

Archivos de Medicina Journal Policies

Anti-plagiarism policy

All documents submitted for possible publication will be reviewed for plagiarism using Turnitin software. The editor is responsible for this process and will manually review the observations made by the programme. For an article to be accepted, it must have a percentage of less than 20% after this process. Citations and literal paragraphs will then be reviewed to ensure they comply with Vancouver standards.

If the editor has observations on articles with a percentage lower than 20%, they will be returned to the authors for the corresponding corrections.

After this process is completed, the article will be assigned to peer review through a double-blind process.

The journal Archivos de Medicina (Manizales) adheres to the guidelines on plagiarism published by [COPE](#) (Committee on Publication Ethics).

With regard to the use of artificial intelligence as a new form of academic plagiarism, it follows the recommendations of the [WAME](#) (World Association of Medical Editors): "*WAME recommendations on chatbots and generative artificial intelligence in relation to academic publications*" (Zielinski et al., 2023)

Editorial ethics policy

The journal Archivos de Medicina (Manizales) adheres to the editorial ethics standards of [the ICMJE](#) (International Committee of Medical Journal Editors): *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*, January 2025 version

2025; [the](#) World Association of Medical Editors () ; and the Committee on Publication Ethics ([COPE](#)) .

In the case of publications involving research on human subjects, the journal adopts the recommendations of the World Medical Association's [Declaration of Helsinki](#) on ethical principles for medical research involving human subjects (World Medical Association, 2013). Furthermore, it complies with Law 23 of 18 February 1981, which establishes standards in the field of medical ethics; Resolution 8430 of 4 October 1993 of the Ministry of Health, which establishes scientific, technical, and administrative standards for health research; and Resolution 2378 of 27 June 2008, which adopts good clinical practices for institutions conducting research with drugs in humans.

All authors of articles must sign a conflict of interest statement in accordance with the form provided by the [ICMJE](#).

Authorship policy

The journal Archivos de Medicina (Manizales) adheres to the four criteria proposed by the [ICMJE](#) for a person to be considered an author, as follows:

1. Substantial contribution to the conception, design of the article or the acquisition, analysis or interpretation of the data; **and**
2. Drafting of the work or its critical revision with important intellectual contribution; **and**
3. Final approval of the version submitted for publication; **and**
4. Acceptance of responsibility for all aspects of the work to ensure that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All authors must meet all four criteria, and all those who meet the criteria should be considered authors. The order of authorship should be agreed upon by all authors before the work is submitted for publication. Any person who participated in the work but does not meet all four criteria should be acknowledged in the acknowledgements section.

Peer review policy

The first filter for an article to be accepted for peer review is carried out by the editor, who confirms that the subject matter is in line with the journal's objectives and scope and that it meets the requirements set out in the instructions for authors. If necessary, the editor will ask the author to review and correct the suggestions.

Once the editor accepts the article, it is assigned in a double-blind manner to two external reviewers. The peer reviewers receive the article without identification of the authors and, as attachments, a dynamic Excel template for rating the document and making notes for the authors and the editor with the corresponding suggestions: major or minor revision. In addition, the peer reviewer will receive the [EQUATOR network](#) standard corresponding to the type of article they will be rating.

Peer reviewers may reject, accept without revisions, or accept with major or minor suggestions. This verdict will be communicated to the authors. If revisions are required, the article will be sent back to the authors for correction.

In the event of a discrepancy between the opinions of the peer reviewers, the final decision will be made by the members of the editorial committee or the scientific committee.

Author fee policy

The journal Archivos de Medicina (Manizales) will under no circumstances charge authors any fees for the consideration, review, or publication of articles.

Open access policy

The journal Archivos de Medicina (Manizales) has signed up to the *Budapest Open Access Initiative* ([BOAI](#)), whose [declaration](#) and guidelines aim to make research freely available to anyone with Internet access and to promote advances in science, medicine and health.

Furthermore, the Archivos de Medicina (Manizales) journal is a member of the [I4OC](#) (*Initiative for Open Citations*), which is a collaboration between academic publishers, researchers

and other stakeholders to promote the unrestricted availability of academic citation data. References cited in the journal are included in Crossref as open metadata.

The journal adheres to the *open access* movement as its editorial policy, and published articles will be covered by the *Creative Commons CC BY-NC-ND* licence (which allows others to download and share the works as long as they give credit, but they cannot change them in any way or use them commercially).



Copyright policy and reproduction licence

The journal Archivos de Medicina retains the copyright and publication rights in accordance with the letter of commitment signed by the authors, but intellectual property rights are respected in accordance with current international and national regulations. This policy is made explicit in the copyright notice section of the letter of commitment. The moral rights of the author will be preserved in accordance with Article 30 of Law 23 of 1982 on copyright in Colombia.

Digital archiving policy of the journal

The *Open Journal System* (OJS) platform, through which the journal is managed in the cloud using Software as a Service (SaaS) developed by the Public Knowledge Project (PKP), allows for digital preservation. Furthermore, the journal is published in digital archives such as [REDIB](#) and [RedAlyC](#).

The University of Manizales library keeps all editions of the journal Archivos de Medicina in its digital archive. The Document and Information Management Department of the University of Manizales is responsible for managing the institution's central archive and historical archive in accordance with Decree 2609 of 2012.

Personal data protection policy

The journal Archivos de Medicina (Manizales) complies with Statutory Law 1581 of 17 October 2012 of the Congress of the Republic of Colombia, which sets out general provisions for the protection of personal data, and Decree 1377 of 2013, with the aim of guaranteeing the privacy of user data collected through the *Open Journal System* (OJS) platform at the time of user registration. Similarly, it adheres to the data processing and protection policy of the University of Manizales.

The data provided by the user at the time of registration will be preserved and protected in accordance with current regulations and will not be shared without the prior authorisation of the owner, including email information.

Correction and retraction policy

The Committee on Publication Ethics ([COPE](#)) has produced a document entitled "Retraction Guidelines" (COPE Council, 2019) which provides us with the following concepts

"The purpose of retraction

Retraction is a mechanism for correcting the literature and alerting readers to articles whose content or data are so seriously flawed or erroneous that their results and conclusions cannot be trusted. Unreliable content or data may be due to honest error, naive mistakes, or research misconduct. The primary purpose of retraction is to correct the literature and ensure its integrity, rather than to punish authors. Retractions can be used to alert readers to cases of redundant publication, plagiarism, manipulation of peer review, unauthorised reuse of material or data, copyright infringement or other legal

issues, unethical research, and/or failure to disclose a significant competing interest that may have unduly influenced interpretations or recommendations.

Which publications should be retracted?

If only a small part of an article contains flawed data or content, it is best to correct it. Partial retractions are not useful because they make it difficult to determine the status of the article and which parts can be relied upon. Similarly, if only a small part of an article is plagiarised (e.g., a few sentences in the discussion), editors should consider a correction (which could point out that the text was used without proper acknowledgement and cite the source) rather than retracting the entire article, which may contain sound and original data.

What form should a retraction take?

In general, a retraction notice should refer to a single retracted article. Retraction notices should state the reasons and grounds for the retraction so that readers understand why the article is unreliable, and should also specify who is retracting the article and, possibly, how the matter came to the attention of the journal (complainants may only be named when they have given their permission).

Policy on reporting malpractice

Authors who engage in any of the following forms of misconduct in scientific publication: plagiarism in its various forms, improper authorship, duplicate or fragmented publication, falsification of data, or improper manipulation of data will receive a notification from the journal's editorial committee, and cases deemed serious will be reported to the author's immediate superior at their institution (Reyes, 2022) (María & Díaz, 2018)

- Inappropriate conduct and ethical violations must be brought to the attention of the editor and the Editorial Committee, along with the corresponding evidence, so that a formal investigation process can be initiated.
- The editor, with the advice of the Editorial Committee and the University's Legal Office, will make the decision to initiate the corresponding investigation.
- Evidence will be gathered and the process will be completely confidential.
- Offences considered minor may be resolved without further consultation, and the accused will always be allowed to present their defence.

- If the offence is considered serious by the editor, with the advice of the Editorial Committee and the University's Legal Office, the employers of the accused must be notified after consultation with the relevant bodies.

Crossmark Policy

Archivos de Medicina magazine adheres to the [Crossmark](#) policy, which aims to inform readers of the status of an article and its metadata. Crossmark informs readers of any changes made to an article (updates, corrections, retractions, etc.). The Crossmark button allows readers to be sure that they are consulting the most recent version of the document and that it can be cited.

[Crossmark](#) is therefore a [Crossref](#) initiative that allows the most up-to-date version of a scientific publication to be formally located.

References

- COPE Council. (2019). Guidelines: Retraction Guidelines. *History Studies*, 16(1), 127–141.
<https://doi.org/10.24318/cope.2019.1.4>
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- Reyes, R. (2022). Malpractice in scientific writing. *Fides et Ratio - Journal of Cultural and Scientific Dissemination of La Salle University in Bolivia*, 23(23), 97–126.
- World Medical Association. (2013). World Medical Association Declaration of Helsinki: ethical principles for medical research involving human subjects. *JAMA*, 310(20), 2191–2194.
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- Zielinski, C., Winker, M. A., Aggarwal, R., Ferris, L. E., Heinemann, M., Lapeña, J. F., Pai, S. A., Ing, E., Citrome, L., Alam, M., Voight, M., & Habibzadeh, F. (2023). Chatbots, generative AI, and scholarly manuscripts: WAME recommendations on chatbots and generative artificial intelligence in relation to scholarly publications. *Colombia Medica*, 54(3), e1015868. <https://doi.org/10.25100/cm.v54i3.5868>