

Eduser – Revista de Educação

Manual of good practices

The journal EduSer - revista de educação, worries about best practices in publishing. This manual summarizes the good practices that guide the journal: the process of peer review, the time of evaluation, the publishing time, conflicts of interest and ethical responsibility in the publication.

Peer review process

The EduSer journal, uses blind peer review process. All articles submitted to the journal will be submitted to at least two reviewers, who are experts in the subject of the article. From the review process may result several situations:

- If the paper is approved by the two reviewers, without any changes, the authors will be informed and the document follows the normal editing process;
- If the paper is approved, but structural changes are suggested by the two reviewers, the authors are informed of the need to reformulate the article. Once the requested changes have been made, the article will be sent again to the same reviewers, who may approve or disapprove it.
- If the article is approved by one reviewer and disapproved by another, the article will follow a new round of evaluation for two more experts. If the article won't be approved by these two experts, it will be refused for publication.
- If the journal's scientific committee does not include specialists within the scope of a received article, the editorial team will select external evaluators to evaluate those articles.

EduSer journal uses a review support grid to evaluate articles, by reviewers and a component of free comments that must be elaborated from a critical but constructive point of view. The journal informs the reviewers about the need for objective, timely and unbiased information as a result of the evaluation. If comments are unclear, the journal may contact the reviewers in order to clarify and objectify the statements.

Communication to the authors of the outcome of the evaluation process should contain objective and constructive information. If necessary, it may be supplemented by the changes suggested by the reviewers in the paper itself, which can be sent as an attachment (not identifying the reviewer).

Evaluation time

The journal EduSer is concerned about the speed of publication. In this sense, the reviewers have a month to complete the review. The time of communication of results to the authors may be longer than one month, if the articles require a new round of evaluation.

Publication time

Once the scientific review process has been completed and the translation of the abstracts has been revised and the layout process, the journal will publish the articles in the immediately following number, considering the two publications per year.

Conflicts of interest

In order to eliminate conflicts of interest, the journal commits itself to, that the reviewers, will not be from the same institution as the authors of the articles.

The editors of a certain journal number may not be authors in this issue of the journal in which they are editors.

The journal asks reviewers to show no conflict of interest in the evaluation of the articles.

Ethical responsibility in publication:

Although the content of the articles is the responsibility of the authors, the editorial team develops some procedures such as:

- Verification of compliance with ethical rules in the investigation processes.
- Verification of the existence of plagiarism, using anti-copyspider software.

In case of any doubt, the journal will contact the authors in order to clarify the situation.

The journal requires the authors to be original and. In order to protect copyright, the journal uses the Creative Commons BY License (3).

In the case of unforeseen situations that may arise, EduSer journal will use [COPE](#) (Committee on Publication Ethics), to support their practices.