

## PUBLICATION RULES (2023)

### GENERAL INFORMATION

The *Revista de Trabajo y Seguridad Social. CEF (RTSS. CEF)*, published by Centro de Estudios Financieros, SL, with ISSN 2792-8314 (in print version) and ISSN-e 2792-8322 (in electronic version), has been published monthly from 1991 to December 2021 (12 issues in 11 volumes –the August and September issues published in the same volume–) and from 2022 on a bimonthly basis (6 issues per year).

The *Revista de Trabajo y Seguridad Social. CEF*'s main purpose is to collaborate in the dissemination of scientific research in the areas of Labour and Social Security Law and Human Resources. In addition, these research papers include each year's award-winning studies and those selected as being of special interest by the jury of the Estudios Financieros Award in the categories of Labour and Social Security Law and Human Resources.

It also offers commentaries by specialists on relevant regulatory provisions and court rulings of interest, and provides a forum for discussion, debate and proposals for solutions in matters of controversial practical application.

In addition to all these contents, the subscription to the journal implies the fortnightly reception of a newsletter where the legislative and case-law news and the collective bargaining agreements of the period are compiled, commented or reviewed.

The journal is available by subscription (€125/year in print and digital version, and €75/year in digital version, with the possibility of ordering single issues: €25 per issue –€20 for subscribers– by email at [info@cef.es](mailto:info@cef.es)), with an embargo period of 12 months being established and the rest being free access.

The contents of the printed version of the journal are also available in electronic form on the website <https://revistas.cef.udima.es/index.php/rtss/index>

This publication does not charge submission fees, nor does it charge fees for the publication of its articles. Contributions will be paid upon publication.

The *Revista de Trabajo y Seguridad Social. CEF* considers that the formal specifications detailed below are mandatory for any type of submission to the journal. Failure to comply will result in the rejection of the manuscript.

### I. SUBMISSION

Articles should be submitted through the journal's OJS management platform. <https://revistas.cef.udima.es/index.php/rtss/index>

- Articles should be submitted in Microsoft Word format.
- The letter of originality may be sent in Word or PDF format.

In order to identify the section to which submissions should be addressed, it should be noted that the contents of the journal include:

- Doctoral studies resulting from original research in the areas of Labour and Social Security Law and Human Resources ("Studies" and "Human Resources Studies" sections, respectively).
- Comments on judicial decisions ("Case-law discourses" section).

- Discussion forums on issues of controversial practical application ("Discussion forum" section).
- Case studies ("Case studies" section).
- Bibliographical reviews ("Bibliographical reviews" section).

## II. PRESENTATION

With regard to the data, content, structure and style of the originals, authors should observe the following rules in order to achieve greater efficiency in the publishing management of their papers:

### A. LETTER OF ORIGINALITY

Authors or co-authors should send this letter in a file titled: originality\_ID of the submission\_first surname of the person responsible for the submission (example: originality\_240\_gonzález). The [letter of originality and assignment of rights](#) must be submitted through the journal's OJS management platform, as an additional file (other).

### B. ARTICLE

#### 1. Name of the file on the platform

The article should be uploaded to the platform as a file titled: article\_first surname of the person responsible\_second surname of the person responsible (example: article\_gonzález\_sánchez).

#### 2. Types of papers and length

The length of the papers (including title, abstract, keywords and summary), according to the section of the journal to which they are intended, should be as follows:

- Editorial: maximum 15 pages.
- Doctoral studies: minimum 25 and maximum 30 pages. These guidelines apply to studies that with such consideration are addressed to both the "Studies" section and the "Human Resources Studies" section.
- Case-law discourses: minimum 6 and maximum 8 pages.
- Discussion forum: maximum 7 pages.
- Case studies: maximum 20 pages.
- Bibliographical reviews: maximum 3 pages.

#### 3. Format

The article, written in Spanish, with a recommendation to use gender-inclusive language, must comply with the formatting standards indicated in the template of the corresponding section. Times New Roman 11 font, 1.5 line spacing for text and body, 10 and single line spacing for footnotes and 2.5 margins. Do not use underlining, bold or italics (except for the titles of publications and for foreign words and Latin expressions).

## 4. Title

In Spanish and English. The title should be informative and concise, should not include abbreviations and should not exceed 30 words, including articles, prepositions and conjunctions. It should be in lower case (except for capital letters that correspond to the orthography), bold and centred.

## 5. Authors' data

This should be in lower case and aligned to the right. The full name (never abbreviations) and surname(s) of each of the signatories should be indicated. Their registration in ORCID is mandatory ([www.orcid.org](http://www.orcid.org)). In order to increase the visibility of the authors' work, it is suggested that they be registered in the International Registry of Authors-Links to Identify Scientists ([www.iralis.org](http://www.iralis.org)), Google Scholar (<https://scholar.google.es/?hl=es>), in the EXIT directory ([www.directorioexit.info](http://www.directorioexit.info)), Research Gate ([www.researchgate.net/home](http://www.researchgate.net/home)) and Redalyc (<http://autores.redalyc.org/registroAutores.oa>), as this will result in a greater accounting of authorship for the purposes of document indexing and, consequently, for counting references and citations.

**Affiliation:** this should be written below the identifying data of the authorship and in italics. It is compulsory to write the name of the organization/institution/superior entity to which each of the authors belong (the name of the institution must be written in the language of origin of the institution). Next, the name of the city and country to which each institution belongs should be written. Below the data for each author and his/her affiliation, their e-mail address should also be appended (it is advisable to indicate their institutional e-mail addresses, avoiding generic ones such as Gmail, Hotmail, Yahoo, etc.), as well as their ORCID code.

**Main or contact author:** in the case of several authors, the contact author should be identified by adding "(contact author)" in parentheses.

**Order of priority of authorship:** authors should appear in strict order of importance according to their specific contribution to the work. Authors should include information about their specific contribution to the article in their curriculum vitae attached at the end of the document (see point 9 "Structure" section "CURRICULUM" of these publication rules).

## 6. Abstract

In Spanish and English. The text of the abstract, which should not exceed 20 lines, should be a concise description of the object of the study, emphasizing the novel and relevant aspects, as well as the main arguments or conclusions. Bibliographical references should not be included.

## 7. Keywords

In Spanish and English. It is mandatory to include 7-9 keywords, separated by semicolons. In order to promote the standardized description of articles in our publication, please use, as far as possible, terms taken from the [Eurovoc Thesaurus](#).

## 8. Summary (headings and subheadings)

The exception to this requirement is the section "Case-law discourses", which has a fixed and predetermined structure. In the other sections, the summary and the internal structure of the text will correspond to the headings and subheadings into which the work is divided. Preferably, they should not include abbreviations and no capital letters should be used, except for those corresponding to the spelling. These should be numbered using Arabic numerals and follow a graduated block layout, with a maximum of three levels. None of these should have a final period. There should be a blank line before and after each of these.

## 9. Structure

The *Revista de Trabajo y Seguridad Social*. CEF maintains different structures for the different types of articles accepted, as explained below. Support, thanks and acknowledgments to persons or institutions that have sponsored the article may be mentioned at the authors' discretion.

If the proposed contribution is a **doctrinal study** of both Labour and Social Security Law and Human Resources, it is recommended that the headings develop the following aspects:

**INTRODUCTION:** this should present the state of the art in which the research is framed and should reflect the general objectives and the contribution of the research. Subheadings are permitted.

**OBJECTIVES:** in this section, the objectives of the research presented in the article and, where applicable, the hypotheses or research questions should be clearly and concisely identified. Subheadings are permitted.

**METHOD:** this section should describe the participants or sample, methods, techniques, procedures, approaches and models that were considered to obtain the results of the research. Subheadings are permitted.

**RESULTS:** the results obtained according to the objectives and/or hypotheses or research questions should be here presented. Subheadings are permitted.

**DISCUSSION:** how the hypotheses have been contrasted or the research questions answered and/or the research objectives addressed should be here analysed and discussed. The relationships, consequences and overall considerations that indicate the results obtained should be here described. The results should be compared with similar existing research in the scientific community, without prejudice to what is stated in the introduction, and any methodological aspects of the research presented that could be improved should be discussed. Subheadings are permitted.

**CONCLUSIONS:** these should be directly related to the objectives of the work and the results obtained. They should involve a set of deductions from the results and the research problem. Conclusions that are not directly related to the research, or to the results presented, should be avoided. Subheadings are permitted.

**BIBLIOGRAPHICAL REFERENCES:** the American Psychological Association style (APA, latest edition) should be used for the organization and drafting of the bibliographical references. All references, regardless of their type (book, article, thesis, etc.) must be included in alphabetical order by surname, without exception. If two or more references are attributed to the same author, each of the mentions shall be articulated in a complete and independent manner, avoiding the use of hyphens. It is important to emphasize that the use of references will be evaluated by the reviewers on the following aspects:

- The correct citation of the reference, according to the APA bibliographical style (latest edition).
- The correspondence between the bibliographic references listed at the end and those mentioned in the citations in the body of the work.
- There will not be a complementary bibliography section.
- Self-citations should be restricted to essential cases.
- Its length is limited to 3 pages.

**CURRICULUM:** after the list of bibliographic references, a summary of the professional curriculum of each and every one of the authors of the article should be presented (no more than 6 lines for each one). This list must include identifying links to the ORCID platform, as well as information on the percentage of the specific contribution of each author to the work submitted for publication.

**APPENDICES/ANNEXES:** documents whose volume makes their inclusion in the text undesirable, but which are important for their understanding, should be included here. They will, therefore, follow the text and bibliographic references in a separate section, under this heading, and will be numbered in Arabic numerals if there is more than one.

For **papers addressed to the "Discussion forum" and "Case study" sections**, the internal structure will be left to the author's discretion.

Finally, for **papers addressed to the section "Case-law discourses"**, the structure will follow four sections:

1. **REGULATORY FRAMEWORK**
2. **BRIEF SUMMARY OF THE FACTS OF THE CASE**
3. **KEY JUDICIAL DOCTRINE**
4. **SIGNIFICANCE OF THE ESTABLISHED DOCTRINE BEYOND THE CASE**

## 10. Names, symbols and nomenclature

Authors should use those that are standardized for each discipline.

## 11. Schemes, drawings, graphs, tables, etc.

These should be numbered consecutively (using Arabic numerals) according to type (table, graph, etc.), and inserted in the appropriate place in the body of the article's text. They should be complementary to the text –not a repetition of it– and have a brief but sufficiently explanatory title. They shall have an explanatory footnote explaining what they contain and in which all abbreviations used must appear, so that they can be read and understood independently of the text. Likewise, the source from which they were taken must be expressly indicated; in the case of taking them from another author, express authorization must be obtained, and if the source or origin is the author himself/herself, "own elaboration" must be indicated.

Finally, as far as possible, these elements should be attached in editable formats and without coloured frames or other elements that, without providing additional information, would hinder the final layout of the article. Images should be of suitable quality.

## 12. Footnotes

These should be numbered consecutively and their text shall be included at the foot of the page, restricting them to the minimum necessary. Bibliographic references are not acceptable as footnotes.

## 13. Form for in-text citation

### Legislative or case-law references

They should contain all the necessary data for their adequate localisation and be neutral. Identifiers linked to unofficial databases with restricted access will not be accepted.

### Indirect or referential citation in normal text

When paraphrasing or alluding to ideas from another work, the author and the year of the work should be placed in parentheses. It is recommended to indicate the page(s) if the text from which the quotation is taken is long (Author, Year, p. xxx). If the paragraph includes the surname(s) of the author, only the date of the reference should be written in parentheses (Year). If the author is not cited in the paragraph, then the surname(s) and the date should be written in parentheses (Author, Year). When the reference contains one or two authors, the surname(s) of both authors and the year should be written (Author and Author, Year). If the reference contains more than two authors, only the surname(s) of the first author should be used, followed by *et al.* (Author *et al.*, Year).

## Direct or textual citation in normal text (less than 40 words)

The text of a citation of less than 40 words should be opened and closed with quotation marks. If the cited text reference has one or two authors, the surname(s) of both, the year, and the page number(s) should be cited (Author and Author, Year, p. xxx –e. g.: Díez Mediavilla and Fernández Gómez, 2021, p. 56 / Smith, 2020, p. 10–). When the reference has more than two authors, only the surname(s) of the first author should be written, followed by *et al.*, the year and the page (Author *et al.*, Year, p. xxx –e. g.: Díez Mediavilla *et al.*, 2021, p. 56 / Smith *et al.*, 2020, p. 10–).

## Direct or textual citation in normal text (more than 40 words)

If the citation is 40 words or longer, it should be written in a separate paragraph, without quotation marks and indented. At the end of the citation, the reference data should be included following these instructions: if the cited text has one or two authors, the surname(s) of both, the year and the page number(s) should be cited (Author and Author, Year, p. xxx). When there are more than two authors, only the surname(s) of the first author should be written, followed by *et al.*, the year and page number(s) (Author *et al.*, Year, p. xxx).

## Citations by number or type of authors

- One: the surname(s) identifying the authorship and, in parentheses, the year and page(s), or the surname(s), year and page(s), all in parentheses.

In the case of citations of the same authorship with the same publication date, the year of publication will be suffixed to mark the difference [e. g.: (Díez Mediavilla, 2021a, p. 19) / Molina Navarrete (2019c, p. 5) / (Smith, 2022a, pp. 23-25)] and in the list of references they will be ordered alphabetically by title.

- Two: the identifying surname(s) of both authors should be indicated and, in parentheses, the year and page(s), or the surname(s) of both, year and page(s), all in parentheses [e. g.: Rodríguez Márquez and Smith (2019, p. 8) / (Rodríguez Márquez and Smith, 2019, p. 8)].
- From three onwards: from the first citation, only the surname(s) of the first person appearing in the authorship list is given and *et al.* is added [e. g.: (Smith *et al.*, 2020, p. 450)].

In cases where this form of citation creates ambiguity because it mentions works that partially coincide in authorship and from the same year (e. g.: Molina Navarrete, Miñarro Yanini, Fernández Avilés and Lerouge, 2020, on the one hand, and Molina Navarrete, Miñarro Yanini, García Jiménez and Lerouge, 2020, on the other, which in both cases would be cited as Molina Navarrete *et al.*, 2020), the necessary authors should be mentioned to clarify the reference (e. g.: Molina Navarrete, Miñarro Yanini, Fernández Avilés *et al.*, 2020, in one case, and Molina Navarrete, Miñarro Yanini, García Jiménez *et al.*, 2020, in the other).

- Corporate or institutional authorship with acronyms or abbreviations: in the first citation the full name of the organization is listed and then the abbreviation can be used [e. g.: Organization for Economic Co-operation and Development (OECD, 2019) and then OECD (2019) / International Labour Organization (ILO, 2020) and then ILO (2020)].
- Corporate or institutional author without acronyms or abbreviations [e. g.: Instituto Nacional (2018) / (Banco de España, 2020)].
- Two or more papers in the same citation: if they correspond to the same authorship, they are ordered chronologically, mentioning the surname(s) only once [e. g.: Molina Navarrete (2019; 2020; 2021b) / (Molina Navarrete, 2019; 2020a; 2020b)]. If they are of different authorship, they should be ordered alphabetically, separated by semicolons [e. g.: Many studies confirm the results (Fernández Avilés, 2019; Miñarro Yanini, 2019; Molina Navarrete, 2020; Smith, 2018)].
- Secondary source or citation within a citation (unless the secondary source is used as direct source elsewhere in the study, it is recommended not to include it in the bibliographical references): [e. g.: Molina Navarrete (cited in Fernández Avilés, 2017)].
- Undated source: "n. d." is placed in parentheses.
- Anonymous source: the first words of the title of the cited work are written [e. g.: (Management Report, 2013)].

## 14. Change in authorship

Applications must be sent to the editor of the journal exclusively by the main author, who must also state:

- The reasons why the co-author's name should be deleted or added, as well as the final order in which the authors of the manuscript should appear with all their data.
- Written confirmation from the rest of the authors of the manuscript expressing their agreement with the modification of authorship.

Until the change of authorship process is completed, the manuscript will not be published definitively, which may constitute a delay in the final publication process.

## III. PUBLISHING PROCESS

### 1. Receipt of articles

The *Revista de Trabajo y Seguridad Social*. CEF will make a first publishing evaluation consisting of checking the adequacy of the article to the thematic profile, its interest according to the publishing criteria of the journal, as well as the fulfilment of the formal presentation requirements demanded in the publication rules. Receipt of the article does not imply its acceptance.

### 2. Peer review system

Two or more external expert reviewers will be assigned to confidentially and anonymously evaluate the article (double-blind review). They will use the online reviewer form for their report.

The publishing house will inform authors within 10 days as to whether the manuscript has been rejected or accepted for evaluation by the reviewers.

In cases where the manuscript presents superficial problems of structure and/or form, the publishing house will send the authors the pertinent suggestions so that they can be corrected before the manuscript is sent to the reviewers. In such cases, the author will have a maximum of 7 days to submit the corrected manuscript to the publishing house. The publishing house reserves the right to make basic formal modifications, which do not affect the content of the text, in order to expedite the publishing process.

**Duration of the manuscript review process:** the average time spent by the reviewers of the *Revista de Trabajo y Seguridad Social*. CEF is 20 days. The publishing house will send authors the review reports received, as well as the recommendations (if any) for modification of the article or, failing that, the decision to reject the manuscript, together with the reviewers' reports. The author will have 15 days to submit the corrected manuscript to the publishing house, together with a justification of the changes introduced, as well as those discrepancies that entail the non-modification of one or more of the aspects pointed out by the reviewers, if any.

If there are contradictions between the judgments made by the evaluators or if the publishing house is not completely convinced of the justification accompanying the judgment made by one of the reviewers, the article will be sent to a third reviewer.

The journal has a database for internal use that processes and registers the transfer of articles and the set of reviewers. The list of reviewers in the one-year review period will be published thereafter. Reviewers receive an annual certificate of participation as reviewers of the publication, regardless of the number of articles they have reviewed per year.



### 3. Selection criteria for reviewers

Two reviewers will be selected according to their area of specialization (which guarantees a value judgment based on expert knowledge of the subject). Furthermore, reviewers are external to the author's institution, as well as to the publishing bodies of the journal.

### 4. Publishing decision

The criteria for the acceptance or rejection of submissions are as follows:

- Originality of the manuscript.
- Methodology.
- Quality of the results and conclusions, and consistency with the objectives stated in the manuscript.
- Clarity of the language used.
- Compliance with the rules of the journal.
- Ethical conduct in accordance with the canons applicable to scientific research.
- Relevance and timeliness of the bibliographic references cited.

At the end of the evaluation process, the publishing house will decide whether or not to publish the article and will notify the main author of the acceptance or rejection of the article.

The interval between receipt and acceptance shall be less than 90 days and the interval between acceptance and publication shall not exceed 120 days. In the case of articles for the "Human Resources Studies" section, the average time between acceptance and publication can be up to 250 days.

If the article is rejected, the contact author will be informed of the rejection of the submitted manuscript, attaching the evaluators' reports. In such cases, the authors may express their agreement or disagreement with said review, as well as any other opinions or questions they may wish to raise, which will be answered within a maximum period of 15 days.

## IV. CONTENT ACCESS POLICY

By signing the [letter of originality and assignment of rights](#), the author of the paper exclusively assigns, for one year from the date of publication, to Centro de Estudios Financieros, SL, the rights of reproduction, distribution and transformation of the article for its publication in the *Revista de Trabajo y Seguridad Social*. CEF and its exploitation in all countries of the world in both physical and digital formats.

The authors of the works will also assign to this journal during the year following their publication the rights of public communication for their dissemination and exploitation through intranets, internet and any portals and wireless devices decided by the publishing house, by making available for online consultation of its content and its abstract, for printing on paper or for downloading and archiving; all this under the terms and conditions that appear on the website where the work is hosted.

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Centro de Estudios Financieros, SL, as editor, reserves the right to reduce the one-year embargo period indicated in the preceding paragraphs by making the contents of the *Revista de Trabajo y Seguridad Social*. CEF available in institutional repositories upon request.

The costs for typesetting, obtaining the DOI, dissemination, and free distribution of the published contents are assumed by the publisher of the journal, so that the publication of articles in it is completely free of charge to its authors.

## V. GOOD PRACTICE CODE

The *Revista de Trabajo y Seguridad Social*. CEF, through its good practice code, is committed to maintaining the highest ethical standards. For this reason, any party involved in the authorship or submission of manuscripts (whether they are research studies or articles addressed to the other sections of the journal), as well as in their management and subsequent dissemination (whether authors, members of the publishing team or reviewers), will be obliged to comply with this code of ethics.

### 1. Publishing team

The publishing team of the journal, together with management and the coordinators, are responsible for its contents. They are therefore committed to ensuring its scientific quality and to avoiding malpractice in the publication of research results. This responsibility involves observing the following principles:

- The director of the journal and the editor-in-chief shall be responsible for the publishing and technical decisions regarding the content of the journal.
- The publishing team will carry out publishing tasks in accordance with the publication's policy.
- Editors should process manuscripts promptly, informing the author of the status of his/her article at different stages of the publishing process.
- Editors must be impartial when managing the works proposed for publication and respect the intellectual independence of authors, as well as their right to reply in the case of negative evaluations.
- Editors and, ultimately, the director of the journal will be the only persons responsible for the acceptance or rejection of a manuscript. Their decision will be based on the reports obtained from peer review, but they may also reject papers for other reasons (inadequacy in meeting the scientific objectives of the journal, evidence of scientific fraud, excessive self-citation, lack of quality, etc.).
- The publishing team should not handle an original when there is a conflict of interest. Specifically, he/she must refrain from managing an original when any of the following situations are present: a relationship of kinship, friendship or manifest enmity, being part of the same research group, participating or having participated in the direction or co-direction of a doctoral thesis in the last 10 years, having defended a doctoral thesis under the direction or co-direction of the author(s) of the manuscript in the last 10 years, collaborating or having collaborated in publications or patents in the last 5 years, collaborating in other economic or scientific-technological activities, having a contractual relationship or sharing funds or national or international research projects (from public or private entities), or of any other nature, in the last 3 years.
- The publishing team will also refrain from selecting evaluators who are affected (or may be affected) by any of these situations.
- The publishing team is obliged to keep the texts received and their content confidential until the moment of publication.

- No member of the publishing team may use data, arguments or interpretations contained in unpublished papers submitted to the journal for his or her own research, except with the express written consent of the authors.
- The persons responsible for the publishing house must ensure that the published works have been evaluated by two specialists in the field and that the review has been carried out using the double-blind method (anonymity of those who have carried out the work and the evaluation). When one of the two evaluations is negative, a third report will be requested.
- The publishing team will value and appreciate the contribution of those who have collaborated in the evaluation of the papers submitted to the journal. Likewise, it will agitate for academic authorities to acknowledge peer review activities as part of the scientific process and will dispense with those who conduct low quality, incorrect and disrespectful evaluations, or those that have been submitted after the established deadlines.
- The publishing team reserves the right to disavow published articles whose unreliability is the result of both unintentional errors and scientific malpractice (manipulation of data, plagiarism, self-plagiarism, omission of sources consulted, etc.). In case of conflict, the journal will ask the author(s) for explanations and evidence to clarify the problem and will make a final decision based on these. In such cases, the journal will mandatorily publish, in its printed and electronic versions, the report on the disavowal of a given text, stating the reasons for such measure in order to distinguish between malpractice and unintentional error. Likewise, the journal will notify those responsible for the institution to which the author(s) of the article belong(s) of said disavowal.

Disavowed articles will be retained in the electronic edition of the journals, clearly and unequivocally warning that it is an disavowed article, to distinguish it from other corrections or comments. This circumstance will also be reported in the printed version of the publication. If only part of the article contains an error, it may be later rectified by means of a publishing note or an erratum.

Any conflict of duplicity, caused by the simultaneous publication of an article in two journals, will be resolved by determining the date of receipt of the work in each of them.

- For articles that contain data from studies or research in which individuals have participated, the publishing house will ensure that the privacy rights of the participants are respected. The publishing house may ask authors for evidence on ethical issues (*e. g.*, how informed consent was obtained from research participants) if doubts arise or if specific clarifications are needed. Appropriate consents, permissions and authorizations must be obtained when an author wishes to include case details or other personal information or images of persons in this publication. Authors are required to retain written consents and, upon request, the publishing house may ask for copies of consents or proof that consents have been obtained.
- The journal's publication rules for originals (regarding the characteristics of the work, format, image resolution, bibliographic reference system, etc.) will be made public.

## 2. Authors and co-authors

- As this is a publication subject to a 12-month embargo period, after which the works will be licensed under the Creative Commons Attribution-Noncommercial-No Derivatives 4.0 International License, the author and, if applicable, the co-authors will assign the authorship and publication rights of their article to the journal through said system by signing the [letter of originality and assignment of rights](#) that is available on the journal's website.
- Authors are primarily responsible for the content and statements made in their article in order to avoid conflicts of interest between the *Revista de Trabajo y Seguridad Social*, CEF and third parties or institutions.
- In the event that an article has been written by several authors, the author who is listed as responsible for the work must ensure that none of the signatures of those responsible for the work has been omitted, nor added others that are not, avoiding fictitious or gift authorship, which is a bad scientific practice. Likewise, he/she must also guarantee that those who sign it have reviewed and approved the final version of the work and that they give their approval for its possible publication.
- Authors should agree on the order of their appearance in the publication of the article. If any changes occur during the review process, they must be communicated to the publishing house in writing. This document must be signed by all authors involved.

- Authors must declare the exact origin of the content of the work (doctoral thesis, research project, teaching experience, etc.).
- Authors must disclose to the publishing house any possible conflict of interest. When there is a commercial, financial or personal link that may affect the results and conclusions of their work, the text of the work must be accompanied by a statement of these circumstances, which will appear in the published version of the article.
- Authors must indicate, in a clear and concise manner, all sources of financing granted for the study, stating the private or public entity responsible for said financing and the identification code of such financing, when it exists. This information will appear in the published version of the article.
- Authors must ensure that their manuscripts contain original results, data, ideas and/or interpretations, and that they have not been copied, invented, distorted or manipulated. In addition, they have an obligation to review and ensure the accuracy and validity of the results before submitting the manuscript to the journal.
- Authors undertake not to send articles that have been previously published or are in the process of being evaluated by another publication or medium. Articles resulting from papers presented at scientific congresses that have not been published or are only accessible in proceedings books may be submitted, specifying its origin at the time of sending the paper to the journal.
- Authors shall undertake not to plagiarize or appropriate the texts of others without the prior consent of their creators and without citing the source, even if the permission has been expressly granted by the latter authors.
- Authors must also commit themselves to submit other texts already produced by themselves, ensuring that there is no more than 20% coincidence between a previous work and the one submitted. The publishing house of the journal will check each article with anti-plagiarism software. If they detect coincidences of more than 20%, they will review the sources of the text in depth and will send a report to the author indicating the definitive rejection of the work or the possibility of rewriting it, properly citing the sources.
- Authors will be legally responsible for not infringing copyright by requesting the necessary permissions for the reproduction of cited texts, figures, graphs, tables, photographs, etc., which must bear their corresponding source of origin. When images are included as part of the research, an appropriate explanation of how they were created or obtained shall be provided, insofar as this is necessary for their comprehension.
- Excessive self-citation, citing sources without having consulted them, adding cited texts that do not contribute to the content of a manuscript with the sole purpose of increasing the citations of an author or a journal, making erroneous interpretations of other works consulted, releasing scientific results before peer review, hiding data and methods necessary to obtain results, including privately obtained information that cannot be verified, etc., will be considered irregular practices.
- For articles that contain data from studies or research in which individuals have participated, authors will ensure that the privacy rights of the participants are respected. To comply with this requirement, authors will have to attach a written statement that they obtained the informed consent (free and voluntary) from the individuals involved in the study. Privacy rights must always be respected. Appropriate consents, permissions and authorizations must be obtained when an author wishes to include case details or other personal information or images of persons in this publication. Authors are required to retain written consents and, upon request, the publishing house may ask for copies of consents or proof that consents have been obtained.
- When the author discovers a serious error in his/her work, he/she must communicate it to those in charge of the journal as soon as possible, in order to modify his/her work, withdraw it, retract it or publish a correction or erratum. If the possible error is detected by any of the members of the publishing team, authors will be obliged to prove that their work is accurate.

### 3. Reviewers

Evaluators must act under the criteria of impartiality, objectivity, promptness, confidentiality, respect and acknowledgement of uncited sources. They must work in solidarity with the publishing line drawn and declare possible conflicts of interest. Furthermore, reviewers are external to the author's institution, as well as to the publishing bodies of the journal. They should be committed to the following:

- To make a fair and objective review of the articles.
- To respect the evaluation deadlines established in the journal's publication rules.
- To clearly state the arguments for their assessment.
- Not to accept any articles for review in which there might be a conflict of interest that would limit their objectivity.
- To refuse to review an article if they do not feel technically qualified.
- To maintain the confidentiality of the information and data of the evaluated articles.
- To accurately indicate the bibliographic references of fundamental works that may have been overlooked by the author(s).
- To inform the publishing house of any similarity or overlap of the manuscript with other published works.
- To evaluate manuscripts solely on their intellectual content, without regard to the race, gender, sexual orientation, religious beliefs, ethnicity, nationality, or political philosophy of the authors.
- Not to use information, data, theories or interpretations of the manuscript for their own benefit or that of others, nor to harm third parties. Only in special cases may they seek the advice of other specialists in the field and they shall inform the journal's management of such circumstances.

Suspected non-compliance with this policy may be reported to the publishing house via e-mail at [revistatss@udima.es](mailto:revistatss@udima.es), who will examine such reports. If necessary, he/she may refer them to the scientific Committee for review and subsequent recommendation(s).

If it is determined that a the publishing house has violated the good practice code of the *Revista de Trabajo y Seguridad Social. CEF*, the matter will be referred to the scientific Committee.

If it is determined that an author has violated the good practice code of the *Revista de Trabajo y Seguridad Social. CEF*, the publication reserves the right to impose sanctions, which may include the withdrawal of a submitted article, its rejection, or even the retraction of a published article.

In addition to its ethical assessment, improper conduct may result in the infringement of own rights or of those of third parties, for which the Centro de Estudios Financieros, SL, reserves the right to take appropriate legal action.

#### 4. Policy on good publishing practice in gender equality

The contents of the *Revista de Trabajo y Seguridad Social. CEF* are faithful to our [Guide to non-sexist gender-neutral language](#).

The *Revista de Trabajo y Seguridad Social. CEF* maintains a firm commitment to gender-inclusive language as a way to advance, always respecting the correctness and economy of language, in the effective equality between women and men. In accordance with this, it recommends its use to the authors.

## VI. IMPORTANT NOTICE FOR AUTHORS

We recommended the adoption of a pen name for a correct indexing of the article in international databases.

The importance of writing an adequate title and abstract lies in the fact that their readability will depend to a great extent on whether the potential target audience will actually read the complete work (especially in electronic searches).

**Note.** This good practice code largely reproduces the *Good practice guide of the periodic and unitary publications* of the state agency Consejo Superior de Investigaciones Científicas (CSIC).