



Military University Institute of Portugal

Publishing Ethics Guidelines and Responsibilities of the PORTUGUESE JOURNAL OF MILITARY SCIENCES

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* (ISSN: 2183-0835) is a double-blind peer-reviewed international journal, published twice a year, in May and November, owned and managed by the Military University Institute of Portugal (in Portuguese, *Instituto Universitário Militar*), who holds the copyrights.

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* is published in two versions, including a digital version is bilingual (Portuguese and English), The printed version integrates the manuscripts in the original language in which they are submitted, either Portuguese or English.

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* is available at [Portuguese Journal of Military Sciences \(ium.pt\)](http://Portuguese Journal of Military Sciences (ium.pt)) and is published semiannually, in May and November.

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* does not charge any fees, does not pay to the authors for the manuscripts nor the reviewers for their reviews, and does not have serve any purposes of direct marketing, commercial or equivalent advertising.

The aim of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*, within the space of a reputable peer-reviewed journal, is to achieve international recognition as a forum of trustworthy reflection, debate and dissemination of academic, scientific and research topics. The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* expects to embrace all the global community, researchers, and scholars, as an international and trustful journal in the area of Military Sciences.

Open Access Statement: The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* is an open access journal. The full texts of the manuscripts in this journal are freely available for consultation and download without charge.

Publication Ethics and Malpractice Statement

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* is fully committed to only accepting contents that respect the principles of fair and legal scientific research and publication ethics.

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* applies the principles of research integrity, rigor, scrupulosity, seriousness, transparency, care and respect for all participants, honesty

and originality of the scientific and academic content that publishes, authenticity and recognized benefit to relevant literature in the field of Military Sciences.

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* applies the principles of Publication Ethics and Publication Malpractice Statement based on the Code of Conduct and Best Practice Guidelines for Journal Editors of the Committee on Publication Ethics – COPE (available at [COPE: Committee on Publication Ethics | Promoting integrity in scholarly research and its publication](#)).

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* commune the highest ethics principles of Cambridge University Press, taking in account the guidelines and policies of the Committee on Publications Ethics (COPE), namely:

“Anyone who believes that research published by [the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*] has not been carried out in line with [...] the above principles, should raise their concern with the relevant editor or email. [In addition, we] do not tolerate abusive behavior or correspondence towards our staff and others involved in the publishing process on our behalf. If anyone involved in this process engages in such behavior, we have the right to take action to protect others from this abuse. This may include, for example, withdrawal of a manuscript from consideration, or challenging clearly abusive peer review comments.”

All parts implicated the publishing process (specifically, editors, publisher, authors, reviewers and the publisher) ought to agree with all the principles presented here, available at [Ethics and Malpractice – Portuguese Journal of Military Sciences \(ium.pt\)](#).

Contents expressed in the manuscripts published in the *PORTUGUESE JOURNAL OF MILITARY SCIENCES* are the personal scientific evaluations and the sole responsibility of the authors and are not, in any way, the institutional and official views of the Military University Institute of Portugal that edits this Journal.

Responsibilities of the Editor/Editorial Direction

The Editor/Editorial Direction, whose members are recognized experts in the topics/field, are available at [Editor / Editorial Direction – Portuguese Journal of Military Sciences \(ium.pt\)](#) and [Advisory Board – Portuguese Journal of Military Sciences \(ium.pt\)](#).

The Editor/Editorial Direction of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES* are responsible for:

1. Conducting the first review of the manuscripts submitted and deciding which scientific papers/manuscripts submitted to PORTUGUESE JOURNAL OF MILITARY SCIENCES should be published, in accordance with the compliance of the:
 - [Author/article guidelines and formatting principles](#). Presented at IUM Author Guidelines, 4th ed., revised and updated (available at [IUM Author Guidelines 4th edition, revised and updated.pdf](#)).
 - [The adoption of responsive measures reflected in “zero plagiarism”](#). All manuscripts are checked for discrepancies using an automated software. Manuscripts in default with this legal and academic criteria are rejected promptly. Suspected cases of malpractice or misconduct are dealt accordingly to COPE – Committee on Publication Ethics flowcharts (available at [Full](#)

[set of flowcharts.pdf \(publicationethics.org\)](#)).

- Copyright and Edition: Military University Institute of Portugal. The publication of final accepted versions or published manuscripts require the permission of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES* Editor.
 - Favorable opinion of two external reviewers, under double-blind review. The favorable opinion are expressed as “Accepted in its current form” or “Accepted after some revision”.
 - An impartial assessment of the manuscript uniquely based on its intellectual, scientific relevance and adequacy to the area of military sciences, regardless the author(s)’ characteristics and origins (such as race, ethnicity, gender, sexual orientation, military rank, etc.).
2. Providing guidance to all parts involved in the process of publishing related to a characterization of the peer review process and what is expected from them. Specifically, guidance for:
 - Authors, that is available at:
 - [Declaration-of-honor_Submission-to-Portuguese Journal of Military Sciences.pdf \(ium.pt\)](#);
 - [Identification-Form-article-author.pdf \(ium.pt\)](#);
 - [Call for papers – Portuguese Journal of Military Sciences \(ium.pt\)](#); and
 - [IUM Author Guidelines 4th edition, revised and updated.pdf](#).
 - Reviewers, that is available at:
 - [For Reviewers – Portuguese Journal of Military Sciences \(ium.pt\)](#);
 - [Portuguese-Journal-of-Military-Sciences_Reviewer-file.pdf \(ium.pt\)](#); and
 - [IUM Author Guidelines 4th edition, revised and updated.pdf](#)
 3. Guaranteeing a just, equitable, neutral and fair double-blind peer review of the manuscripts, as well as confidentiality of sensitive information such as author(s) identity during the review, and reviewer’s identities.
 4. Assuring the proper selection of the reviewers (uniquely based on their knowledge, expertise, area of interests, and related requirements, as well as their availability, taking in account the publication deadlines).
 5. Creating and updating a database of reviewers and revising it according with their performance.
 6. Listing manuscripts that overcome the peer-reviewing process according to their date of arrival and acceptance for publication.
 7. Making certain that:
 - Whenever necessary, apologies, elucidations, retractions, corrections, and amendments are published;
 - The editor can only use material presented in a submitted manuscript that was not published and if the author clearly expresses his consent.

Authors responsibilities

The Authors, that submit manuscripts to the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*, are responsible for:

1. Assuming, by word of honor, that:
 - Its content is original and genuine;
 - Any work and words of others are properly quoted, credited and referenced;
 - The submitted contents have not been copied nor plagiarized, and results of own findings and inputs, representing an exact, veracious and objective version of the work;
 - The manuscript have not been submitted nor published completely or partially elsewhere nor is in a publication process elsewhere;
 - The submission must be accompanied by a declaration of originality fully completed (presented in the Declaration of honor available at [Declaration-of-honor Submission-to-Portuguese Journal of Military Sciences.pdf \(ium.pt\)](#)).
2. Identifying the manuscript authorship:
 - Tagging own affiliation data.
 - When applied, by naming and ensuring that other(s) who have been involved in the planning, devising, conduction and/or data analyzing are properly included as co-authors, and are included in the entire process of submission, that they consensually approve;
 - In this context, the submission must be accompanied by the article/author identification (available at [Identification-Form-article-author.pdf \(ium.pt\)](#) fully completed).
3. Having knowledge of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES* editorial policy presented in this document, also available at [For Authors – Portuguese Journal of Military Sciences \(ium.pt\)](#), as follows:
 - Manuscripts submitted:
 - Must fulfilled the *IUM Author Guidelines* (available at [IUM Author Guidelines 4th edition, revised and updated.pdf](#)), and are first reviewed by the Editorial Direction;
 - The manuscripts are returned to the authors, if do not comply with the guidelines and principles, with the following information:
 - By a list of the necessary corrections to be made, or
 - By a direct rejection. A rejection decision may be due to not complying with:
 - The publication ethics and principles of the PORTUGUESE JOURNAL OF MILITARY SCIENCES, and/or
 - The writing rules of the Journal, and/or
 - The scope of the Journal, and/or
 - Adding value to scientific knowledge in their field.
 - Are checked for discrepancies using an automated software. Manuscripts violating the legal and academic criteria are promptly rejected. Suspected cases of malpractice or misconduct are dealt accordingly to COPE – Committee on Publication Ethics flowcharts (available at [Full set of flowcharts.pdf \(publicationethics.org\)](#));
 - Copyright and Edition. The author of the published work gives the IUM, through a non-

exclusive license, the right to publish in any form, including its availability at the IUM Institutional Repository. This concession does not forbid the author to carry out its divulgation through other repositories in Open Access.

- Manuscripts accepted after the above evaluation process, are addressed to double-blind peer review evaluation, where they can receive an evaluation of: “Accepted in its current form”; “Accepted after some revision”; “Should not be published”.
 - Authors are notified, by email, if their article has been accepted, including a file with the reviewer’s comments and suggestions. When applicable the authors may re-submit their manuscripts amended after reading to the reports of peer-reviewers or editors. After this the manuscripts being reevaluated by the editors and reviewers as:
 - Ill-revised, the submission will be rejected.
 - Corrected appropriately, will be taken into the review process.
 - Authors are entitled to disagree with the peer-review report, and may inform the Editor/Editorial Direction of their reasons of disagreement and/or withdraw the manuscript from de submission.
 - Authors are not paid, nor fees are charged to authors to submit/publish in the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*.
 - A Declaration of Honor (available at [Declaration-of-honor Submission-to-Portuguese Journal of Military Sciences.pdf \(ium.pt\)](#)) must accompany the submission.
4. Informing the *PORTUGUESE JOURNAL OF MILITARY SCIENCES* editors of any imprecision or inaccuracy in the summited manuscript and collaborate to promptly rectifying it.
 5. Informing of any conflict of interest (financial or other), that may influence the outcomes or analysis of their manuscript, and all sources of financial support.
 6. Adopting a behavior of zero plagiarism, zero deceitful, zero fraudulent, zero illegal, zero carelessly, and zero unethical.

Rewriter’s responsibilities

All manuscripts that completed this first phase of the evaluation process by the Editor/Editorial Direction are addressed to the double-blind peer review process.

The Reviewers are experts, academics, an others recognized as specialist in the subject areas included within the Journal’s/article’s scope, not part of the Journal’s Editorial Direction and Advisory Board. They are responsible for:

1. Informing about their scientific affinity with the article content and their availability to carry out the review within the defined period.
2. Promptly refusing the revision of a manuscript that conflicts with their interests or links to the authors or to institutions related to the paper.
3. Informing the Editor/Editorial Direction about any copyright violation, infraction, as well as plagiarism of the author.

4. Ensuring that the received manuscript, as well as its ideas and information, are handled as a confidential document and are not used for personal advantage, regardless their acceptance/declination to review it.
5. Assisting the Editor/Editorial Direction to produce reliable editorial decisions.
6. Assisting the authors, through the Editor/Editorial Direction, in the improvement of the manuscript, when needed.
7. Knowing that the evaluation process is blind peer-review.
8. Having knowledge of the PORTUGUESE JOURNAL OF MILITARY SCIENCES editorial policy (available at [For Reviewers – Portuguese Journal of Military Sciences \(ium.pt\)](#)) as follows:
 - Reviewers may decline to review a manuscript (due to conflict of interest, no identification with the contents, etc.).
 - Reviewers that accept to review an article must:
 - Be objective and fair in their evaluation;
 - Substantiate undoubtedly, assertively and with supporting arguments their observations;
 - Fulfill the evaluation form and classify as: “Accepted in its current form”, “Accepted after some revision” or “Should not be published”;
 - State all remarks unambiguously and with supporting evidences, in order to help authors to improve the paper.
 - Complete the reviewer form (available at [Portuguese-Journal-of-Military-Sciences_Reviewer-file.pdf \(ium.pt\)](#));
 - Reviewers are entitled, when requested, to receive a formal document identifying their contribution.
 - Reviewers may be asked by the Editor/Editorial Direction to re-evaluate the article.
 - Reviewers, when justified, may be rejected by the Editor/Editorial Direction.
 - Considering the blind-review process, the identity of the reviewers is never revealed.
 - Reviewers are not paid.

Publisher’s responsibilities

The Military University Institute of Portugal, as publisher of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*, is responsible for:

1. Providing constructive assistance to the Editor/Editorial Direction of the PORTUGUESE JOURNAL OF MILITARY SCIENCES.
2. Ensuring the independence and self-sufficiency of editorial judgements/decisions;
3. Not using organizational names that can delude eventual authors and editors about the essence of the PORTUGUESE JOURNAL OF MILITARY SCIENCES’ owner.
4. Archiving the PORTUGUESE JOURNAL OF MILITARY SCIENCES in the online institutional repository RCAAP – *Repositórios Científicos de Acesso Aberto de Portugal* (Portugal’s Open

Access Scientific Repositories) aimed to gather, congregate, cluster and index open access scientific publications.

5. Protecting intellectual property and copyright.
6. Ensuring that good practice is preserved in accordance with the guidelines and ethical principles, as defined in this document.

Publishing schedule and call for papers

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* welcomes manuscripts in the field of Military Sciences and related sciences, aiming to look at issues of security and defense namely: Military Strategy, Armed Conflicts; Military Operations; Human Behavior; Leadership, Military Techniques and Technologies and Military History.

The deadline for submissions is:

- February 28/29 – for the May Issues;
- August 31 – for the November Issues.

The *PORTUGUESE JOURNAL OF MILITARY SCIENCES* accepts manuscripts written in Portuguese and in English. The manuscripts accepted in Portuguese are translated into English by a professional translator. The English version of the translated manuscript is then sent to the author to check if it is correct and validated it. Only after the author validation, and the approval by the Editor's, is the translated manuscript published in the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*.

Manuscripts properly developed according to *PORTUGUESE JOURNAL OF MILITARY SCIENCES* submission guidelines, ethics and good practices detailed in this document, should be submitted to the following email address revistacienciasmilitares@ium.pt.

All manuscripts are dependent on peer-review, and the *PORTUGUESE JOURNAL OF MILITARY SCIENCES* does not assure very brief peer review schedules nor manuscript acceptance.

All the above information is also available at [Call for papers – Portuguese Journal of Military Sciences \(ium.pt\)](#).

Editor/Editorial Direction

The Editor/Editorial Direction of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*, is composed by the following members:

Director:	Lieutenant General António Martins Pereira (Commandant of the Military University Institute)
Editor-in-chief:	Commodore João Paulo Ramalho Marreiros (Head of the Research and Development Centre)
Editorial Coordinator:	Lieutenant Colonel Cristina Paula de Almeida Fachada (Head of the Editorial Office)
Secretariat:	Rodolfo Miguel Hortência Pereira, and Gisela Cristina da Rocha Basílio

Advisory Board

The Advisory Board of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*, is composed by recognized experts in the topics/field of the Journal, listed at [Advisory Board – Portuguese Journal of Military Sciences \(ium.pt\)](#).

The Advisory Board is responsible for:

1. Advising on the review of submitted manuscripts.
2. Advising on journal policy and scope.
3. Identifying topics for special issues, which they may guest edit.
4. Inviting new authors and new submissions.
5. Promoting the journal to their colleagues and peers.
6. Assisting the editors in decision making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision.

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Also available at [Contact us – Portuguese Journal of Military Sciences \(ium.pt\)](#)

The Diretor of the *PORTUGUESE JOURNAL OF MILITARY SCIENCES*,

António Martins Pereira
Lieutenant General