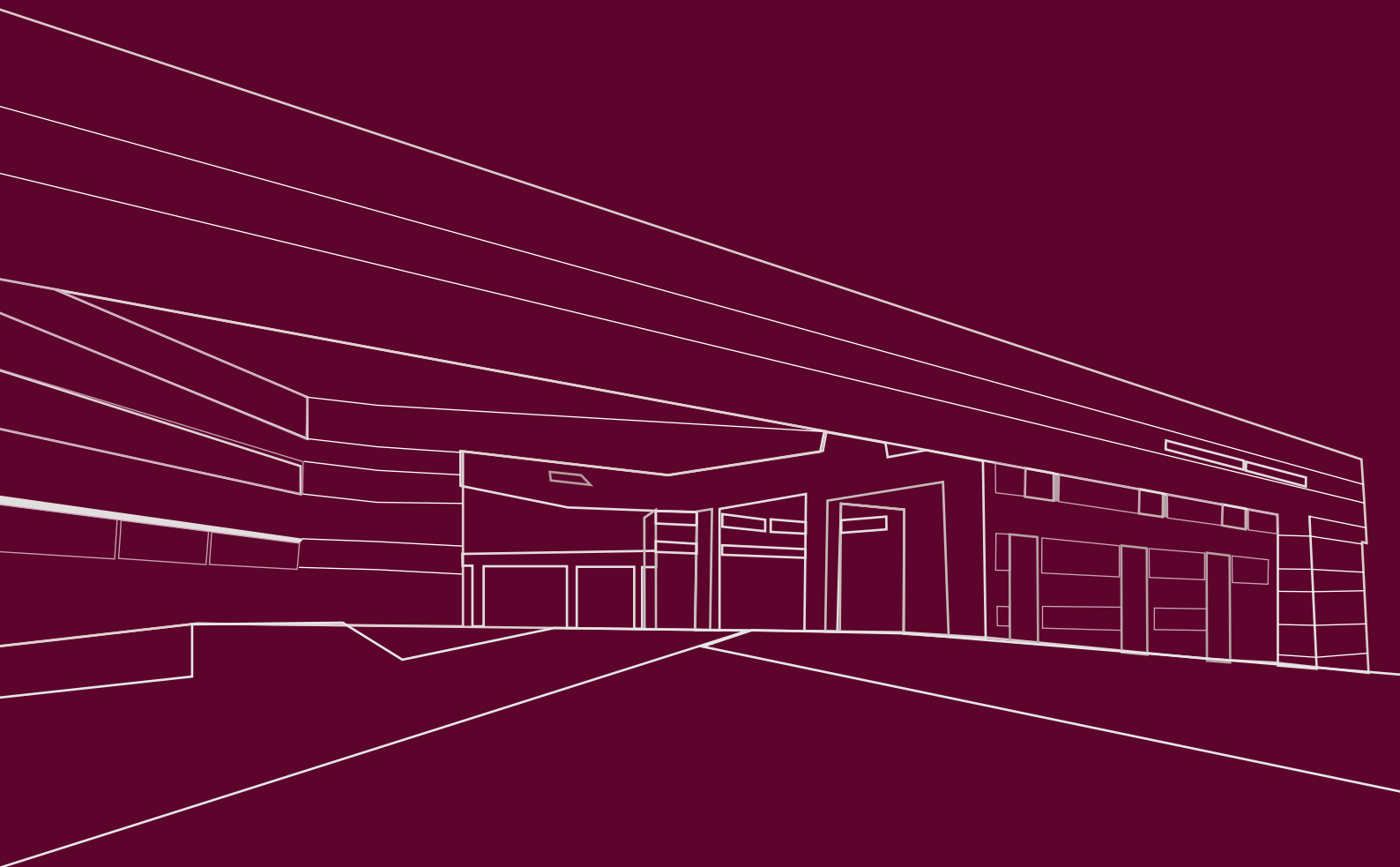




El Colegio de México's Guidelines on Publishing Ethics

Approved by the Academic Board on October 28, 2020



Guidelines on Publishing Ethics

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Preamble: Academics, students, and all members of this institution, as well as external authors and researchers who publish in or contribute to El Colegio de México's publications, must abide by these guidelines on publishing ethics.

This document's frame of reference is *El Colegio de México's Guidelines on Publishing Policy*, together with the guidelines for the academic journals and other publications produced by the institution's Study Centers and the Daniel Cosío Villegas Library.

1. All academic products of El Colegio de México submitted for possible publication will be subject to double-blind peer review, or otherwise an evaluation of their quality and relevance, and occasionally a review using software to determine the work's originality. This requirements *El Colegio de México's Guidelines on Publishing Policy* will apply to this process.
2. In order for a manuscript to be considered for publication, the authors must sign a letter confirming the originality of the submitted work and taking responsibility for the use and citation of the sources used in their research. In the same letter, authors must state that their research fully complies with *El Colegio de México's Principles for Ethical Research* (template attached).

Once the publication is approved, the author must sign a letter of *Transfer of Rights* (template attached).

On this last point, it is important to add that the work in question may be reproduced in other publications, either internal or external to El Colegio de México, provided that permission is requested and the original source is properly cited.

3. Reviewers must inform the appropriate editorial boards or committees of any possible conflict of interest in the review of works submitted for evaluation and publication. Authors, for their part, may notify the corresponding editorial boards or committees of the names of reviewers whose potential involvement could pose a conflict of interest.

Annexes for point 2

Template paragraph for the letter confirming the work's originality and ethical standards

I, **(PERSON'S NAME)**, hereby declare that I have the right to enter into this agreement and that I am responsible for the use of the material of my own creation and/or property of others, therefore I release El Colegio de México from any harm that the publication of my work may cause.

Furthermore, I certify that the research activities whose results are presented in this work have been conducted in accordance with El Colegio de México's Principles for Ethical Research.

Template letter authorizing the work's publication and originality

Date -----.

Silvia E. Giorguli Saucedo

Dean, El Colegio de México, A.C.

El Colegio de México, A.C., in its journal _____, vol. -----, number -----, for the
– *insert year's quarter* --- issue, published my article “ ---”.*

Given that El Colegio de México, A.C. organizes and carries out research in the social sciences and humanities, and provides higher education services and promotes culture as broadly as possible, I hereby give my express authorization for any reproduction of all or part of this article's content or images, including its storage and communication by electronic means, always citing the source without altering its content and acknowledging the author(s) (i.e. non-exclusive authorization).

This authorization is based on Articles 21, 24, and 52 of the Mexican Federal Copyright Law (Ley Federal del Derecho de Autor), and therefore any reproduction of the article in question must always include my name and the corresponding academic credit. Therefore, I assume responsibility for the work's originality and release El Colegio de México, A.C. from any liability arising from the work's publication.

Sincerely yours,

(author's name)

c.c. _____, Journal Director _____.

* To be adapted for complete work and other publishing projects.

Transfer of Rights letter

INSTITUTO NACIONAL DEL DERECHO DE AUTOR

DIRECCION DE REGISTRO PÚBLICO

PERLA BOUCHAN CORREA, as Legal Representative of EL COLEGIO DE MÉXICO, A. C., the legal entity duly accredited by the registration of the power of attorney number 03-2008--04 before the Public Registry Department of the National Copyright Office (Instituto Nacional del Derecho de Autor), indicating the domicile as Carretera Picacho Ajusco number 20, Colonia Ampliación Fuentes del Pedregal, Alcaldía de Tlalpan, Mexico City, for all types of communication, I respectfully appear before you under oath to declare that:

1.- EL COLEGIO DE MÉXICO, A. C. is a research and higher education institution, recognized by the state as a public university by Presidential Decrees dated November 7, 1962, and August 19, 1998, published in the Official Gazette of the Federation (Diario Oficial de la Federación) on December 4, 1962, and August 20, 1998, respectively.

2.- EL COLEGIO DE MÉXICO, A. C. organizes and conducts research in the social sciences and humanities, provides higher education for the training of professionals, researchers and university professors; publishes books and journals on subjects related to its activities and which include the work of its professors, researchers or experts; and collaborates with other Mexican and foreign institutions to achieve common objectives.

3.- I DECLARE UNDER OATH that “ _____ ” has been created in accordance with the provisions of Article 83 of the current Federal Copyright Law (Ley Federal del Derecho de Autor), since EL COLEGIO DE MÉXICO, A. C. commissioned the work to _____.

In addition, _____ acknowledges that El Colegio de México, A.C. will at all times be the owner of the copyright of this work and signs his/her agreement accordingly.

4.- As a direct consequence of the foregoing, and in accordance with Article 83 of the Mexican Federal Copyright Law (Ley Federal del Derecho de Autor), EL COLEGIO DE

MÉXICO, A.C. is the legitimate holder and owner of the copyright of the work entitled
“_____.”

In view of the foregoing, I respectfully request you, as Director of the Registry:

SOLE ARTICLE.- In accordance with the provisions of Article 83 of the Federal Copyright Law, to grant the registration, title, and ownership of the copyright of the aforementioned work in favor of EL COLEGIO DE MEXICO, A. C.

Mexico City, July 22, 2019

SINCERELY YOURS

PERLA BOUCHAN CORREA

LEGAL REPRESENTATIVE

AUTHOR