

Editorial policies and criteria

Objective, identity and mission of the magazine

Scientific objectives:

1. Publicize ongoing or completed research on bioethics issues.
2. Contribute to generate academic debate regarding current issues of bioethics.
3. Disseminate academically solid works on issues related to bioethics.
4. Promote interdisciplinary dialogue on relevant and current issues in health and life sciences.

Mission:

The *Medicina y Ética* journal contributes to the realization and strengthening of the mission of the Faculty of Bioethics of the Universidad Anáhuac México, especially regarding the formation of an opinion based on bioethics centered on the human person:

<https://www.anahuac.mx/mexico/EscuelasyFacultades/bioetica/mision-y-vision>

Thematic coverage:

The journal *Medicina y Ética* promotes debate around general bioethics with topics related to the beginning and end of human life but also with topics of clinical bioethics, the figure of the bioethicist and hospital bioethics committees, as well as topics of global bioethics, biotechnologies, biopolitics and emerging bioethics issues.

Target audience:

- General public interested in bioethics issues and in the current debate around health and life sciences.
- Academics, researchers and other health and humanities professionals who want to contribute to serious dialogue and reflection on bioethics.

Section policies

The magazine will have two sections: first, original unpublished articles; and second, reviews.

Articles and reviews must be written in Spanish or English, clearly and concisely; in Arial font with 12 points, 1.5 line spacing, in Word electronic format. It should be sent directly through the journal's Open Journal Systems.

The specific policies of each section are specified in the "Submissions" section, in "Guidelines for authors".

Peer review and evaluation process

1. The editor will check that the articles correspond to the editorial line of the journal.
2. All manuscripts submitted to the journal will be processed by *Turnitin* software, which is a content similarity detection solution. Any total or partial similarity not properly cited will be grounds for rejection.
3. It will be checked that the text complies with all the indications indicated in the delivery of originals.
4. The articles will be judged by two academics with relevant competence for the subject (double-blind peer review) within a maximum period of three months. The names of both

the reviewers and the author will remain anonymous. The result can be:

a) *Publishable*

In that case, the article will follow the translation and publication process. Decisions to accept an article will not be reversed unless significant issues are subsequently identified.

b) *Publishable subject to modifications*

The author will make the modifications or corrections, and will submit it again for opinion, without the journal committing to publish it. If on this second occasion it is rejected again, the article can no longer be submitted again.

c) *Not publishable*

In the case of a negative response, the author will receive an opinion with the opinions of the reviewers.

The refusal to publish will always be for the article and not for the person.

The rejected article may not be sent back to the journal for a period of six months.

Open access policy

Medicina y Ética provides open access to its content with the principle that research is freely available to the public that supports a greater global exchange of knowledge. Therefore, there is no charge of fees to authors for submission, processing and/or publication of articles.

Medicina y Ética is distributed under a **License Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA 4.0)**, which states that the user is free to:

- Share: copy and redistribute the material in any medium or format.
- Adapt: remix, transform and build from the material.

Under the following terms:

- Attribution: the author must give proper credit, provide a link to the license, and indicate if changes have been made in any reasonable way, but not in any way that suggests that their use is endorsed by Licensor.
- Non-Commercial: the author may not use the material for commercial purposes.
- ShareAlike: If the author remixes, transforms, or builds on the material, it will be necessary to distribute the contribution under the same license as the original.

Ethical guidelines and procedures in publication

The journal has a strict protocol for monitoring reports of misconduct by researchers or unethical practices in research processes.

If an anonymous complaint is filed or made directly to the editor of the journal or to any member of the Editorial Committee about bad practices or unethical conduct, the editor will be responsible for starting the investigation, unless he is the accused, in which case a member of the Editorial Committee must be appointed by simple majority to start the investigation.

Misconduct is understood as:

Avoid publishing articles where research misconduct has occurred, including plagiarism, self-plagiarism, citation manipulation, and data falsification or fabrication, etc.

When there is sufficient evidence to prove the misconduct, the editor or the designated person in charge will follow up on the pertinent actions that may be:

1. In case of *detection and verification of plagiarism of an article already published*, it will be retracted on the journal's website with the legend "Retracted" on all pages. The author, authors, Editorial Committee, Scientific Council and all subscribers of the retraction of the article in question, as well as the reasons, will be notified in the edition of the next issue, as well as the reasons. Likewise, it will be the responsibility of the editor to notify the databases in which the journal is indexed so that they carry out the corresponding process of retracting said article.
2. In case of *detection of false responsibility or level of authorship in the article*, the editor must collect sufficient evidence from the other authors and notify all those involved that the level of authorship will be changed in the number already published or to be published, as the case may be, and impose a written reprimand on the author who committed the offense to warn him and exhort him not to repeat it. In the event of committing a second failure of this nature, the author will be permanently banned from publishing in the journal.
3. In case of *detection and verification of misconduct by the editor of the journal*, the Editorial Committee, through the person appointed by a simple majority, will proceed to admonish him in writing to warn him of his fault and exhort him not to do it again. In case of incurring a second failure of this nature, the editor may be removed from his position under the endorsement of the director of the magazine.
4. In case of detection and verification of falsification of data and/or results in a published article, the evaluation of the

repercussions and the conclusions of the work will be carried out immediately. The editor, together with the Editorial Committee, will evaluate them and, if it is determined that it was decisive for the conclusions of the investigation, the article will be immediately retracted following the guidelines stipulated in section number 1 of this section. On the other hand, if it is determined that the fabrication of the data or the alteration of the same is not decisive for the conclusions of the article, the author will be notified to make an immediate correction of the same, in a period not exceeding 15 working days and a written reprimand will be imposed to warn and exhort him not to incur in said practice again. When the modified text is received, the previous one will be replaced by the new version, warning of the errata in the Editorial of the following number. If the requested corrections are not sent, the article will be retracted following the steps mentioned in section number 1 of this section.

Policy on authorship and contribution. All authors mentioned in the article must have made a significant contribution, including students and technicians. It is exhorted to exclude those who did not contribute to its realization (honorary authorship, gift or by invitation).

Anti-plagiarism policy. *Medicina y Ética* maintains an anti-plagiarism policy to guarantee the originality of all manuscripts using *Turnitin*, which is a content similarity detection solution.

The journal performs a similarity detection review on all articles and reviews published in each issue and if a considerable percentage (above 15%) is detected, the article or review will be rejected. The author will receive a notification with the reason for the rejection, with a period of 15 working days to make the pertinent corrections and thus contribute to the originality of the text sent. If these corrections are not sent, the author may make a new submission, but with a penalty of a waiting time of three months. If the corrections are sent within the stipulated time, the article will be submitted again to

a content similarity review; if the percentage is less than 15%, it will take turns to opinion, but if the percentage remains the same or even increased, the article will be rejected, and the author will be penalized with a waiting time of one year to resubmit his article to the journal.

Policy on conflict of interest. All authors must declare any conflict of interest that may exist with the publication, to avoid any influence on the reported results.

Not declaring conflicts of interest is an ethical offense that will not be tolerated and will be sanctioned by means of a written reprimand to the author or the person directly involved and/or the retraction of the corresponding article, or removal from the post if the offense was committed by the editor. or any member of the Editorial Committee.

Ethics Oversight Policy. All original research articles that have dealt with live animals or humans must be submitted to the journal together with the approval sheet of a Research Ethics Committee that will be responsible for verifying, among other things, the information regarding informed consent. of the subjects involved, privacy and confidentiality of personal data, protection of subjects and vulnerable populations, etc.

If you do not have the endorsement of a Committee, you can request it from the Research Ethics Committee of the Universidad Anáhuac México: <https://www.anahuac.mx/mexico/EscuelasyFacultades/bioetica/comite-de-etica>

Any article that does not have this approval sheet will not be accepted or turned over to an opinion if the research that originated it had live animals or human subjects as subjects.

Post-publication discussions. The journal has mechanisms for correcting, revising or retracting articles after their publication.

The retraction of a publication will be considered in the following cases:*

- Have evidence that the text is unreliable, whether as a result of error, fabrication, or forgery, inaccurate authorship, plagiarism.

- Have been previously published elsewhere without the permission of the publisher.
- Include material or data without authorization of use.
- Not having a file from a Research Ethics Committee in the cases where appropriate.
- Copyright infringement or any other serious legal issue (e.g., defamation, privacy).
- Conducting a compromised or rigged peer review process.
- Omit, by the author, the declaration of conflict of interest.

Author Responsibility

- Substantially contribute to the conception, design, analysis, and interpretation of article data in accordance with professional and ethical conduct.
- Participate in the writing of the article with critical review and ethical conduct, as well as approve the final version of the manuscript.
- Manifest conflict of interest or lack thereof.
- Present true data.
- Respect the processes and times of the journal, the editor and the reviewers.
- Make the corrections suggested by the editor and reviewers within the established deadlines.
- Monitor the stages of the magazine through its platform and refrain from establishing personal conversations with the editor.
- Fully comply with all editorial requirements and policies.
- Abide by the warnings imposed and the penalty times indicated, in case it happens.

Publisher Responsibility

- Give punctual follow-up to the processes of reception, review, ruling and publication of the articles sent to the magazine.

- Maintain, through the journal's digital platform, communication with the author and reviewers.
- Monitor good practices in publication and promote ethical values in the publication process.
- Accept or reject papers in accordance with the journal's editorial policies.
- Initiate and follow up on the necessary investigations to verify bad practices.
- Review and analyze the texts with a similarity detection tool.
- Ensure a good double-blind review system.
- Respect the confidentiality of all involved.
- Do not use the manuscripts for personal gain.
- Act ethically, objectively and impartially throughout the editorial process.
- Accept errors in the publication and correct them quickly.
- Carry out the retraction of the article if ethical faults are verified that warrant it.
- Abide by the decisions of the Editorial Committee or the director of the magazine in case of having incurred in ethical faults.
- Report, at least twice a year, to the Editorial Committee and the Editorial Board on the advances and numbers published.

Responsibility of the reviewer/dictator

- Critically, impartially and punctually review the authors' manuscripts and do so through the platform that hosts the journal.
- Declare to the editor any conflict of interest that may bias their opinions on the original or, failing that, refrain from making the opinion prior notice to the editor.
- Do not suggest citations to their own works or take important information and appropriate ideas from the author under review.
- Respect the decisions and/or reprimands imposed by the editor in case of having incurred in any serious fault.

- Refrain from disclosing your identity to the authors of the article you reviewed after publication of the article.

* Based on the COPE Retraction Guidelines.

Guidelines for authors

the magazine will have two sections: first, Articles, and second, Reviews.

Articles and reviews must be written in Spanish or English, clearly and concisely; in Arial font with 12 points, 1.5 line spacing, in Word electronic format. It should be sent directly through the journal's Open Journal Systems.

Articles

Articles must meet the following requirements:

- Unpublished material.
- Minimum extension of 15 pages and maximum of 30. They must be monographic only.
- Title in Spanish and English.
- Summary in Spanish of approximately 150 words and its version in English (abstract).
- Keywords: three to five keywords not contained in the title and its English version (keywords).
- Author data. Name of each author with an asterisk, indicating their place of employment, city and country and job title briefly, as well as their email and ORCID code.

Example:

Name surname

Professor / director / researcher of the Faculty of... / of the Hospital... / of the Research Center...

From the (name of institution)
City Country
The first author must send their email.
The Editorial Coordination reserves the right to omit excessive titles.

Example:

Name surname
Assistant Director of the Pediatric Oncology Center (of the Pediatric Service)
Hospital X

The name of the first author must correspond to the person who has been most involved in the preparation of the article, not by academic or clinical positions.

If there is a conflict of interest, the authors must indicate it in the publication.

If your article is of a quantitative nature and your study was carried out with people or animals, you must provide us, in addition to all the data requested in the editorial policies and regulations, the folio number or proof that your work was approved by a Research Ethics Committee. Without this document, we CANNOT proceed with the editorial follow-up.

If you do not have such approval, you can resort to the Research Ethics Committee of the Universidad Anáhuac México, who will give you the corresponding follow-up. The contact email is: precomite@anahuac.mx

Reviews

The reviews must include the title of the work that is exposed with its bibliographic reference. In addition, the name, position, email and ORCID code of the author of the review.

The review is an academic criticism, respectful and should point out the limits and contributions of the work in question.

Its length should not exceed five pages.

Bibliography

Vancouver style will be followed.

*** The references of each article must include its DOI, if it has one.**

The DOI must be displayed as a full URL link and not be preceded by doi: or DOI:

Example: Soleimani N, Mohabati Mobarez A, Farhangi B. Cloning, expression and purification flagellar sheath adhesion of *Helicobacter pylori* in *Escherichia coli* host as a vaccination target. *Clin Exp Vaccine Res.* 2016 Jan;5(1):19-25. <https://doi.org/10.7774/cevr.2016.5.1.19>

Complete Book

Author/s. Title of the book. Edition. Place of publication: Publisher; year.

Bell J. Doing your research project. 5th. ed. Maidenhead: Open University Press; 2005.

Independent volumes of books

1. Volumes with their own title, but by the same authors/editors

Author/s. Title of the book. Edition. Place of publication: Publisher; year. Pages. Vol. no. Chapter title.

Cicchetti D, Cohen DJ, eds. Developmental psychopathology. Vol. 1, Theory and methods. New York: John Wiley & Sons, Inc.; c1995. 787 pages

2. Serial monographs

Author/s. Title of the book. Edition. Place of publication: Publisher; year. Pages. (Author/s. Title of the series. Vol. n°.)

Stephens D, editor. Adult audiology. Oxford (UK): Butterworth-Heinemann; c1997. 657 pages (Kerr AG, ed. Scott-Brown's otolaryngology. Vol. 2).

Chapters of books

Author/s of the chapter. Chapter title. In: Director/Coordinator/Editor of the book. Title of the book. Edition. Place of publication: Publisher; year. start-end page of the chapter.

Franklin AW. Management of the problem. In: Smith SM, editor. The mistreatment of children. Lancaster: M.T.P.; 2002. p. 83-95.

Magazine article

Author/s. Article title. International abbreviation of the magazine. year; volume(number): initial-final page of the article.

Dawes J, Rowley J. Enhancing the customer experience: contributions from information technology, J Business Res. 2005; 36(5):350-7.

Proceedings of congresses and conferences (cited as a book)

Harnden P, Joffe JK, Jones WG, eds. Germ cell tumors V. Proceedings of the 5th Germ Cell Tumor Conference; 2001 Sep 13-15; Leeds,UK. New York: Springer; 2002.

Communications and presentations

Author/s of the communication/presentation. Title of the communication/presentation. In: Official title of the Congress. Place of publication: Publisher; year. initial-final page of the communication/presentation.

Anderson JC. Current status of chorion villus biopsy. Paper presented at: APSB 1986. Proceedings of the 4th Congress of the Australian Perinatal Society, Mothers and Babies; 1986 Sep 8-10; Queensland, Australia. Berlin: Springer; 1986. p. 182-191.

Internet resources

Books

Authors. Title [Internet]. Place: Publisher; year [revision; consulted]. Available at: electronic address.

RichardsonML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Seattle (WA): University of Washington School of Medicine; 2007-2008 [2007-2008 revision; accessed March 29, 2009]. Available at: <http://www.rad.washington.edu/mskbook/index.html>

Magazine articles

Author. Title. Abbreviated journal name [Internet]. year [queried]; volume(number): pages or extension indicator. Available at: electronic address.

Aboud S. Quality of improvement initiative in nursing homes. *Am J Nurs* [Internet]. 2002 [cited 2012 Nov 22]; 102(6). Available at: <http://envisat.esa.int/>

Websites

Author/s. Title [Internet]. Place of publication: Publisher; Publication date [revised; consulted]. Available at: electronic address.

European Space Agency. ESA: Missions, Earth Observation: ENVISAT. [Internet]. [Accessed 2012 Jul 3]. Available at: <http://envisat.esa.int/>

Part of a website

Medline Plus [Internet]. Bethesda (MD): US. National Library of Medicine; c2009. dental health; 2009 May 6 [cited 2009 Jun 16]; [about 7 screens]. Available at: <http://www.nlm.nih.gov/medlineplus/dentalhealth.html>

Research data

Veljić M, Rajčević N, Bukvički D. A Revision Of The Moss Collection Of The University Of Belgrade Herbarium (Beou) From The Ostrozub Mountain In Serbia [Internet]. Zenodo; 2016. Available at: <https://doi.org/10.5281/ZENODO.159099>

In-text citations

Citations in the text are made through calls with Arabic numbers in parentheses.

Each work cited in the text must have a unique number assigned in order of citation. If a work is cited more than once, it will keep the same number.

Citations of an author can be made by a number or by integrating the author's name followed by a number in the text. When an author is mentioned in the text, the reference number is placed after the author's name. If the author is not named, the number will appear at the end of the sentence.

Tumors can spread from the lung to any part of the body (1)...
As Lagman (2) indicated, diabetes care...

If the work has more than one author, the first author *et al.* will be cited in the text.

Simone *et al.* (5) establishes that the principle...

To cite a work that does not have a known author, what is called a "corporate author" must be used. For example, an organization or an entity.

The Ministry of Health (4) has recently estimated that hepatitis...
The number of people suffering from hepatitis in Spain has grown by 14%
in the last 20 years (4)...

Some books contain chapters written by different authors. When citing the chapter, the author of the chapter will be cited, not the literary editor or director of the work.

Bell (3) identified that people suffering from type 2 diabetes require strict dietary care...

When there is more than one citation, they must be separated by commas, but if they are correlative, the first and last are mentioned separated by a hyphen.

Modern scientific nomenclature really began with Linnaeus in botany (1),
but other disciplines (2,5) were not many years behind in developing
various systems (4-7) for nomenclature and symbolization.

Direct citation: It must be brief, less than five lines, it is inserted within the text between quotation marks, and the corresponding number is placed at the end, after the quotation marks and before the punctuation mark, the pagination is included

“...has been proven demonstrably false.” (4, p. 23)