



Military University Institute of Portugal

Publishing Ethics Guidelines and Responsibilities of the Portuguese Journal of Military Sciences

The *Portuguese Journal of Military Sciences* (PJMS) (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 [IUM]), who holds the copyrights.

The PJMS is published in two versions. The digital version that is bilingual (in Portuguese and English), available at [Portuguese Journal of Military Sciences \(ium.pt\)](http://Portuguese Journal of Military Sciences (ium.pt)), and published on time (until May 31 and until November 31). The printed version that integrates the manuscripts in the original language in which they were submitted (information available at [History – Portuguese Journal of Military Sciences \(ium.pt\)](http://History – Portuguese Journal of Military Sciences (ium.pt))).

The PJMS does not charge any fees, does not pay to the authors for the articles nor the reviewers for their reviews, and does not have serve any purposes of direct marketing, commercial or equivalent advertising.

Open Access Statement: The *Portuguese Journal of Military Sciences* is an open access journal. The full texts of the articles in this journal are freely available for consultation and download without charge via this website.

Publication Ethics and Malpractice Statement

The *Portuguese Journal of Military Sciences* is fully committed to adopt the paramount of only accepting contents that respect the principles of scientific research and publication ethics.

Among others, the PJMS defines as a rule of thumb the principles of research integrity, rigor, scrupulous, seriousness, transparency, care and respect for all participants, honesty and originality of the scientific and academic content that publishes, authenticity and recognized added value to relevant literature in the field of Military Sciences.

In addition, the PJMS 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).

In this context, the PJMS also commends the highest ethics principles of Cambridge University Press, that takes into 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 behaviour or correspondence towards our staff and others involved in the publishing process on our behalf. If anyone involved in this process engages in such behaviour 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 in the publishing process (specifically, editors, publisher, authors, and reviewers and the publisher) ought to agree with all the principles presented here, and also available at [Ethics and Malpractice – Portuguese Journal of Military Sciences \(ium.pt\)](#).

Contents expressed in the articles published in the PJMS 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 that edits this Journal.

Responsibilities of the Editor/Editorial Direction and Editorial Board of the PJMS

The Editors/Editorial Direction and the Editorial Board, 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 Editors/Editorial Direction of the *Portuguese Journal of Military Sciences*, in articulation with its Editorial Board assumptions, are responsible for:

1. Conducting the first review of the manuscripts submitted and deciding which scientific papers/articles submitted to PJMS 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 articles are checked for discrepancies using an automated software. Manuscripts violating these 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 (Instituto Universitário Militar [IUM]). The publication of final accepted versions or published articles requires the permission of the PJMS Editor.

- Favorable opinion of two external reviewers, under double-blind review. The favorable opinion can be expressed in terms of: “Accepted in its current form”, or “Accepted after some revision”.
 - An impartial assessment of the manuscript uniquely based on it’s intellectual, academic 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. Giving 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, is available at:
 - [Declaration-of-honor Submission-to-PJMS.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, 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 that requires, of author(s) identity during the review, and reviewers identities throughout the entire process.
 4. Assuring the proper selection of the reviewers (uniquely based on their knowledge, expertise, area of interests, and related requirements, as well as availability in their agenda for that date).
 5. Creating, upholding and updating a database of fitting reviewers and revising it according to reviewer’ performance.
 6. Listing articles 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 if the author clearly expresses his consent.

Authors’ responsibilities

The Authors that submit a manuscript to the *Portuguese Journal of Military Sciences* are responsible for:

1. Assuming 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 (not in part nor in whole), and results of his/hers own findings and inputs, representing an exact, veracious and objective version of his/hers work;
- The manuscript have not been submitted nor published completely or partially elsewhere nor is in a publication process elsewhere;
- In this context, 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-PJMS.pdf \(ium.pt\)](#)).

2. Identifying the manuscript authorship:

- Tagging his/hers 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 a the article/author identification (available at [Identification-Form-article-author.pdf \(ium.pt\)](#) fully completed).

3. Having knowledge of the PJMS editorial policy presented in this document and revisited in the PJMS site (available at [For Authors – Portuguese Journal of Military Sciences \(ium.pt\)](#)) and in the next guidelines:

- Manuscripts submitted to the PJMS:
 - Must fulfilled the *IUM Author Guidelines* (available at [IUM Author Guidelines 4th edition, revised and updated.pdf](#)), and are first reviewed by the editor and editorial board in accordance with the compliance of this requirements;
 - That, at this stage, do not comply with these guidelines and principles are returned to the author and accompanied:
 - By a list of the necessary corrections to be made, or
 - By a direct rejection. At his phase, a rejection decision may be taken due to the fact that the manuscript does not:
 - Comply with the publication ethics and principles of the PJMS, and/or
 - Obey with the writing rules of the Journal, and/or
 - Integrates the scope of the Journal, and/or
 - Adds value to scientific knowledge in their field, and/or
 - Have the academic/affiliation qualifications to be published in the PJMS.
 - Are checked for discrepancies using an automated software. Manuscripts violating these 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. The author of the published work gives the IUM, through a non-exclusive license, the right to publish in any form, including its availability in Institutional Repository. The concession does not invalidate the author of the work to carry out its divulgation though other repositories in Open Access.

- Articles that completed this above first phase of the evaluation process, are addressed to the 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 entitled to receive an email informing if their article has been accepted and a file with the reviewers’ comments and suggestions. When applicable (such as the cases of heavily revised and corrected articles), the authors may re-submit their articles amended according to the reports of peer-reviewers or editors. After being reevaluated, articles considered to be:
 - Ill-revised, will be rejected and the re-submission process terminated;
 - Corrected appropriately, will be (re)taken into the process.
 - Authors are entitled to disagree with a certain peer-review correction request, and have the right to inform the editorial board of their reasons of disagreement and/or withdraw their articles from de submission.
 - Articles/authors are not paid, nor fees are charged to authors to submit/publish in the PJMS;
 - In this context, the submission must be accompanied by the fully completed Declaration of Honor (available at [Declaration-of-honor_Submission-to-PJMS.pdf \(ium.pt\)](#)).
4. Informing swiftly the PJMS editors of an important imprecision, fault or inaccuracy in the summited manuscript, and collaborate to promptly rectify this this shortcoming.
 5. Disclosing conflicts of interest (financial or other) that may impact the outcomes or analysis of their manuscript, and disclosing all sources of financial support.
 6. Adopting responsive measures reflected in a behavior that is zero plagiarism, zero deceitful, zero fraudulent, zero illegal, zero carelessly, and zero unethical.

Reviewer’s responsibilities

All articles that completed this first (pre-review) phase of the evaluation process, are addressed to the double-blind peer review evaluation.

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

1. Informing about their effective affinity with the article content and their availability to carry out the review within the defined period, in order to other reviewer can be contacted.
2. Refusing promptly 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 board about any copyright violation, infraction and nonobservance, as well as plagiarism of the author;
4. Ensuring that the manuscript received, as well as its ideas and privileged 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 and the editorial board to produce reliable editorial decisions.
6. Assisting the authors, through the direct communication between the editor/editorial board and the authors, in the improvement of the manuscript, when needed.
7. Knowing that the evaluation process is double-blind peer-review, and the manuscripts are evaluated only upon by the value on its contents.
8. Having knowledge of the PJMS editorial policy presented in this document and revisited in the PJMS site (available at [For Reviewers – Portuguese Journal of Military Sciences \(ium.pt\)](#)) and in the next guidelines:
 - Reviewers are entitled to declined to review a manuscript (due to conflict of interest, no identification with the contents, etc.).
 - Reviewers that accepted to review an article sent by the PJMS have to:
 - Must be objective and fair in their evaluation;
 - Substantiate undoubtedly, assertively and with supporting arguments their observations;
 - fulfill the evaluation form (and mark it as: “Accepted in its current form”; “Accepted after some revision”; “Should not be published”, and observations must be stated unambiguously and with supporting evidences, in order to help authors to improve the paper. In this context, the review must be accompanied by the reviewer file fully completed (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 Editorial Board to re-evaluate the article.
 - Reviewers, when factually justified, may be rejected by the Editor/Editorial Board.
 - Considering the double-blind characteristic of the evaluation process, the identity of the peer-reviewers that reviewed a specific article in not revealed. Nevertheless, at the end of each Journal issue, a list is published with the names of all scientific peer-reviewers who contributed their time and expertise during a year (respecting the principle of anonymity per article as well as the imperative of identifying reviewers who contributed that year).
 - Reviews/Reviewers, committed to the scientific review process, are not paid.

Publisher’s responsibilities

The Military University Institute of Portugal (Instituto Universitário Militar [IUM]), as publisher of the *Portuguese Journal of Military Sciences*, is responsible for:

1. Providing constructive assistance to the Editor and Editorial board of the PJMS in order they can comply with the COPE Code of Conduct for the PJMS;
2. Ensuring the independence and self-sufficiency of editorial judgements/decisions;

3. Not using organizational names that can deluded eventual authors and editors about the essence of the PJMS's owner;
4. Archiving the PJMS in the electronic backup and preservation portal *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 to the guidelines, principles, responsibilities, ethics, codes, values and all the rest defined in this document.

Publishing schedule and call for papers

The aim of the PJMS, within the space of a reputable peer-reviewed journal, is to be increasingly recognized as a reference in the field of military sciences, not only in the national context, but also in the international milieu. A forum of trustworthy reflection, debate and dissemination of academic, scientific and research production, carried out inside and outside the IUM.

The PJMS welcomes articles in the field of Military Sciences, to look at issues of security and defence in general, and strategy, operations and administration of Armed Forces and National Republican Guard in particular, both nationally and internationally. Special emphasis will be placed on the core elements of Military Sciences, such as: Study of Armed Conflict; Military Operations; Human Behavior; Military Techniques and Technologies. All articles are dependent on peer-review, and the PJMS does not assure very brief peer review schedules nor manuscript acceptance.

The PJMS accepts manuscripts written in Portuguese and in English. The manuscripts accepted in Portuguese language are translated into English language by a professional translator. The English version of the translated manuscript is then sent to the author in order for him 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 PJMS.

The deadline for submissions is:

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

Articles/Papers, properly developed according to PJMS submission guidelines, ethics and good practices detail in this document, should be submitted to the following email address revistacienciasmilitares@ium.pt, and be accompanied by the two forms duly completed, that are available at "Evaluation process and submission guidelines".

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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:

- Director: Lieutenant General José Augusto de Barros Ferreira
(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

Editorial Board

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

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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