisimonbolivar.edu.co, indicating **complaint or appeal** in the subject line.
- Describe the points of disagreement in the body of the e-mail, together with evidence if necessary. The complaint or appeal must be clear and concrete, and there should be sufficient data to demonstrate a possible breach of the journal's statement of editorial ethics.
- Attach a formal letter to the journal stating the reasons for the complaint or appeal. It is important to indicate that complaints or appeals that are outside the scope of the journal, such as personal complaints against authors, editors, reviewers, or the journal's editorial team, will receive a response indicating the reasons why the complaint is not considered to be within the journal's competence. Further, the journal will refrain from carrying out investigations when complaints or claims are presented in an offensive, threatening, or defamatory manner.

In this situation, *Psicogente* will institute a complaints and appeals resolution committee comprising the editor, a representative of the editorial committee, and a representative of the publications department of the Universidad Simón Bolívar to study the case. In case of legal issues, the author will be directed to the legal department of the Universidad Simón Bolívar. Decisions will be made considering the recommendations set forth by [COPE](#).

Journal Policies on Conflicts of Interest

A conflict of interest is deemed to exist whenever the author has personal, academic, or financial relationships that may lead to a bias or affect their actions in research and publication.

Authors must guarantee that their study procedures and methodologies comply with the international ethical codes of scientific research in psychology and related sciences. Said guarantee should be recorded in writing in the copyright assignment agreement and the conflicts of interest statement and included in a section of the manuscript. In case of a conflict of interest, the ethics violations that may have occurred in the research on which the article is based must be indicated in writing.

The members of the editorial and scientific committee, as well as the editorial team of the journal, can submit article applications. However, for these cases, only one application can be submitted every two years. To ensure the journal's impartiality in the assessment of articles submitted by the editorial committee members, the editor will be responsible for carrying out the normal editorial process as outlined in the guide to authors. When the article is submitted by a member of the editorial team, the editorial process will be carried out by a member of the editorial committee.

Psicogente will reject all articles that implicitly or explicitly contain experiences, methods, procedures, or any other activity that follows unethical, discriminatory, offensive, aggressive practices, etc. or those that do not clearly express any type of conflict of interest when there is one, in which case publication will be at the discretion of the Editorial Committee.

Journal's policies on data sharing and reproducibility

Psicogente guarantees authors that the information contained in their manuscript will be published without changes or alterations while ensuring accurate reproducibility and data exchange. To this end, in the Methods section, the authors are asked to include a subsection on Data Analysis, describing how the data were handled during the investigation. It must be specified that the data used during the investigation were obtained honestly and transparently, in accordance with guidelines of scientific research. The journal makes use of **Mendeley Data**'s secure repository, where data from a published article can be stored to ensure that data are easy to share, access, and cite, regardless of location.

Journal's Policy on Ethics Oversight

Psicogente does not allow malpractices or misconduct by editors, authors, reviewers, and sponsoring institutions. It rejects all fraudulent practices and any

violation of publication ethics, making clear its position and taking appropriate action in such cases.

Fraud and Ethics Violations

In scientific research and publication, fraud and violation of ethics are examples of misconduct that affects people, communities, and institutions and are against truth and rectitude. The journal presents below specific examples of such misconduct among financial institutions, authors, reviewers, and editors.

Fraud and Ethics Violations by Funders

An institution or person that finances research engages in misconduct and ethical violations when any of the following occur:

- Altering, deleting, or omitting research results.
- Exerting pressure so that other people who were not part of the research exercise are included as authors
- Concealing study data
- Preventing authors from accessing data
- Intentionally delaying publication of results
- Not disclosing or declaring their participation in the research

Fraud and Ethics Violations by Authors

An author commits misconduct and ethical violations when they perform any of the actions mentioned below:

- **Data production:** Inventing or using fictitious data in research and publication, presenting these as valid and claiming ownership of study findings
- **Forgery:** Handling of materials, technical equipment, or processes; changing or omitting data or results of a research to force the verification of the hypotheses or adjusting these according to the objectives of the study
- **Plagiarism:** Claiming texts, sections, ideas, methods, or any information (e.g., tables, figures, maps, etc.), as well as published procedures or techniques as their own, without giving credit to the original author
- **Self-plagiarism:** Passing off as original, new, or unpublished material published by the same author without giving credit; self-citation
- **Inappropriate authorship:** Including natural or legal persons who have not participated in the research or editing as authors
- **Repeated publication:** There are three types of repeat publications: 1) duplicate publication: partial or total publication of an article by the same author that had already been published by another publishing house; 2) fragmented publication: dividing a study into several parts to increase the

number of articles to be published independently; 3) inflated publication: adding part of the results to a new article without acknowledgement

- **Premature publication:** Disseminating the results of the research in advance without performing verifications or clinical trials
- **Bias:** Not considering studies that contradict the results of the research
- Excluding authors who actively participated in the research or editing of the article
- Including institutions that did not participate or finance the research in the article
- Violating confidentiality or publishing personal data of the participants without their consent
- Submitting an article for publication without the consent of the other authors
- Submitting the article to more than one journal or publisher simultaneously
- Including bibliographic references in the article without having been cited to add indicators for authors, journals, or institutions
- Citing bibliography that is not directly related to the research
- Abusing self-citations to increase the h-index or impact factor of the researcher
- Omitting information or concealing important data from the investigation
- Jeopardizing or harming research participants
- Failing to provide the study data to the editor or peer reviewers to validate the results
- Not declaring conflicts of interest

Fraud and Ethics Violations by Peer Reviewers

A peer reviewer violates ethics when the following occurs:

- Plagiarizing of information from articles that they have reviewed.
- Agreeing to review an article when there is a conflict of interest.
- Violating confidentiality and anonymity of the review process.
- Intentionally delaying review processes to seek personal or third-party benefits.

Fraud and Ethics Violations by editors

An editor engages in misconduct in publishing when the following occurs:

- There is a bias in the selection of the articles because of the profile of the authors, the research groups, or the institution, etc.
- Not subjecting articles to peer review
- Presenting conflicts of interest in the publication of the articles
- Imposing pressure on authors to cite the journal itself or other journals to increase impact factor

- Publishing articles under their own authorship in the journal without another editor involved in the process
- Violating confidentiality, that is, disclosing the article to other researchers or revealing the identities of the authors or peers in the review process
- Intentionally delaying the publication of an article

Procedures Against Ethics Violations

Misconduct that affects research or publication ethics can be identified by editors, the editorial or scientific committee, peer reviewers, the readers, or others who serve in the journal. The editor will be in charge of receiving and managing all cases of the application of [COPE](#) protocols, a comprehensive set of tools that explains the ethical practices expected in academic publishing, and provides resources for editorial offices to develop their codes of conduct and ethical practice.

In the event of unethical behavior, the editor must rely on the editorial board and follow COPE guidelines to preserve and protect the complete and accurate records of the case; maintain confidentiality and a neutral position that is consistent with the facts; refrain from making accusations (this is not their responsibility); allow the accused to respond to the complaint; inform the authors, funders, publishers, and other individuals involved; and delegate the investigation to relevant institutions (e.g., ethics committee, intellectual property committee, legal counseling, or institution responsible for research).

In all cases, the editor must follow COPE guidelines and accept advice from relevant institutional bodies. There will be cases that are identified before or after publication, and some will be more serious than others. If the complaint or identification of a lack of ethics is *prior to publication* but is not serious and the authors present their excuses, justifications, and corrections, the editor, with prior advice from the corresponding institutional bodies and the editorial board and in line with COPE protocols, shall inform the authors about the decision; if the issue is serious, the editor will reject the article and notify all those involved in the decision process. If the complaint or identification of unethical behavior is *subsequent to publication* but is not serious or the errors in the article are minor, an *erratum slip* shall be published in the following issue of *Psicogente*. If the issue is serious, *the article will be retracted*, and all those involved will be notified of the steps taken by the journal after consulting with the relevant bodies in accordance with COPE guidelines.

Policies on Plagiarism, Citation Manipulation, and Data Falsification/Fabrication

Psicogente is governed by the regulations of the World Intellectual Property Organization, applicable in Colombia through [Decision 351 of 1993](#) of the Cartagena Agreement Commission and [Law 23 of 1982](#).

This indicates that all articles submitted to *Psicogente* will be subject to verification with the anti-plagiarism tool, [iThenticate](#). The results will be communicated to the authors in case it is found that the submitted document has an exact similarity of more than 25% with another document already published. The authors will have a maximum of 5 days to send in their comments and thus determine if this constitutes plagiarism. In case of confirmation of plagiarism, the author(s) will be immediately informed of the final rejection of the suggested document. The similarity check is performed in two stages: 1) during editorial evaluation prior to peer review and 2) again before publication. During the first similarity check, the article is checked for plagiarism; a second review is done to ensure that the article has not been published by another publishing house to avoid simultaneous or parallel publication. Forcing the verification of hypotheses through the fabrication of data; falsification; tampering of materials, technical equipment, or processes; modification or omission of data or research results or adapting these to the objectives of the study; and plagiarism, self-plagiarism, and self-citation are behaviors identified and rejected during the similarity review using the iThenticate program.

Journal's Copyright Policy

Psicogente aims to ensure that its publication processes are rigorous and transparent in accordance with the objectives of [WIPO](#), which seeks to promote the protection of intellectual property worldwide through the cooperation of states, in collaboration, where appropriate, with other international organizations, as well as through the administrative cooperation between the unions. Thus, the journal strives to guarantee the rights of authors, acquire consent for research and publications, secure permissions, and ensure final publication validation in accordance with honest and transparent rules.

Consent in Research

In research involving human beings, the authors are required to secure the consent of study participants through **informed consent** for the application of psychological evaluation protocols, interviews, and focus groups involving people.

In the *Methods* section, the author(s) must describe the treatment of study subjects and controls. The authors must ensure that all parties have been adequately informed of their role in the study. If the editor has any doubts or suspicions regarding the ethicality of the study, they may ask the authors to present proof of informed consent.

Publication Consent

The authors are responsible for guaranteeing the right to privacy of people by protecting their identity, both in the writing of the article and in the images and anonymizing the information to guarantee the protection of personal data. Any identifying data that could reveal the identity of a participant or volunteer must be

removed, including their name, initials, medical record number, online aliases, social network identifiers, etc., from all resources, including graphics, photographs, videos, etc. When an author wishes to include personal information or images of study participants or any other person, written informed consent of the participant or that of their parents or legal guardians (for participants under 18 years of age) should be obtained for this material to be published. If any information that could identify the people in the study is discovered without their informed consent after the publication of the article, it will be temporarily withdrawn until the content that could compromise the privacy of the participants is eliminated.

Obtaining Permissions

Authors are responsible for obtaining permission or the licenses for use for the total or partial reproduction of the material used in the article (i.e., text, tables, or figures) that is not in the public domain. Under no circumstances should authors submit proposals to *Psicogente* that include material from other institutions without having previously obtained permission.

Approval of the Final Article

It is the responsibility of the main author to inform the editor of their approval of the final version for publication. The main author should review the article with the other authors beforehand, and the final version must be unanimously approved.

Correction and Retraction Policies

Psicogente will consider retraction, corrections, or expression of concerns about its publications according to COPE guidelines.

In such cases, the system of rules and control mechanisms for scientific communication will depend on the type, severity, and consequences of the inaccuracy detected. These can be in the form of an erratum or correction notice, a retraction, and removal of the article in some cases. The purpose of this mechanism is to ensure that the changes are transparent and that the integrity of the academic record is always guaranteed.

a) Errata

An erratum will be published when it is necessary to correct an error or omission made by the journal after publication that may affect the record of the publication or the reputation of the authors or of the journal but where the academic integrity of the item remains intact.

All errors will be published with a separate notice. The notice should provide clear details of the error, and the following steps will be followed:

1. The article will be corrected.

2. A note will be added to the article at the end with the reference to the erratum.
3. A separate erratum or correction notice linked to the corrected version will be posted.
4. The document of the erratum or correction will be paginated with its DOI.

b) Corrections

A correction notice will be published when it is necessary to correct an error or omission made by the author(s) that may affect the record of the publication or the reputation of the authors or of the journal but where the academic integrity of the item remains intact.

All errors will be published with a separate notice. The notice should provide clear details of the error and the changes that have been made to the document in the following circumstances:

1. The article is corrected.
2. A note will be added to the article at the end with the reference to the correction notice.
3. A separate erratum or correction notice linked to the corrected version will be posted.
4. The document of the erratum or correction will be paginated with a DOI.

c) Retractions

A retraction notice will be published when a material error results in the invalidation of the article's conclusions or when there has been research misconduct or publication misconduct. Authors can request the retraction of their articles if their reasons meet the retraction criteria.

Retraction will be considered

- When there is clear evidence that the findings are unreliable, either as a result of misconduct (e.g., data fabrication or image manipulation) or error (e.g., calculation error or experimental error)
- When the findings have been previously published elsewhere without proper cross references, permission, or justification (e.g., cases of redundant publication or duplicate publication)
- When the research contains plagiarized material
- If there is evidence of fraudulent authorship
- When there is evidence to suggest that peer review has been compromised
- If there are indications of unethical research and breaches of professional ethical codes

When the decision to retract an article has been made,

1. A "Retracted article" watermark will be added to the published version of the article record;
2. The legend "Retracted article: [article title]" will be added in front of the title of the article;
3. A separate retraction statement, entitled "Retraction: [article title]," will be published and linked to the retraction article. This note will be signed by the editors of the journal; and
4. The retraction statement will be paginated and assigned a DOI.

d) Article Removal

An article may be removed in rare circumstances where the issues are of a very serious nature and cannot be addressed by a correction or retraction notice.

This will only occur

- When the article is clearly defamatory or infringes other legal rights;
- When an article is subject to a court order; and
- When the article, if not acted upon, could result in a serious health risk.

If an article is removed, the metadata (authors and title) will be maintained and the text will be replaced by a document, indicating that the article has been removed for legal reasons.

Responsibilities in research and publication

Throughout the manuscript evaluation and publication process, the various participants involved are responsible for maintaining **good editorial practices**; to this end, the following duties must be fulfilled by the various actors.

Sponsoring Institutions

As institutions that promote, manage, and finance research, sponsoring institutions are responsible for establishing ethical policies for the development of research, sharing these policies with researchers, and promoting healthy behaviors in accordance with norms to ensure that researchers do not commit fraud (i.e., fabricate, falsify, or omit research data), include names of institutions that supported the research in the manuscripts, and give credit to the sources consulted. They must also be clear about authorship, ensure that these details are not altered during the process, and address any complaints against the study or publication while ensuring that complainants and defendants are protected and that conflicts are resolved fairly and objectively.

Authors

It is the authors' responsibility to know and apply ethical policies for the development of the research; formulate pertinent and relevant research projects with robust, replicable, and current methods; conduct coherent analyses that are in line with the scope of the study; submit research projects and informed consent to ethics committees for their approval; obtain informed consent of study participants and their signatures as a sign of acceptance; and guarantee the anonymity of participants and comply with legal and ethical regulations for the collection, storage, confidentiality, and use of data, especially personal data. Additional responsibilities include obtaining participants' consent when the publication of some personal data is necessary (e.g., photographs), not harming or putting research participants at risk, giving credit for material cited directly or indirectly, obtaining permission for the reproduction of published material that is not in the public domain or that does not have a license for use, and ensuring confidentiality and protection of intellectual property rights. Furthermore, authors must provide the editor with the necessary information to ensure a transparent editorial process and inform the institutional manager if they suspect any behavior that violates the ethics of research or publication.

To guarantee the verification and adequate management of these aspects, *Psicogente* requests authors to fill out and submit a cover letter and letter of authenticity (formatted) and the résumés of each author/transfer of copyright signed by each author.

The journal identifies the following duties and responsibilities that authors must fulfil as participants in the editorial process.

Author Responsibilities

1. **International reporting standards:** Authors must accurately present their original research and objectively discuss its importance.
2. **Originality:** Authors must ensure that their work is completely original.
3. **Multiplicities, redundancies, or concurrence of publications:** Authors must not send the same manuscript for publication to other journals or conference proceedings simultaneously. It is also expected that after the initial manuscript has been accepted for publication, the author(s) will not publish redundant manuscripts or manuscripts describing the same research in multiple publications.
4. **Acknowledgment of sources and bibliography:** The authors must acknowledge all data sources used in the study and cite the publications that have influenced their research. A complete and exact list of references should be included in the article.
5. **Authorship of the work:** Authorship should be limited to only those who have made a significant contribution to the conception, design, execution, and/or interpretation of the study presented. All those who have contributed

significantly to the manuscript should be listed as co-authors. The corresponding author must also ensure that all authors and co-authors have seen and approved the final version of the submitted manuscript and their inclusion as co-authors.

6. **Data access and retention:** Authors must retain the raw data in relation to their submitted article. They must submit a declaration stating that all the data in the article are real and authentic.
7. **Disclosure of financial support:** All sources of financial support, if any, must be disclosed and must appear in the Acknowledgments, and the contributions of actors who made the research possible should be recognized.
8. **Fundamental errors in published works:** When an author discovers a material error or inaccuracy in their article, the author must immediately notify the publisher.

Editor

Among the responsibilities of the editor are the following: to generate, promote, and guide the journal's ethical policy and ensure its compliance by authors, peer reviewers, and the editorial team; to ensure cordial, respectful, and fair treatment of the authors, peer reviewers, and the editorial team without any favor or discrimination; to verify that all articles submitted to the journal comply with the submission policies; to ensure the scientific quality of the articles through double-blind evaluation by qualified peers; to take objective and impartial decisions on the publication of articles based on the assessment of peer reviewers and the editorial board; to ensure compliance with the criteria of authorship, order of appearance of the authors, and their contributions to research and editing; and to confirm that everyone accepts *Psicogente's* policies and declares their conflicts of interest. The editor must also encourage researchers and authors to adopt the highest standards in research and publication quality, address complaints of possible cases that violate ethics in research or publication, and manage these in accordance with COPE guidelines and the guidelines of relevant institutional bodies to protect complainants and defendants and the integrity of the works through corrections or retractions when this is deemed necessary.

The following are responsibilities and duties of the editor of *Psicogente*.

Responsibilities of the editor

1. **Publication decisions:** Based on the review conducted by the editorial board, the editor may accept or reject the manuscript or send it back to the author for modifications.
2. **Manuscript review:** The editor makes sure that each manuscript is first assessed by the editor, who uses appropriate tools to examine the originality of the manuscript's content. It is then submitted to a double-blind peer review process, which involves a minimum of two expert arbitrators; each evaluator

makes recommendations for the manuscript to be published as is or to make modifications or rejects it.

3. **Impartiality:** The editor makes sure that each manuscript received is evaluated in terms of intellectual content, regardless of the authors' gender, race, religion, nationality, etc.
4. **Confidentiality:** The editor must ensure that the information contained in the manuscripts submitted by the authors remains confidential.
5. **Dissemination and conflicts of interest:** The editor cannot use unpublished material used in the manuscript submitted for their own research without prior written consent from the author and the co-authors.

Peer Reviewers

The responsibilities of the peer reviewers include the following:

Responsibilities of Peer Reviewers

1. **Confidentiality:** The reviewers, editor, and editorial team must not disclose any information contained in the manuscript. Every submitted article must be treated as confidential information.
2. **Acknowledgement of Sources:** The manuscript reviewers must ensure that the authors have acknowledged all data sources used in the research. The existence of any similarity or overlap between the manuscript and other published articles known to the reviewer must be immediately reported to the editor.
3. **Objectivity Standards:** Manuscripts must be reviewed objectively. The reviewer must clearly express their point of view and justify their decisions.
4. **Punctuality:** If a reviewer believes that it will not be possible for them to verify the research process of a manuscript in accordance with guidelines or within the time set to that effect, they must inform the editor of it so that a careful and rigorous review can be guaranteed.
5. **Conflicts of Interest:** Reviewers must ensure that there are no conflicts of interest to declare with the research, authors, and/or funding sources.

Psicogente ensures that the names and e-mail addresses included in this journal will be exclusively used for the purposes laid down in it and that they will never be disclosed to third parties or used for any other purpose. Similarly, the confidential handling of the information regarding study subjects is highly encouraged to ensure that the use and publication of identification data of the study participants are avoided.

Copyright

Copyright for the journal is owned by the Publications Department of Universidad Simón Bolívar. Authorization is required from Departamento de Publicaciones-Universidad Simón Bolívar; Address: Carrera 54 No. 64-223 Vicerrectoria Investigación e Innovación, Oficina Revista PSICOGENTE Tel: (57) (5) 3444333 Ext. 205 Barranquilla-Colombia <http://www.unisimon.edu.co/> e-mail: dptopublicaciones@unisimonbolivar.edu.co; revpsicogente@unisimonbolivar.edu.co

Once an article has been accepted for publication, the authors transfer their copyright to the journal's editor. In all cases, the editorial team shall assume that the opinions expressed by authors in the study are their personal responsibility.