

Publication Ethics and Malpractice Statement

1. Ethical expectations

Editor's responsibilities

The editor of the journal is responsible for deciding which submitted articles should be published. The editor may be guided by the policies of the editorial board. All members of the editorial board are recognized experts in the field (the full names and affiliations of the members are provided on the journal's website). The editor may confer with other editors or reviewers in the process of decision-making.

The editor should evaluate manuscripts for their intellectual content only, without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers and other editorial advisers. Unpublished materials disclosed in a submitted manuscript must not be used in the research of the editor or the reviewers.

The editor should adopt and follow reasonable procedures in the event of complaints of an ethical or conflict nature. He should give authors a reasonable opportunity to respond to any complaints. All complaints should be investigated no matter when the original publication was approved.

The editor should give a sympathetic hearing to studies that challenge previous work published in the journal and should not exclude studies reporting negative results.

All original studies should be peer reviewed before publication, taking into full account possible bias due to related or conflicting interests.

Reviewers' responsibilities

The reviewers assist the editor in making editorial decisions and the author in improving the paper.

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except when authorized by the editor. Reviewers should not retain or copy the manuscript. Reviewers (and the editor) should not make any

use of the data, arguments, or interpretations of the paper, unless they have the author's permission.

Reviews should be conducted objectively. Personal criticism of the author is unacceptable. Reviewers should express their views clearly with supporting arguments.

Reviewers should identify relevant published work that has not been cited by the authors. Reviewers should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Authors' responsibilities

The author of a paper reporting original research should present an accurate account of his work and an objective discussion of its significance. The paper should contain sufficient detail and references to permit others researchers to replicate the work. Fraudulent or inaccurate statements are unethical and unacceptable.

The author should ensure that he has written original work and, if he has used the work of others, that this has been appropriately quoted. Plagiarism is not acceptable.

The author should not publish manuscripts describing exactly the same research in more than one journal. Submitting the same manuscript to more than one journal is unethical and unacceptable. Where portions of the content overlap with published or submitted content, the author should acknowledge and cite those sources (in that case, he should obtain permission to reproduce any content from other sources). Additionally, he should provide the editor with a copy of any submitted manuscript that might contain overlapping or closely related content. Previous publication of an abstract during the proceedings of meetings does not preclude subsequent submission for publication, but full disclosure should be made at the time of submission. Re-publication of a paper in another language is acceptable, provided that there is full and prominent disclosure of its original source at the time of submission.

Authorship should be limited to those who have made a significant contribution to the conception, execution or interpretation of the reported research. All those who have made

significant contributions should be listed as co-authors.

Authors are obliged to participate in the peer review process. The corresponding author should ensure that all co-authors that are included on the paper, have seen and approved the final version of the paper and have agreed to its submission for publication. Authors are obliged to provide retractions or corrections of mistakes.

The author should maintain accurate records of data associated with their submitted manuscript. The author may supply or provide access to these data, on reasonable request (where appropriate and where allowed by employer, funding body and others who might have an interest, the author can deposit data in a suitable repository or storage location, for sharing and further use by others).

The author should declare any potential conflicts of interest, including personal, commercial, political, academic or financial conflicts.

All sources of financial support for the project should be disclosed.

Any fees or charges that are required for manuscript processing and/or publishing materials in the journal shall be clearly stated in a place before authors begin preparing their manuscript for submission.

Society's responsibilities

The Portuguese-language Network of Urban Morphology (PNUM) ensures that good practice is maintained to the standards outlined above. In the event the journal is no longer published, access to the journal content shall be preserved by PNUM through its website (electronic backup).

2. Dealing with misconduct

The editor should take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred. The journal, or its editor, should not encourage or allow such misconduct. The editor should always be willing to publish corrections, clarifications, retractions and apologies when needed.

Identification of misconduct

Misconduct and unethical behaviour may be

identified and brought to the attention of the editor and of PNUM at any time, by anyone. Whoever informs the editor or PNUM of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way.

Investigating misconduct

An initial decision should be taken by the editor, who should consult with or seek advice from PNUM, if appropriate. Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

Serious misconduct

Serious misconduct might require that the employers of the accused be notified. The editor, in consultation with PNUM as appropriate, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.

Less serious misconduct

Less serious misconduct might be dealt with, without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

Sanctions

The following sanctions (which may be applied separately or combined) are ranked in an order of severity: i) a letter of explanation to the authors, where there appears to be a genuine misunderstanding of principles; ii) a letter of reprimand and warning as to future conduct; iii) a formal letter to the relevant head of institution or funding body; iv) publication of a notice of redundant publication or plagiarism; v) an editorial giving full details of the misconduct; vi) refusal to accept future submissions from the author, for a stated period; and, finally, vii) formal withdrawal or retraction of the paper from the scientific literature, informing other editors and the indexing authorities.