

# Temes de Disseny

## Publication Ethics and Malpractice Statement (PEMS)

Version 1.0. Last updated: 8 February 2022

*Temes de Disseny* is an open-access, peer-reviewed scientific journal published by Elisava Barcelona School of Design and Engineering (UVIC-UCC, Universitat de Vic - Universitat Central de Catalunya). The journal's code of conduct presented below has been elaborated based on COPE's (Committee on Publication Ethics) "Principles of Transparency and Best Practice in Scholarly Publishing".

The document presents guidelines and information for all involved actors: Editors-in-Chief, Managing Editor, Guest Editors, Editorial Board, Authors, Reviewers, Publisher. The journal management encourages everyone involved in any of those roles to carefully read the following statement.

### 1. Journal's information:

#### 1.1. Name and ownership of the journal

- 1.1.1. *Temes de Disseny* has been published annually since 1986 by Elisava Barcelona School of Design and Engineering.
- 1.1.2. In 2007 the journal used its acronym and was presented as *ELISAVA TdD*. From 2017, the journal's name recovered the original *Temes de Disseny*. A table with the changes can be found in the 'About the journal' section of the website.

#### 1.2. Access

- 1.2.1. *Temes de Disseny* is an open access journal, which means that all content is freely available online without charge to anyone interested, without embargo at the end of each academic course.
- 1.2.2. Users are allowed to read, download, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the Author.
- 1.2.3. A printed edition is distributed gratis to selected libraries and institutions within the design field, and available for purchase to individuals.

#### 1.3. Publishing schedule

- 1.3.1. *Temes de Disseny* publishes one number every year, with a specific topic announced in a call for papers.
- 1.3.2. The editorial team, the Authors and the Reviewers who participate in each special issue are committed to respect the stated deadlines to ensure the issue's publication in good time.

#### 1.4. Languages

- 1.4.1. The journal accepts abstracts and manuscripts in English, Catalan, and Spanish.

- 1.4.2. Every article published in *Temes de Disseny* is available full text in English, Catalan, and Spanish, in both the online and the printed editions. The journal takes care of the translations and covers any associated costs.
- 1.4.3. The journal's title is *Temes de Disseny* in every language.

#### 1.5. Revenue sources and advertising

- 1.5.1. The journal is funded by Elisava Barcelona School of Design and Engineering, and does not have any article processing charges.
- 1.5.2. The earnings from the printed edition selling are exclusively dedicated to cover technical tasks and do not generate profit.

#### 1.6. Archiving and identification

- 1.6.1. Elisava Barcelona School of Design and Engineering keeps in its library archive a minimum of 5 printed copies of each published issue.
- 1.6.2. As a long-term archiving policy, each printed issue is sent to Biblioteca de Catalunya and the Documentation Center of the Barcelona Design Museum, as well as to design-related libraries around the world.
- 1.6.3. The digital version is preserved by RACO - Revistes Catalanes amb Accés Obert (Catalan Journals in Open Access), the organisation hosting the journal's website.
- 1.6.4. Articles published after 2018 (issue #34) use a Digital Object Identifier (DOI) system for their persistent identification.

## 2. Governing body. Every person with any role in the governing body commits into treating all information in shared files with confidentiality.

### 2.1. Editors-in-Chief

- 2.1.1. Formed by member(s) of the Elisava staff and appointed by Elisava's Direction Council.
- 2.1.2. Responsible for selecting each special issue topic -based on the Editorial Board members' suggestions and Elisava Research's topics of interest, and not on personal interests-, and for appointing the Guest Editors for each special issue.
- 2.1.3. Expected to support the Guest Editors in possible dilemmas during the reviewing and selection of abstracts; support the Managing Editor in the quest for reviewers; support the Guest Editors in possible dilemmas during the selection of the final selection of articles to be published; offer support in the proofreading of the final layout.
- 2.1.4. Can act as Author of an article knowingly that will not receive any favourable treatment (the Managing Editors and the Guest Editors will take special care to prevent potential conflicts of interest and to ensure full anonymity during peer-review); can act as a Reviewer under special circumstances if their expertise or research area matches some article whose author is of no acquaintance.

### 2.2. Managing Editor

- 2.2.1. Formed by member(s) of the Elisava staff and appointed by Elisava's Direction Council and the Editors-in-Chief.
- 2.2.2. Responsible for coordinating all actors in the publishing process to ensure the publication of each issue in good time; for preparing and sharing the

information regarding the call for authors to maximise its reach to a diverse and international audience; for assisting the Guest Editors providing them with all necessary information and resources to perform their tasks; for keeping a swift correspondence with the Authors in sharing editorial decisions and requesting or providing information necessary for the publishing process; for keeping a swift correspondence with the Reviewers and preserving their anonymity; for keeping a swift correspondence with the linguistic services and the graphic designer for the final editing of the content; for keeping the website updated with all published articles and expected information.

- 2.2.3. Expected to revise all submitted material to ensure its complying with the rules and the ethics of publishing; to scout for Reviewers; to proofread the final layouts; to prioritise the Governing Body in communicating any relevant information; to organise the delivery of all printed copies to actors involved in the process.
- 2.2.4. Cannot submit an article to the issues he/she is managing, as he/she is responsible for the journal's workflow and the contact with all the actors, including the reviewers. Cannot act as a reviewer, as he/she knows the identity of the Authors.

### 2.3. Guest Editors

- 2.3.1. Formed by experts in the annual issue's topic and appointed by the journal's Editors-in-Chief.
- 2.3.2. Responsible for preparing the call for authors; selecting the abstract proposals received from the call for Authors; selecting the articles to be published in the special issue and providing a meta-review document that justifies the decision; writing an editorial article introducing the topic of the special issue.
- 2.3.3. Expected to support the Managing Editor in the quest for reviewers; offer support in the proofreading of the final layout; provide a list of their potential conflicts of interest at any point of the process.
- 2.3.4. Can act as Author of an article knowingly that will not receive any favourable treatment (the Managing Editor and the Editors-in-Chief will take special care to prevent potential conflicts of interest and to ensure full anonymity during peer-review). Cannot act as a reviewer, as he/she knows the identity of the Authors.
- 2.3.5. Guest Editors will receive gratis printed copies of the special issue of the journal they have edited but will not get monetary compensation for their collaboration.

### 2.4. Editorial Board

- 2.4.1. Formed by experts in the journal's subject field and appointed by Elisava's Direction Council and the Editors-in-Chief. Guest Editors of special issues are offered to be included in the Editorial Board after the issue's publication.
- 2.4.2. Expected to act as ambassador for the journal; to support and promote it helping spread the word about its outputs; to actively encouraging submissions to its calls; to help defining the topics for the upcoming issues; to share their opinions about the running of the journal; to support the Managing Editor in the quest for reviewers; to provide a list of their potential conflicts of interest at any point of the process; to offer support and mediate in any possible conflict regarding misconduct of the Editors-in-Chief, the Managing Editor or the Guest Editors.

- 2.4.3. Can act as Author of an article knowingly that will not receive any favourable treatment; can act as a Reviewer if their expertise or research area matches some article whose author is of no acquaintance.
- 2.4.4. Will be informed of any changes to journal policies; will be informed of any special communication before making it public; will receive gratis printed copies of the journal but will not get monetary compensation for their collaboration.

### 3. Ethics of publishing and information for Authors

#### 3.1. Originality of the proposals

- 3.1.1. Authors are responsible for presenting totally original works and must properly cite others work if used.
- 3.1.2. Authors cannot submit and already published paper or submit a paper that have already been submitted to another journal which is still under a review process.
- 3.1.3. Authors who wish to publish a different approach to a project or research that is in the process of being published elsewhere must provide both manuscripts for comparison.
- 3.1.4. Text recycling is most discouraged. Plagiarism takes many forms, from “passing off” another’s paper as the author’s own, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others. Any manuscript based on a thesis should be a reworking of the material in the thesis and written to conform to the journal's style guide and avoid self-plagiarism.
- 3.1.5. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable. Authors of manuscripts with over 20% of text previously published will be flagged to be manually checked by the Guest Editors, who can reject the paper, ask for changes, or require clarifications from the Authors before continuing the process.

#### 3.2. Manuscript submission. After the proposal selection Authors must submit a blinded version of their manuscript to facilitate the double-blind review process, following a template provided by the Managing Editor.

- 3.2.1. Authors are informed in the template that the submission of the manuscript does not ensure its publication.
- 3.2.2. Authors must substitute within the text any personal names into “Authors” and use generic descriptions of institutions instead of their name. Authors must use “Author, YEAR” in the bibliography instead of the full reference. The Managing Editor reads the articles before sending them to the reviewers and can blind information that could help identify the Authors of the manuscript and that was not blinded previously.
- 3.2.3. The use of inclusive writing styles with gender perspective is encouraged: please avoid masculine (his) as default; the use of neuter pronouns and collective nouns is recommended.
- 3.2.4. Unpublished materials and the contents of the submissions can't be used for research purposes neither by the journal's Governing body or the Reviewers without the express written consent of the Author/s.

### 3.3. Contributorship

- 3.3.1. Authorship should be limited to those who have made a significant contribution to the conception, design, execution, data acquisition, or analysis/interpretation of research content.
- 3.3.2. Addition or removal of authors can be informed to the Managing Editor providing the motive, and their information must be included in the manuscript template before the peer review.
- 3.3.3. For articles with more than one Author, a change of order can be requested along with the submission of the final version of the article (after the peer review).
- 3.3.4. All persons who made contributions to the work reported in the manuscript but who do not meet the criteria for authorship should only be mentioned in the "Acknowledgements" section.
- 3.3.5. Once the article is published, the contributorship cannot be changed unless it is a mistake that can be attributed to the journal management.

### 3.4. Figures

- 3.4.1. Authors must state which images, tables, or illustrations provided as attachments to the manuscript are original (made by the Authors) or they have permission from the right's holder to publish them (documentation must be provided).
- 3.4.2. Authors can request for the support of the Managing Editor for obtaining permissions to publish third-party figures, but *Temes de Disseny* cannot allocate money for this action. Figures for which permissions are not obtained within a reasonable period of time before finishing the graphic editing will not be published.

### 3.5. Data sharing and reproducibility

- 3.5.1. Authors are responsible for providing data obtained only through their research.
- 3.5.2. Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data.
- 3.5.3. If fabricated data is detected during the review process, Authors will be prompted to remove the affected part of the manuscript or modify it according to a corrected dataset.
- 3.5.4. When relevant data is shared for reproducibility, it will be hosted in the journal's website system and a link will be provided in the article.

### 3.6. Ethical oversight and conflicts of interest

- 3.6.1. Authors must add a statement of ethical conduct when their research uses animals or human subjects, or handles confidential data
- 3.6.2. Freedom of expression is critical to us as academic publishers, but we do not support publishing false statements that harm the reputation of individuals, groups, or organisations.
- 3.6.3. Authors must acknowledge potential conflicts of interest and/or sources of funding by including a brief disclaimer at the end of the paper.

### 3.7. Copyright and licensing

- 3.7.1. Authors hold the copyright of the text and its publishing rights. Authors are asked to inform *Temes de Disseny* before using the complete or part of the article for another publication.

- 3.7.2. The articles are published and distributed under the terms of the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND 4.0), unless the authors request for another CC license under their article should be published.

### 3.8. Author fees

- 3.8.1. Publishing in *Temes de Disseny* is free of charge. Article submission, translation and processing do not have any cost for the Authors.

4. **Review process ethics and information for Reviewers.** Articles published after 2018 (issue #34) employ a double-blind peer reviewed before publication<sup>1</sup>. The review process of each article follows these steps:

#### 4.1. Selection of proposals.

- 4.1.1. The Guest Editors of each issue review all the proposals received from the call for authors and are responsible for the selection of the abstracts that present the topics that are more appropriate to the scope and discourse of each issue. The Editors-in-Chief also review the proposals and can support the Guest Editors in possible dilemmas during the selection.
- 4.1.2. The editorial team select the proposals based solely on their 1) fit to the special issue and to research through design, 2) contribution to the research field 3) up to date references, 4) novelty of the proposal and 5) quality of the text. The Managing Editor commits to sharing the feedback with the Authors of each received proposal.
- 4.1.3. The editorial team commit to a selection process that is not biased with personal interests and select the proposals without discriminating any author for their race, gender, sexual orientation, religion, ethnicity, disability, or nationality.
- 4.1.4. If one of the Guest Editors present a proposal, must not be present during the decision leading to its acceptability. If the issue has only two Guest Editors, the decision will be taken between the other Guest Editor and the Editors-in-Chief.
- 4.1.5. Authors of selected proposals are asked to develop a manuscript following a template provided by the Managing Editor.

#### 4.2. Plagiarism screening.

- 4.2.1. Articles submitted by Authors whose proposal is selected are analysed with a plagiarism screening software. If the result of the report shows that article has more than 20% of previously published text, the article gets flagged to be manually checked by the Guest Editors, who can reject the paper, ask for changes, or require clarifications from the Authors before continuing the process.

#### 4.3. Peer review

- 4.3.1. Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests.
- 4.3.2. Authors can suggest reviewers for their article in the abstract submission form. Authors commit to providing names of researchers with no personal acquaintance by them, nor anyone who may lead to a conflict of interest.

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<sup>1</sup> On the website, those are under the sections 'State of the Art', 'Original Papers', 'Case Studies' and 'Pictorials'. A specific section 'Articles' has been defined to differentiate previous articles (non-peer-reviewed).

- 4.3.3. Reviewers are selected by the editorial team, that is responsible for finding Reviewers whose line of research is close to the one presented on the article and therefore are qualified to deliver a critical and expert appreciation of the submitted work.
- 4.3.4. The editorial team is responsible for finding a minimum of 2 reviewers per article without discriminating any possible candidate for their race, gender, sexual orientation, religion, ethnicity, disability, or nationality.
- 4.3.5. Reviewers must hold a PhD. Exceptions can be made on an ad hoc basis for non-PhD scholars with a proven track record of publications and expertise on the article's topic; every article must be reviewed by a minimum of one PhD Reviewer.
- 4.3.6. The editorial team can assign a maximum of one Reviewer suggested by the Authors to each article. The second reviewer must not come from the Author's suggestions.
- 4.3.7. Reviewers accept reviewing the manuscript after reading an abstract provided by the Managing Editor and considering they can provide a contributing review without any conflict of interest.
- 4.3.8. Reviewers are kindly asked to complete their reviews within two weeks after the reception of the manuscript. If more time is needed, reviewers should contact the editor promptly.
- 4.3.9. Reviewers acknowledge that they don't know the Authors of the manuscript and commit to not try to deliberately discover their identity.
- 4.3.10. Reviewers must treat the received manuscript with confidentiality, and provide a critical, honest, constructive, without bias, and justified review aiming to improve the manuscript.
- 4.3.11. Reviewers must promptly communicate if they are not able to carry out reading-evaluation within the required timeframe.
- 4.3.12. Reviewers can refer to COPE's 'Ethical guidelines for peer reviewers' to familiarise themselves with and act in accordance with relevant best practice guidelines.
- 4.3.13. If reviewers cannot commit to the previously stated requirements, should decline reviewing the paper.
- 4.3.14. Reviewers are asked to complete the evaluation following a template provided by the Managing Editor, justifying every answer to facilitate the Authors' understanding of the issues to be addressed. The template questions the Reviewer so he/she can determine if the manuscript is providing an original and significant contribution to the field; if the goal of the study, the methodology used, the results and the references are relevant and of quality; which are the strongest and weakest aspects of the manuscript, and the adequacy of its structure and readability.
- 4.3.15. Reviewers have the task to suggest if the article should be rejected, or accepted as it is, or with major or minor revisions.
- 4.3.16. If a peer review manipulation or bias is suspected, the editorial team will follow COPE's guidelines for this matter. If the conflict is not quickly resolved, the editorial team shall find another Reviewer to proceed with the publication process.
- 4.3.17. The editorial team is committed to maintaining the confidentiality of the manuscripts, their Authors, and their Reviewers, in such a way that anonymity preserves the intellectual integrity of the whole process.
- 4.3.18. Reviewers' identity will remain anonymous. Files received by the Reviewers will not be directly forwarded to the Authors to avoid identification via the document information. The Managing Editor is responsible for copying -

without any edit- the reviewers' comments into a meta-review document (see below).

4.3.19. If one or more of the Editors-in-Chief or the Guest Editors submit a manuscript, the Managing Editor is responsible for blinding the article reviewers' personal information that could lead to his/her identification from all shared files between the editorial team.

4.3.20. After sufficiently completing their task, Reviewers will receive a gratis printed copy of the journal but will not get monetary compensation.

4.3.21. After sufficiently completing their task, Reviewers can ask for a certificate.

#### 4.4. Meta-review

4.4.1. The Managing Editor gathers all the comments from the reviewers and the result from the plagiarism screening of each article into a single document.

4.4.2. The Guest Editors of the special issue add their own comments and their decision about the acceptability of the proposal to be published.

4.4.3. The Managing Editor is responsible for sharing the meta-reviews with the Authors.

#### 4.5. Final decision

4.5.1. After a period of 3-5 weeks granted by the Guest Editors (depending on the nature and quantity of the requested changes), Authors of accepted papers submit a revised version.

4.5.2. Authors must also provide a document with general information about the changes undertaken in comparison to the manuscript submitted before peer-review, and justified answers to the changes proposed by the reviewers that have not been applied.

4.5.3. Authors are informed that the submission of the revised version does not ensure its publication.

4.5.4. Guest Editors check if all sufficient changes have been applied and decide upon the publication of the article.

4.5.5. If the paper is rejected at this stage, it cannot be re-submitted for the present issue to meet the schedule to be able to publish the journal annually.

4.6. Proofreading and translation. After the final version of the article is received, each article is sent to a linguistic services company for a spelling and grammar check, and to translate it to the other two languages<sup>2</sup>.

4.6.1. The Managing Editor and the Guest Editors are responsible for the proofreading of those translations in languages they are proficient.

4.6.2. If Authors have knowledge of the languages other than the one they wrote the manuscript in, a copy of the translated text (with suggestion mode) is sent to detect any mistranslation.

## 5. Publication ethics

5.1. *Temes de Disseny* takes on all possible precautions and measures against potential negligence to guarantee best practices from the ethical perspective. The publisher or editors shall follow available online resources by recognized organisations –such as the Committee on Publication Ethics (COPE) Guidelines or the Publishing Ethics Resource Kit (PERK)– in dealing with unresolved conflicts or allegations of

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<sup>2</sup> *Temes de Disseny* publishes all the articles in English, Catalan, and Spanish.

misconduct. Where necessary, the Governing Body may avail themselves of the opinion of specially qualified external individuals.

#### 5.2. Conflicts, ethical problems or detected misconduct concerning the Authors

- 5.2.1. Will be specifically addressed by the Managing Editor –with the support of the Guest Editors and Editors-in-Chief– and discussed via email with all concerned parts.
- 5.2.2. If the affected part finds them unresolved by the editorial team, can address to a higher instance through Elisava’s general communication channels.
- 5.2.3. The allegations of misconduct will be addressed by the Editorial Board if needed, and if any complain emerges in this process, it will be handled by higher instances of Elisava and/or the author’s affiliation.

#### 5.3. Conflicts, ethical problems or detected misconduct concerning the editorial team (Editors-in-Chief, Managing Editor, Guest Editors)

- 5.3.1. Must be noticed through Elisava’s general communication channels.
- 5.3.2. Will be addressed by the Editorial Board and higher instances of Elisava.

#### 5.4. Journal’s options for post-publication discussions and corrections

- 5.4.1. If an Author discovers a significant error or relevant inaccuracy in his/her own published work, it is the Author’s obligation to promptly notify the journal editor or publisher and cooperate with the editors providing all necessary information to address the case.
- 5.4.2. We welcome our readers, reviewers, and editors to raise any suspicions or concerns that could lead to correcting, revising or retracting articles, either by contacting the relevant editor or by emailing [tdd@elisava.net](mailto:tdd@elisava.net).
- 5.4.3. Any retraction, correction or resolution of misconduct related to a published article will be accompanied by a complete and public motivation of the action taken, added in the online article –via a note or a supplementary attached document– and informed to readers in a note on the credits page of the following printed issue.
- 5.4.4. The editorial team can amend, in the digital version, minor errors that can be attributed to the journal management –e.g. page numbering, font style– and are detected after publication.

#### 5.5. Direct marketing

- 5.5.1. *Temes de Disseny* contacts scholars who may be interested in publishing in a special issue, and scholars eligible as Reviewers only by retrieving public emails or using ones provided by fellow researchers.
- 5.5.2. Elisava may use the personal contacts gathered during *Temes de Disseny*’s publishing process history for its own purposes of soliciting articles, collaboration, or other contributions, only through occasional e-mails. Anyone who wishes to stop receiving e-mails may simply ask to be removed from the list.
- 5.5.3. *Temes de Disseny* uses Elisava’s digital marketing channels only to contact people who gave consent in the abstract submission form, the manuscript template or the Reviewers’ template.
- 5.5.4. *Temes de Disseny* does not solicitate manuscripts that are conducted on behalf of the journal.

6. **Website.**

6.1. *Temes de Disseny's* website is built on Open Journal Systems (OJS3) platform and hosted by RACO - Revistes Catalanes amb Accés Obert (Catalan Journals in Open Access). Its main pages are:

- 6.1.1. About the journal. Contains basic publication data, the 'Aims & Scope' statement, availability of the journal and indexing information. A table summarises the several titles and ISSN that the journal has had through the years.
- 6.1.2. Editorial team. Contains the list of full names and affiliations of the Editors-in-Chief, the Managing Editor, the Editorial Board, and the Guest Editors of each special issue.
- 6.1.3. Information for authors. Details the main aspects to take into consideration during the publishing process, along with estimated dates for each step.
- 6.1.4. Publication ethics. Provides with a link to the present document.
- 6.1.5. Archives. Provides access to the complete list and contents of the journal's collection.
- 6.1.6. Contact. Information for the editorial office, including a full address.

Anyone who finds violations of the above rules and statements can raise the issue with the Governing Body of the journal at [tdd@elisava.net](mailto:tdd@elisava.net), and will receive a response to the request within 30 days.