



UNIVERSIDAD TECNOLÓGICA DE PEREIRA
SCIENTIA ET TECHNICA JOURNAL
BASIC SCIENCES

EDITORIAL POLICY

Guidelines for the preparation, review, and control of technical documents

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Abstract

The document establishes the editorial policy of the journal *Scientia et Technica* of the Universidad Tecnológica de Pereira, defining the guidelines, criteria, and procedures for the submission, evaluation, editing, and publication of scientific and technical articles. Its purpose is to ensure the quality, coherence, transparency, and academic rigor of the published content, promoting best practices in scientific communication. This policy applies to authors, reviewers, and the editorial board, establishing standards related to the originality of manuscripts, the peer-review process, acceptance criteria, and the ethical principles governing publication. Through this, it seeks to strengthen academic integrity, the dissemination of knowledge, and the positioning of the journal within the research community.

Keywords: Editorial policy, peer review, publication ethics, scientific communication, academic journals.

Resumen

El presente documento establece la Política Editorial de la Revista Scientia et Technica de la Universidad Tecnológica de Pereira, definiendo los lineamientos, criterios y procedimientos para la recepción, evaluación, edición y publicación de artículos científicos y técnicos. Su propósito es garantizar la calidad, coherencia, transparencia y rigor académico en los contenidos publicados, promoviendo buenas prácticas en la comunicación científica. Esta política aplica a autores, evaluadores y al comité editorial, estableciendo normas relacionadas con la originalidad de los manuscritos, el proceso de revisión por pares, los criterios de aceptación, así como los principios éticos que rigen la publicación. Con ello, se busca fortalecer la integridad académica, la difusión del conocimiento y el posicionamiento de la revista en el ámbito investigativo.

Palabras claves: Política editorial, revisión por pares, ética de publicación, comunicación científica, revistas académicas.

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Chapter 1

General Information about the Journal

1.1 About Scientia et Technica

Scientia et Technica is an active, registered journal in the Intellectual Property and Publications Registry of the Ministry of the Interior of the Republic of Colombia, pursuant to Resolution 131 of March 1995. The journal holds both an electronic ISSN (2344-7214) and a print ISSN (0122-1701) for the identification of its publications. It is published by the Universidad Tecnológica de Pereira and is currently available exclusively in electronic format.

The journal is published quarterly and focuses on disseminating original, unpublished, and recent research results in Science and Technology. It is addressed to students, faculty, researchers, and the broader academic and scientific community—both national and international—in the areas of Basic Sciences and Engineering.

1.1.1 Publishing institution

Scientia et Technica is fully administered and funded by the Universidad Tecnológica de Pereira, located in Pereira, Colombia.

1.1.2 Mission

To disseminate to the academic and scientific community the results of research in the areas of Basic Sciences and Engineering, thereby contributing to the advancement of scientific knowledge.

1.1.3 Vision

To become a leading reference for the Latin American scientific community, with significant impact in the fields of Basic Sciences and Engineering, and to serve as an essential resource for researchers,

faculty, and students.

1.1.4 Scope and focus

Scientia et Technica is a peer-reviewed scientific journal published quarterly by the Universidad Tecnológica de Pereira. The journal publishes original, unpublished scientific articles in both English and Spanish, based on research conducted in science and technology. It is currently available exclusively in open-access electronic format, in both PDF and HTML.

1.2 Editorial Team

Scientia et Technica defines the responsibilities of all parties involved in the editorial process in order to ensure the quality, transparency, integrity, and academic rigor of its publications. Accordingly, the Editorial Board, reviewers, and authors are required to comply with the principles and guidelines set forth in this policy, thereby ensuring the proper conduct of the evaluation, editing, and publication of manuscripts.

1.2.1 Editorial Board

- Ensure the confidentiality of all submissions received, whether published or rejected following the evaluation process, maintaining the anonymity of authors and reviewers at all times.
- Verify that all submitted contributions comply with the applicable ethical and editorial standards, particularly with regard to plagiarism screening, as a prerequisite for initiating the review process. Likewise, the board is responsible for promptly and clearly notifying authors of any decision reached, or for requesting clarification when required.
- Guarantee the confidentiality of all contributions received, whether published or rejected after the evaluation process, preserving the anonymity of both authors and reviewers throughout.
- Promptly initiate the search for peer reviewers, ensuring their ethical and scientific suitability for each assigned manuscript in accordance with their academic background and publication record in the relevant field, while taking into account authors' suggestions provided no conflict of interest arises.
- Effectively handle all complaints, claims, or suspected instances of fraud, plagiarism, self-plagiarism, or any other conduct contrary to the ethical guidelines endorsed by the journal.
- Address the inquiries of authors and reviewers in a timely and appropriate manner; publish corrections and errata as needed; and make the corresponding amendments to digitally published files in cases where inaccuracies or errors are identified in the published content.

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- Keep authors informed of all developments arising during the editorial process, particularly in cases involving complaints, claims, or suspected editorial misconduct contrary to the journal's ethical policy.
 - Guarantee equal and impartial treatment of all submissions received, regardless of any personal or institutional ties between the authors and members of the journal's editorial team.
 - Effectively manage all complaints, claims, or suspected cases of fraud, plagiarism, self-plagiarism, or any other conduct contrary to the ethical guidelines subscribed to by the journal.

1.2.2 Reviewers

- Declare any potential conflicts of interest prior to initiating the review of assigned manuscripts.
- Commit to maintaining the confidentiality of all manuscripts submitted for evaluation.
- Refrain from appropriating or sharing any ideas or excerpts from the manuscripts under review.
- Notify the editorial team of any suspected fraudulent conduct, plagiarism, or recycling of previously published materials.
- Contribute to the scholarly development of authors by providing comprehensive and detailed observations and comments aimed at enhancing the academic quality of the manuscripts.
- Adhere to the deadlines established for the evaluation process and promptly notify the editorial team of any circumstances that may prevent compliance with those deadlines.

1.2.3 Authors

- Declare authorship and ownership of the intellectual property rights over all content submitted to the journal, as well as the corresponding authorization with regard to any supporting graphic materials.
- Properly cite, in accordance with the citation standards set forth in the editorial policy, all works—whether their own or by third parties—previously published in other scientific or dissemination journals, websites, media outlets, or institutional repositories.
- Clearly disclose the funding sources for the research that gave rise to the submitted articles, as well as the contributions of all individuals involved in the preparation of the manuscript.
- Guarantee the originality of all contributions submitted to the journal, which must not be under consideration for publication in any other medium.

1.2.4 Ethical Standards

The editorial board, editor, authors, and reviewers are required to comply with and uphold the international ethical standards defined by the Committee on Publication Ethics (COPE), in order to prevent the following forms of misconduct:

- **Simultaneous submission:** Submitting the same manuscript to multiple journals concurrently.
- **Manipulation of the review process:** Unduly influencing the peer-review process.
- **Manipulation of the publication process:** Systematically altering the publication workflow.
- **Fabrication, falsification, or omission of data:** Deliberately creating, modifying, or excluding data.
- **Plagiarism and self-plagiarism:** Using others' work without proper attribution, or reusing one's own previously published work without adequate citation.
- **Redundant, duplicate, or fragmented publication (“salami slicing”):** Publishing portions of the same research across multiple articles.
- **Omission of references:** Failing to adequately cite consulted sources.
- **Use of materials without authorization or justification:** Employing materials without proper permission or a valid rationale.
- **Individual appropriation of collective authorship:** Improperly claiming credit in collaborative works.
- **Unauthorized changes to authorship:** Altering the list of authors without valid justification.
- **Ghost authors, gift authors, or guest authors:** Including individuals who have not made a significant contribution to the manuscript.
- **Undisclosed or undeclared conflict of interest:** Failing to report potential conflicts of interest that could influence the research or publication.

The journal will respond to any of the aforementioned situations with the utmost severity. In cases of suspected misconduct, the flowcharts developed by COPE [1] will be followed to determine the appropriate course of action. By accepting the terms and conditions set forth by the journal, authors guarantee that the article and all associated materials are original and do not infringe upon any third-party rights.

In the case of shared authorship, authors must also confirm that the full consensus of all co-authors has been obtained, and must declare that the article has not been previously submitted or published in any other dissemination medium, including in another language. The list of authors, as defined at the time of manuscript submission, may not be modified in any manner—whether by adding new authors or removing existing ones—at any stage of the editorial process. Any request to modify authorship

will result in the withdrawal of the manuscript, and the authors will be required to initiate a new submission process in a subsequent call.

1.3 Privacy Statement

All manuscripts and personal data received will be treated as confidential information. By submitting their work, authors authorize the use of all information provided and recorded by the journal exclusively for editorial management purposes. The entire process is documented and archived for incorporation into the Bibliographic Database Publindex of Colciencias. Under no circumstances will personal data be shared outside the editorial process.

1.4 Article Processing Charges (APC)

The journal does not charge authors for the publication of articles (Article Processing Charges — APC). No monetary or in-kind fees are required for the evaluation and/or publication of manuscripts. Similarly, the journal does not remunerate reviewers, who conduct evaluations on a voluntary basis.

Articles published in *Scientia et Technica* are freely available under an open-access model, promoting the dissemination of scientific work without financial barriers to access or use, while fully respecting authors' rights.

Chapter 2

Editorial Process

The editorial process defines the stages through which a manuscript must pass in order to be published in the journal. These stages are as follows:

1. **Manuscript submission:** The corresponding author submits the manuscript through the journal's web portal via Open Journal Systems (OJS). In exceptional cases approved by the Editor-in-Chief, submissions by email will be accepted, provided that all requirements specified on the web platform are duly fulfilled.
2. **Initial receipt:** The editorial assistant verifies that the manuscript complies with formal requirements, including the prescribed format and all required attachments.
3. **Preliminary review:** Once the basic receipt criteria are satisfied, the manuscript is forwarded to the editor.
4. **Assignment to section editors:** The editor assigns the manuscript to the section editors corresponding to the subject area of the article.
5. **Section review:** The section editors review the manuscript to verify compliance with basic formal requirements and the relevance of its content.
6. **Referral to the editor:** The section editors submit the article to the editor along with their preliminary assessment.
7. **Peer review:** The editor sends the manuscript to expert reviewers (referees) selected from the journal's database for a detailed evaluation.
8. **Receipt of reviewer opinions:** The expert reviewers provide their final recommendation, which may be:
 - (a) Accepted without modifications.
 - (b) Accepted with minor stylistic or language revisions.
 - (c) Accepted with major revisions.
 - (d) Rejected.

9. **Editorial decision:** The editor issues a final decision based on the evaluations submitted by the reviewers.

10. **Publication:** The accepted article is published in the journal.

The flowchart below illustrates the process through which each article must pass for its reception, evaluation, and publication (see Figure 2.1).

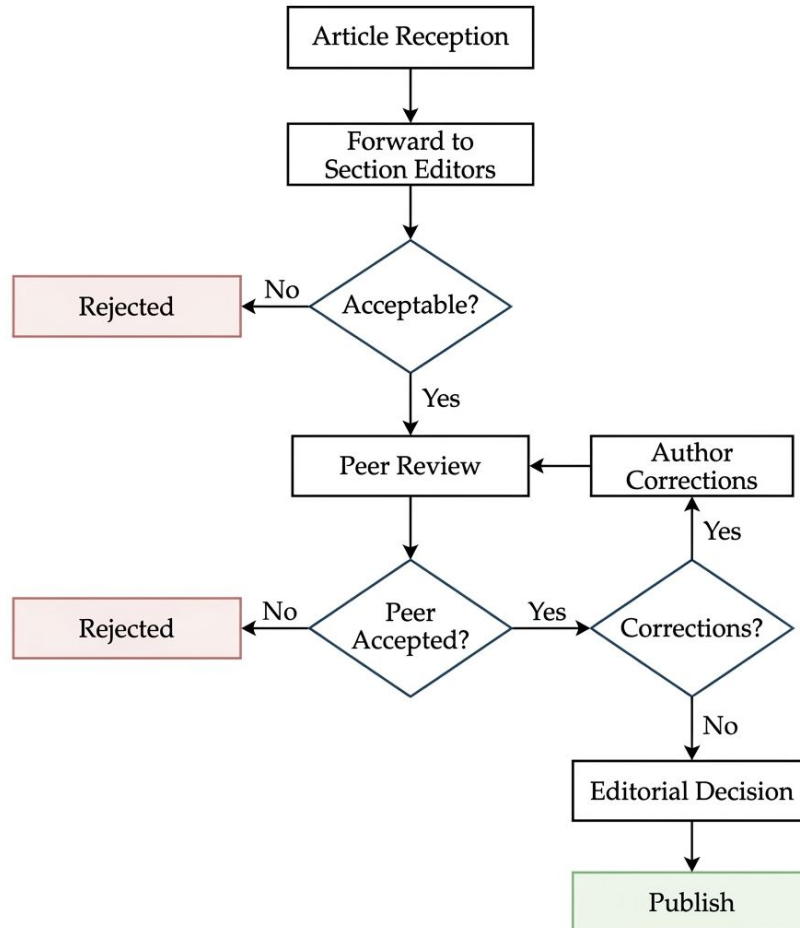


Figure 2.1: Article reception process (Author).

The articles published in the journal are the sole responsibility of their author(s) and do not necessarily reflect the views of the Editorial Board.

Chapter 3

Guidelines for Authors

3.1 Authorship Criteria

An “author” is a person who has made a significant intellectual contribution to the article. All individuals listed as authors must satisfy the authorship criteria, and all those who meet them must be explicitly acknowledged. To be recognized as an author, the following three basic criteria must be collectively fulfilled:

1. Substantial contribution to the conception and design of the study, data acquisition, analysis, and interpretation.
2. Drafting or critically revising the intellectual content.
3. Approval of the final version of the manuscript.

The order of authorship must be determined by joint agreement among all co-authors. Three types of authorship are considered unacceptable:

3.1.1 Ghost authors

Ghost authors are individuals who have made a significant contribution to the research and writing of a scientific article but are not acknowledged as authors in the official author list. This practice is generally regarded as unethical because it conceals the true participation of individuals in the creation of the work.

3.1.2 Guest authors

Guest authors are those who have made no identifiable contribution to the research or the article, but whose names are included to enhance the likelihood of publication, given that the “guest” has a recognized reputation in the field and whose name may lend greater credibility to the article or facilitate

its acceptance by higher-impact journals.

3.1.3 Honorary authors

Honorary authors are individuals in senior positions whose names are included as a gesture of acknowledgment for their administrative support.

3.2 Types of Accepted Articles

- **Scientific and technological research article:** Presents in detail the original results of completed research projects. Its structure is generally based on four main sections: introduction, methodology, results, and conclusions.
- **Reflection article:** A document that presents research results from an analytical, interpretive, or critical perspective of the author on a specific topic, drawing on original sources.
- **Review article:** A study resulting from a research process in which findings from published or unpublished research in a field of science or technology are analyzed, systematized, and integrated. Its purpose is to highlight advances and development trends, and it is characterized by a rigorous bibliographic review encompassing at least 50 references.

Review articles are accepted subject to strict compliance with the requirements of thematic relevance, review methodology, and proper citation.

3.3 Article Structure

Articles published in *Scientia et Technica* must report original research and be structured in accordance with the IMRaD format (Introduction, Methods, Results, and Discussion). This format ensures a clear and organized presentation of scientific studies, facilitating comprehension and evaluation by the academic community.

- **Title:** The title must be clear, concise, and must not exceed 20 words. Its function is to capture the reader's attention and accurately describe the content of the article. Ambiguous terminology should be avoided, and the title should clearly reflect the primary focus of the research.

The title of an article must be informative and unambiguous, conveying the content of the work through the inclusion of the main topic, the specific aspect of the research, the method employed when relevant, and, where possible, the key findings or results in a concise manner.

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- **Abstract:** The abstract must present a condensed version of the work in a minimum of 200 words, following elements of the IMRaD format (Introduction, Methods, Results, and Discussion). Without explicitly labeling each component, the paragraph must include the following elements:
 1. **Relevance statement:** A brief introduction highlighting the importance of the subject under study.
 2. **Objective:** A clear statement of the research purpose.
 3. **Key methodological aspects:** A concise summary of how the study was conducted.
 4. **Main result:** A key finding that directly addresses the stated objective.
 5. **Conclusion:** The final response to the research objective.

 - **Introduction:** The introduction presents the relevance of the topic, the context in which the research is situated, and clearly states the research problem or question. It must conclude by specifying the objectives of the study and explaining why the topic merits investigation.

 - **Methods:** Describes how the research was conducted. This section must be sufficiently detailed to allow for the reproducibility of the study. It includes descriptions of the experimental design, materials used, and procedures employed. It must be precise and written in the past tense.

 - **Results:** Presents the research findings in a clear and objective manner, using tables and figures to complement the information. This section should not include interpretations; rather, it should present the data obtained and their relationship to the stated objectives.

 - **Discussion:** Interprets the results, contextualizes them with respect to prior work, and explores their implications. The limitations of the study must be discussed, and possible future research directions derived from the findings should be suggested.

 - **Conclusions:** Summarizes the main findings of the study and responds to the research question posed. The impact of the study is highlighted and, where possible, future lines of research are suggested.

 - **Acknowledgments:** Recognizes the individuals, institutions, or funding bodies that contributed to the development of the research but do not meet the authorship criteria.

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- **References:** Includes all sources cited throughout the article, following the IEEE citation format with DOIs (Digital Object Identifiers) whenever available, so that readers may verify and expand upon the information provided.

3.4 Manuscript Format

Articles submitted to the journal must be presented in Microsoft Word 2003 or later, in compliance with the requirements established by the IEEE 2017 (Institute of Electrical and Electronics Engineers) format. Scientia et Technica has incorporated minor adaptations, most notably the inclusion of the abstract and keywords in Spanish. The modified template may be downloaded from the address indicated, along with the general instructions from the IEEE's official source at [2].

3.4.1 Writing Style

Articles must be written clearly and concisely, so as to be accessible to an international audience. Colloquial terms and expressions that may not be widely understood should be avoided. Short paragraphs and sentences are encouraged to facilitate reading. All acronyms and abbreviations must be clearly explained upon their first occurrence in the text.

3.4.2 References

Bibliographic references must comply with IEEE standards and must include the DOI of each cited article at the end of the reference entry where available. The use of Mendeley (<https://www.mendeley.com/>) is recommended as a reference management tool (BibTeX format).

- **Example with DOI available.** [1] E. V. Stanev and R. Kandilarov, "Sediment dynamics in the Black Sea: Numerical modelling and remote sensing observations," *Ocean Dynam.*, vol. 62, pp. 533–553, Apr. 2012. doi:10.1007/s10236-012-0520-1 (No period at end).
- **Example without DOI.** [1] E. V. Stanev and R. Kandilarov, "Sediment dynamics in the Black Sea: Numerical modelling and remote sensing observations," *Ocean Dynam.*, vol. 62, pp. 533–553, Apr. 2012.

3.5 Manuscript Submission

3.5.1 Submission Checklist

As part of the submission process, authors are required to verify that their submission complies with all of the items listed below. Submissions that do not meet these guidelines will be returned to the authors:

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- **Originality and exclusivity:** Authors confirm that the article has not been previously published and is not simultaneously under review by another journal.
 - **Supporting documentation:** Authors have attached the cover letter addressed to the editor, the manuscript rights transfer agreement form, the author information form, the personal data storage authorization form, and the manuscript itself.
 - **File format:** The manuscript file is in Microsoft Word 2007 or a later version.
 - **DOI references:** Digital Object Identifiers (DOIs) have been included for the cited references where available.
 - **Style compliance:** The text complies with the references and style requirements described in the author guidelines.
 - **Blind review:** Authors have ensured that the instructions for ensuring a blind review process have been followed.
 - **IEEE format:** The manuscript is written using the updated IEEE 2017 template provided by Scientia et Technica.
 - **Conflict of interest declaration:** Authors have declared any conflicts of interest, if applicable.
 - **Originality and copyright:** The manuscript is free of plagiarism. Furthermore, the authors are aware of, comply with, and respect all intellectual property rights pertaining to the information contained therein.
 - **Compliance with editorial policies:** All authors adhere to the editorial policy guidelines of the journal.
 - **Acknowledgment of sole author responsibility:** By submitting their manuscripts to Scientia et Technica, authors agree to hold the editors and the editorial and scientific committees harmless from any liability arising from the content of the articles. This includes, but is not limited to, the opinions, data, and results presented, which are the exclusive responsibility of the authors.

3.5.2 Pre-submission Editing

Once the article is complete, it is strongly recommended that authors review it carefully, preferably after at least one day has elapsed. This prevents review fatigue, which can cause authors to overlook otherwise obvious errors. Upon completion of this stage, the document should be shared with colleagues and co-authors for objective feedback. Once all co-authors are satisfied and agree that the work is adequate in terms of content, a final thorough review of spelling and grammar should be conducted before submission. If necessary, professional language editing should be sought—particularly when the article is written in English and this is not the authors' first language.

3.5.3 Submission Channel

Manuscripts must be submitted exclusively through the Open Journal Systems (OJS) platform during open submission periods. Alternative submission channels may be authorized on a case-by-case basis and exclusively at the discretion of the Editorial Board.

Chapter 4

Editorial Policies

4.1 Peer Review Policy

Manuscripts submitted during each call for papers are subject to an initial review by the Editor and/or the Editorial Board, who conduct a preliminary assessment to verify that the article is original and unpublished, and that it complies with the publication regulations for authors. Where applicable, authors are advised of the necessary adjustments so that the manuscript may proceed through the process; otherwise, it is definitively returned for failing to meet the quality standards required by the journal.

Manuscripts that pass the initial review by the Editorial Board are submitted to a peer-review process conducted by national and international expert referees. For each issue, the maximum number of internal peer reviewers affiliated with the Universidad Tecnológica de Pereira will be taken into account; under no circumstances may this number exceed 20% of the total reviewers for any given issue. The entire process is documented using the forms established by the journal and archived in the journal's repository, with partial sharing through the Bibliographic Database Publindex of Colciencias (Colombia).

Peer review is conducted under a double-blind review methodology, thereby ensuring confidentiality and preventing the identity of authors and reviewers from being disclosed to one another. To this end, the following steps are applied:

- Authors must remove their names from the text and any other information that could reveal their identity; such information must be provided exclusively in the author information forms.
- Metadata uploaded to the platform is not shared with reviewers participating in the editorial process, so as to preserve the anonymity of both authors and reviewers.
- The handling of files and their associated information is restricted to the editor and editorial assistant, who are responsible for maintaining the confidentiality of the information throughout

the review process.

- Each reviewer is allotted a period of 4 business days to confirm acceptance of the assigned review task (i.e., to accept or decline the invitation).
- Each reviewer is granted a period of two weeks (15 calendar days) to complete the review and record the findings in the established evaluation form, along with any observations deemed pertinent.
- If both reviewers and the editor concur in recommending rejection of a manuscript, it will be returned to the author with the corresponding observations detailing the unmet objectives.
- In the event described above, the author may appeal to the Editorial Board for reconsideration of the case. Should a contradiction arise between the two reviewers' evaluations, a third reviewer will be consulted under the same conditions as the original reviewers.
- If the article is ultimately recommended for publication, it will be returned to the author with the corresponding observations, so that the required revisions may be made and the revised manuscript resubmitted within a maximum of 8 calendar days via the Open Journal Systems (OJS) platform. Failure to submit the revised manuscript within the established deadline will result in the postponement of publication to a subsequent issue, subject to the timely submission of the requested revisions.
- If the authors fail to address or respond to the reviewers' or editorial board's recommendations within the timeframe explicitly established by the editor, the manuscript will be archived and considered for a subsequent issue. If 60 calendar days elapse from the date of the revision request without a response, the manuscript will be withdrawn from the editorial process, and the journal is not obligated to provide further notification.
- The Editorial Board assumes that all authors agree that the opinions or assertions expressed in the articles are their sole responsibility. Upon acceptance of a manuscript for publication, a rights transfer will be executed, covering reproduction and dissemination by any means. Nevertheless, authors retain the right to reproduce their articles provided that the original source of publication is duly cited. In all cases, intellectual rights are preserved.
- To comply with Minciencias Colombia's quality and anti-endogamy policies, the total number of articles accepted per year from authors affiliated with the Universidad Tecnológica de Pereira may not exceed 10% of the total annual author contributions. Additionally, each author may publish a maximum of two articles per year, provided the aforementioned percentage thresholds

are not exceeded and equal opportunity of publication is maintained through an internal management list.

4.2 Ethics and Best Practices Policy

Scientia et Technica is committed to the highest ethical standards in academic publishing and adheres to international norms in scientific publication, pledging to the academic community to guarantee the ethics and quality of all published articles. Throughout the entire process, the journal is guided by the Code of Conduct and Best Practices established by the Committee on Publication Ethics (COPE).

All manuscripts received will be treated as confidential documents. Authors must declare the originality and authorship characteristics of their work at the time of submission to the editorial committee, through the submission cover letter.

The journal reaffirms its commitment to respecting the integrity of published works. Accordingly, manuscripts identified as plagiarized or containing fraudulent content will not be published. Works already published that are subsequently found to have been previously disseminated in other media will likewise be removed. The journal will respond to such cases with the utmost severity: by accepting the terms and conditions established by the journal, authors guarantee that the article and all associated materials are original and do not infringe upon any third-party intellectual property rights. All contributors must confirm—in cases of shared authorship—that full consensus has been obtained among all parties, and must declare that the work has not been previously submitted or published in any other dissemination medium, including in another language. The cover letter must also specify the individual contribution of each author.

The authors, as signatories, are defined at the time the manuscript is submitted to the journal. The author list may not be modified in any manner—whether by adding new authors or removing existing ones—at any stage of the editorial process. The mere request to do so shall constitute grounds for withdrawal of the manuscript, and the authors will be required to initiate a new editorial process in a subsequent submission call.

4.3 Conflict of Interest Policy

A conflict of interest arises when an author, reviewer, or editor has personal, commercial, political, academic, or economic interests that may directly or indirectly influence the editorial process or the publication of a manuscript.

In this context, authors and reviewers are required to act transparently throughout all stages of the editorial process, avoiding situations that may compromise objectivity and promptly reporting any circumstances that could affect the impartiality of the evaluation.

The journal *Scientia et Technica* adopts the principles of editorial ethics and good scientific practices established by the Committee on Publication Ethics (COPE), in order to ensure integrity, independence, and reliability in the evaluation and publication of manuscripts.

4.3.1 Declaration of Conflicts of Interest

In accordance with good editorial practices and the guidelines established by the Committee on Publication Ethics (COPE), the following provisions regarding conflicts of interest are established for the different actors involved in the editorial process:

4.3.1.1 Authors

Authors must declare any conflict of interest related to the submitted manuscript, including, but not limited to:

- Funding
- Contracts
- Consulting activities
- Patents
- Institutional affiliations
- Relevant academic or personal relationships

In the absence of conflicts of interest, authors must explicitly state this during the manuscript submission process.

4.3.1.2 Reviewers

Reviewers must refrain from participating in the evaluation of manuscripts when potential conflicts of interest exist, such as:

- Recent collaboration with the authors
- Affiliation with the same institution
- Direct academic relationships
- Scientific competition
- Personal relationships or financial interests related to the work under review

Reviewers must promptly inform the editor of any situation that could compromise the impartiality of the review process.

4.3.1.3 Editors and Editorial Board

Editors and members of the editorial board must refrain from participating in editorial processes where conflicts of interest of an academic, institutional, personal, or financial nature exist. In such cases, the manuscript will be assigned to another editor or to an independent member of the editorial board.

4.3.1.4 Editorial Transparency

The journal may request clarifications or additional declarations when deemed necessary to ensure transparency and integrity in the editorial process. The deliberate omission of relevant conflicts of interest may result in the rejection of the manuscript, the issuance of editorial corrections, or the implementation of additional measures, in accordance with the journal's ethical policies and international standards for scientific publishing.

4.4 Open Access Policy

Scientia et Technica (eISSN 2344-7214, ISSN 0122-1701) operates under the Diamond Open Access model. This publishing philosophy ensures that scientific content is permanently, immediately, and freely accessible to both authors and readers. The journal's policy eliminates all financial barriers in the scientific communication cycle, removing any processing, evaluation, editing, or access fees.

4.4.1 Rationale and international commitment

This model is fully aligned with the Action Plan for Diamond Open Access, promoted by cOAlition S, Science Europe, OPERAS, and the ANR. In accordance with these principles, the journal positions itself within a sustainable academic ecosystem led by the scientific community and grounded in the principles of equity, editorial quality, and bibliodiversity [3].

4.4.2 No charges and absence of APCs (Non-APC)

Scientia et Technica guarantees the complete absence of Article Processing Charges (APC). The journal applies no fees of any kind—neither monetary nor in-kind—for the following stages:

- Manuscript submission (submission charges).
- Peer review.
- Editorial processing and typesetting.
- Publication, download, and perpetual access.

This ensures a genuine democratization of knowledge, in which scientific merit prevails over the financial capacity of researchers or their institutions [3] [4].

4.4.3 Academic governance and sustainability

The journal is managed under a non-commercial, academic-institutional framework. Its mission is to strengthen scientific communication through platforms led by research institutions and non-profit entities, ensuring that control of intellectual production remains in the hands of the academic community rather than commercial publishers [3].

4.4.4 Legal framework and licensing

To ensure maximum dissemination and protection of authors' rights, all articles are distributed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License (CC BY-NC-SA 4.0). This license permits copying, distribution, and adaptation of materials, provided that original authorship is acknowledged, no commercial use is made, and derivative works are licensed under the same terms. This legal framework fully complies with the indexing and evaluation standards of global systems such as the DOAJ [5].

4.4.5 Statement of compliance

Accordingly, Scientia et Technica confirms its status as a Diamond Open Access publication, in full compliance with the international pillars of the model:

- Immediate and unrestricted open access.
- No APC charges for authors and no subscription fees for readers.
- Non-commercial institutional editorial management.
- Use of open licenses that promote open science.

4.5 Anti-Plagiarism Policy

Scientia et Technica will take all feasible measures to prevent fraud and plagiarism, and to ensure an adequate response to the needs of readers and authors, thereby safeguarding the quality of published works and protecting the integrity of submitted manuscripts. To this end, the journal employs specialized academic similarity verification tools, including Crossref Similarity Check powered by Turnitin. This platform is used internationally by scientific publishers and indexed journals to identify textual overlap, content similarity, potential plagiarism, self-plagiarism, redundant publication, and improper use of bibliographic sources. The tool enables comparison of submitted manuscripts against

an extensive database comprising previously published scientific articles, books, theses, web pages, and academic documents.

Manuscripts in which significant textual coincidences are identified, or whose content raises suspicion of fraud, plagiarism, self-plagiarism, data manipulation, fabrication or falsification of data, duplicate publication, or any other conduct contrary to scientific ethics, will not be published. Likewise, articles that have already been published and for which irregularities are subsequently identified may be retracted or removed from the journal. The journal will respond to such cases with the utmost severity and may initiate the corresponding editorial, academic, and legal actions.

By accepting the terms and conditions set forth by Scientia et Technica, authors guarantee that the article and all associated materials are original, unpublished, and do not infringe upon any third-party intellectual property rights. They also declare that all sources of information used have been duly cited and referenced in accordance with the applicable academic and editorial standards.

The journal will follow the recommendations and guidelines established by the Committee on Publication Ethics (COPE) [6], as well as the provisions set forth in Colombian and international legislation on intellectual property and copyright, with the aim of protecting and restoring the moral and economic rights of authors and other rights holders. For further information on the similarity detection tool used by the journal, please refer to the official Crossref Similarity Check powered by Turnitin platform [7].

4.6 Self-Archiving Policy

Published manuscripts are preserved in the journal's OJS system and in the institutional repository of the Universidad Tecnológica de Pereira.

Authors and readers may retain the published version of the manuscript. However, all citations of the article must be made using the official URL of Scientia et Technica, rather than external repositories containing copies of the document. This directive aims to maintain traffic to the original source, which contributes to strengthening the citation indices of the journal and its authors.

4.7 Advertising Policy

Scientia et Technica is a scientific journal funded by the Universidad Tecnológica de Pereira and therefore does not include commercial advertising on its website or in its portable article files. Any announcements or calls for participation will be exclusively academic or scientific in nature.

4.8 Gender Equality Policy

The journal is committed to promoting equality in all its editorial activities, recognizing the importance of equitable representation in science and knowledge. Clear guidelines are established to ensure that all practices reflect the journal's commitment to diversity, equity, and inclusion, eliminating all forms of bias or discrimination. This policy applies to all individuals involved in the journal's activities, including members of the editorial committee, scientific committee, reviewers, authors, and collaborators.

The journal has developed these guidelines to ensure that manuscripts employ inclusive and respectful language, aligned with the principles of diversity and equality.

Objectives

- Promote equitable representation of all individuals and/or gender identities involved in the journal's work.
- Ensure evaluation and publication processes free from all forms of bias or stereotyping.
- Formally acknowledge the scientific contributions of all individuals who request such recognition.
- Promote non-discriminatory language in all published content.

Use of Inclusive Language

- **Avoid gendered terminology:** Draft text using expressions that include all genders. Example: use “research staff” instead of “the researchers (masculine default).”
- **Neutral or inclusive alternatives:** Where possible, employ neutral or dual forms (e.g., “authors of all genders” or “all participants”).
- **Adjusted examples and descriptions:** Ensure that no gender stereotypes are perpetuated in texts or examples.
- **Gender-sensitive context:** In articles addressing gender, diversity, or inclusion, an adequate discussion of potential social, ethical, and cultural impacts must be incorporated.
- **Intersectional research:** Consider approaches that analyze how gender interacts with other factors such as race, ethnicity, age, or disability in the field of study.

The journal, in accordance with its Gender Equality Policy, promotes the adoption of practices that foster equity and inclusion in submitted manuscripts. In this regard, the diversity of forms of expression and identity is fully recognized and respected, and respectful treatment by all members of the editorial team is guaranteed.

Nevertheless, given the scientific and academic nature of the journal, the use of expressions such as “-@”, “-x”, or “-e” is restricted to informal contexts, as these forms do not conform to the linguistic standards of the scientific domain.

Authors are likewise encouraged to appropriately employ the feminine and masculine forms of the language when necessary, in accordance with the normative use of their respective languages. Language is a fundamental tool that can either contribute to the promotion of equality and inclusion, or perpetuate biases and inequalities.

4.9 Editorial Timeline Policy

The journal conducts its editorial process guided by principles of scientific quality, transparency, editorial ethics, and international best practices in academic publishing (COPE).

The timelines set forth herein are indicative in nature and may vary depending on the number of manuscripts received, the availability of peer reviewers, the thematic complexity of the submitted works, and the authors’ timely compliance with editorial requirements.

Table 4.1 presents a consolidated overview of the editorial process stages, the responsible parties, and the indicative deadlines established.

| Editorial stage | Estimated duration | Responsible party | Maximum deadline for authors | Remarks |
|------------------------------|--|--------------------------|-------------------------------------|---|
| Manuscript receipt | Immediate upon complete OJS registration | Authors / OJS | — | Includes mandatory forms |
| Preliminary editorial review | 1–2 weeks | Editor / Board | — | Relevance, standards, ethics, ORCID |
| Reviewer assignment | Up to 4 business days per reviewer | Editor | — | Double-blind review |
| Peer review | 15 calendar days per reviewer (total: 4–8 weeks) | External reviewers | — | May include multiple rounds |
| Editorial decision | Variable, depending on rounds | Editor / Board | — | 5 possible outcomes |
| Minor revisions | Variable | Authors | 15 calendar days | With response letter to reviewers |
| Major revisions | Variable | Authors | 30 calendar days | With detailed response letter |
| Non-compliance / archival | After 60 days without response | Editor | 60 calendar days | Definitive withdrawal without additional notice |
| Editorial production | Concurrent with final acceptance | Editorial team | — | Style, DOI, XML, galley proofs |
| Electronic publication | 2–6 weeks after final acceptance | Journal / OJS | — | Continuous publication within the volume |

Table 4.1: Editorial process stages, responsible parties, and deadlines

Upon completion of the peer-review process, the Editor and the Editorial Board will issue a decision, which may correspond to one of the following outcomes (see Table 4.2):

| Decision | Authors' action | Deadline |
|--------------------------------|--|----------------------------|
| Accepted without modifications | None. Proceeds directly to production | — |
| Accepted with minor revisions | Formal adjustments + response letter | 15 calendar days |
| Accepted with major revisions | Substantial revision + detailed response letter | 30 calendar days |
| Subject to re-evaluation | Substantive revisions + new round of peer review | As indicated by the Editor |
| Rejected | Manuscript exits the editorial process | — |

Table 4.2: Editorial decisions, authors' actions, and deadlines

4.9.1 Revision process

- **Minor revisions (15 calendar days):** Authors must submit the revised version along with a response letter to the reviewers, detailing each modification made.
- **Major revisions (30 calendar days):** These involve a substantial revision of the manuscript. Authors must submit the new version along with a detailed response letter. The revised manuscript may be subject to a new round of peer review.

4.9.2 Non-compliance with deadlines

Should authors fail to address the reviewers' comments within the deadlines established by the editor, the manuscript may be archived or its publication deferred. If 60 calendar days elapse without a response being received, the manuscript will be definitively withdrawn from the editorial process.

4.10 Authorship Contribution Policy

Scientia et Technica establishes that all individuals listed as authors of a manuscript must have made significant academic, scientific, or technical contributions to both the development of the research and the preparation of the article, in accordance with the principles of scientific integrity and best editorial practices [6] [8].

At the time of manuscript submission, authors must explicitly declare the individual contributions made to the development of the work. These may include, as applicable, activities related to conceptualization, methodological design, experimental development, programming, validation, formal analysis, data acquisition and curation, investigation, drafting of the original manuscript, review and

editing, supervision, project administration, and funding acquisition, among others.

The journal recommends that authorship contribution statements follow international standards for editorial transparency, such as the CRediT (Contributor Roles Taxonomy) taxonomy [9]. All authors must approve the final version of the manuscript and accept academic, scientific, and ethical responsibility for the published content.

In the absence of an explicit contribution statement, the journal will assume that all authors meet the scientific authorship criteria, participated significantly in the preparation of the work, and share full responsibility for the content of the manuscript [6] [8].

The inclusion of individuals without a significant contribution, as well as the exclusion of persons who have substantially participated in the research or the preparation of the manuscript, will be considered an editorial malpractice and may result in editorial sanctions in accordance with the journal's ethical policies [6].

4.11 Retraction Policy

The journal adopts and strictly applies the international guidelines of the Committee on Publication Ethics (COPE) as the governing framework for the ethical management of corrections and retractions [6]. These guidelines ensure the preservation of the integrity, transparency, and reliability of the scholarly record, in accordance with internationally recognized best practices [10] [11] [12].

A retraction is a formal mechanism for correcting the scientific literature whereby the academic community is notified that a published article contains results, data, conclusions, or procedures that cannot be considered reliable [6] [13]. Its purpose is to protect the integrity of scientific knowledge, to promptly alert readers, researchers, and institutions, and to preserve the reputation of authors who have acted in good faith.

The journal may issue retractions in situations that include, among others:

- Fabrication, falsification, or manipulation of data, images, or results.
- Total or partial plagiarism, or redundant publication without authors' declaration.
- Serious methodological errors that invalidate the results or conclusions.
- Violation of ethical principles in research involving human subjects or animals.
- Improper manipulation of the peer-review process.
- Undisclosed conflicts of interest that compromise the validity of the study.

In accordance with COPE recommendations [6], retractions:

- Will be public, transparent, and clearly identifiable in the editorial record.
- Will remain linked to the original article via its DOI, ensuring full traceability.
- Will explicitly state the reasons for the editorial decision.
- Will respect due process and the right of the authors involved to respond.
- Will be communicated to the databases, indexes, and repositories in which the article is indexed.

The journal distinguishes between minor corrections (errata), expressions of concern, and formal retractions, applying each measure proportionally to the severity and impact of the evaluated case [6] [13]. Retracted articles will not be removed from the editorial archive, except in specific circumstances of a duly documented legal or ethical nature; they will remain accessible with a clear retraction notice, in accordance with international best practices [10] [11] [12].

All investigations into possible irregularities will be conducted with strict confidentiality until a final editorial decision is reached. The editorial team will act impartially, free from institutional, commercial, or personal pressures, and will document the process systematically to ensure transparency in any subsequent review.

4.12 Policy on the Use of Artificial Intelligence in the Writing of Scientific Articles

4.12.1 Declaration of use and transparency

Authors are required, where applicable, to explicitly declare the use of generative artificial intelligence (GAI) tools in the drafting of their articles, treating these as supplementary tools in the data analysis or processing workflow. Such a declaration must be included in the Methods section of the manuscript, specifying, among other details, which tools were used, as well as the purpose and manner in which the artificial intelligence tools were employed. This measure aims to ensure transparency in content creation, enabling reviewers and readers to fully understand how GAI tools influenced the development of the work.

4.12.2 Authorship and legal responsibility

Authors are responsible for ensuring the accuracy, originality, and ethical compliance of the data and analyses presented in the article. Any copyright infringement—such as plagiarism resulting from inadequate citations or AI-generated hallucinations—is the sole responsibility of the authors, and under no circumstances of the publisher or the tools employed. Accordingly, GAI tools may not be listed as

authors of the manuscript under any circumstances.

4.12.3 Confidentiality risks

Authors and reviewers must be aware of the potential risks associated with the use of AI tools, including the possibility of confidential data leakage. All parties involved are expected to take the necessary precautions to protect the confidentiality of sensitive data used in the research, ensuring that the use of AI does not compromise information security.

4.12.4 Bias review

Authors are required to review and report any potential biases introduced by the use of AI in the creation of content. They must also describe the measures taken to identify and mitigate such biases, ensuring that the final work reflects a fair and balanced interpretation of the data.

4.12.5 Ethics in the use of AI

The use of GAI tools in the writing of articles must align with the ethical standards of scientific research. Authors must therefore avoid practices such as plagiarism or the generation of misleading content, and must ensure that the AI tools used do not distort the results or their interpretation. In all cases, authors are required to validate the results obtained through GAI tools to verify their accuracy and conformity with scientific standards.

This policy aims to promote the responsible and ethical use of artificial intelligence in the writing of scientific articles, ensuring that GAI tools contribute effectively to the advancement of knowledge and scholarly productivity without compromising the integrity of the research.

4.13 Policy for the Standardization of Citation and Academic Identification

The journal *Scientia et Technica* adopts international standards for academic identification, editorial normalization, and scientific interoperability, with the aim of strengthening authorship traceability, international visibility, bibliographic retrieval, and the correct indexing of published scientific content.

Accordingly, the use of persistent identifiers and structured metadata is promoted, in accordance with editorial practices implemented by international organizations and platforms for scientific publishing, indexing, and academic interoperability.

4.13.1 Author and Affiliation Identifiers

In order to strengthen academic identification and the standardization of metadata associated with scientific production, Table 4.3 presents the main identifiers used in the academic field, along with their description, editorial and scientific utility, and their respective official addresses.

| Identifier | Description | Editorial and scientific utility | Official address |
|--------------------------------------|---|---|---|
| ORCID | Persistent digital identifier for authors and researchers. | Enables the distinction of authors with similar names, integration of publications across scientific platforms, improved indexing, and proper attribution of authorship. All authors must have a visible and updated ORCID profile. | https://orcid.org |
| MINCIENCIAS – CvLAC | Official academic curriculum vitae in Colombia used to register education, scientific production, projects, and research lines. | Authors must keep their CvLAC profile visible and updated to support academic validation processes, evaluation of research trajectory, and analysis of institutional affiliations. | https://scienti.minciencias.gov.co |
| Google Scholar | Platform for visibility and retrieval of scientific production and academic citations. | Facilitates access to publications, citations, h-index, and other bibliometric indicators associated with the author's scientific trajectory. It is recommended to keep the profile visible and updated. | https://scholar.google.com |
| ROR (Research Organization Registry) | International identifier for universities, research centers, and institutions. | Supports the standardization of institutional affiliations and the interoperability of scientific metadata across indexing platforms. It must be provided by authors to uniquely identify institutions. | https://ror.org |

Table 4.3: Academic identifiers and their utility in the editorial process

The information provided may be used by the journal to support processes such as:

- Academic validation
- Metadata standardization
- Scientific interoperability
- Bibliometric analysis
- Review of institutional affiliations
- Evaluation of scientific visibility and detection of possible levels of academic endogamy

Authors are responsible for ensuring the authenticity, consistency, and updating of the academic information provided during the editorial process.

4.13.2 Standardization of Academic Identification

Authors are encouraged to maintain a unique, stable, and consistent form of academic identification across their manuscripts and profiles in platforms such as ORCID, CvLAC, Google Scholar, and other scientific systems, in order to support proper authorship attribution, bibliographic retrieval, and interoperability in scientific communication.

4.13.2.1 Guidelines for the Standardization of Author Names

In order to ensure consistency in the academic identification of authors and avoid ambiguities in the attribution of scientific production, the following recommendations are established for the standardization of names and academic signatures in publications.

- Maintain the same academic signature format across all scientific publications
- Avoid frequent changes in names, initials, or surname structure
- Register historical name variants used in previous publications in ORCID
- For authors with two surnames, it is recommended to consistently retain both
- When necessary to avoid international ambiguity, hyphenation between surnames may be used
- Ensure consistency between ORCID, CvLAC, Google Scholar, and the submitted manuscript

4.13.2.2 Impact of Inconsistency in Academic Identification

The lack of uniformity in academic identification may lead to multiple issues related to the visibility, retrieval, and integration of scientific production. The following are the main impacts associated with inconsistencies in the use of names and academic affiliations.

- Bibliographic retrieval
- Scientific citation
- Bibliometric indicators
- Interoperability across platforms
- Authorship attribution and academic indexing

4.13.3 Article Citation

The journal incorporates citation and bibliographic export tools within its OJS platform, allowing readers to automatically generate references for published articles in various standardized formats. These features facilitate the retrieval, management, and interoperability of scientific information with academic platforms and bibliographic managers.

Among the commonly supported formats are:

- APA
- IEEE
- MLA
- Chicago
- BibTeX
- RIS
- EndNote
- RefWorks

BibTeX and RIS formats are widely used for exporting references to bibliographic managers and scientific writing environments such as LaTeX, Zotero, Mendeley, and EndNote.

BibTeX is a widely used standard in LaTeX-based scientific documents, while RIS is an interoperable format that enables the exchange of bibliographic references across academic platforms and document management systems.

The journal may implement additional mechanisms for automatic citation and export compatible with bibliographic management tools and international scientific indexing systems, in order to strengthen interoperability, academic retrieval, and citation traceability.

4.13.4 Publication Frequency

The journal **Scientia et Technica** is a quarterly scientific publication edited by the Technological University of Pereira, aimed at disseminating original, unpublished, and recent research results in the fields of science and technology.

In this context, research, review, and technological development articles from the national and international scientific community are published, promoting knowledge dissemination in engineering, applied sciences, and emerging technologies.

Accepted manuscripts are published under a continuous publication model and progressively incorporated into each issue during the quarterly editorial cycle, contributing to improved visibility, retrieval, and timely availability of research results.

4.13.5 Metadata Policy

The editorial process is governed by international standards for the management and structuring of scientific metadata, aimed at strengthening academic interoperability, bibliographic retrieval, indexing, and the international visibility of published content. Accordingly, authors must provide consistent, verifiable, and updated editorial and academic information associated with the manuscript and its authors, in accordance with the policy for citation and academic identification standardization.

Likewise, minor editorial adjustments may be made to titles, abstracts, keywords, affiliations, and references to improve editorial consistency and compatibility with indexing and scientific retrieval platforms.

Chapter 5

Process for Identifying and Handling Reports of Research Misconduct

Readers, authors, and reviewers may raise complaints and/or alerts when they suspect or have evidence of non-compliance with the ethical guidelines at any stage of the editorial process. This includes, but is not limited to:

- Suspected plagiarism.
- Suspected self-plagiarism or recycling of previously published works.
- Authorship and contribution disputes.
- Manipulation of the review process.
- Conflicts of interest.

The editorial team will be responsible for receiving complaints from readers, authors, and/or reviewers, following the procedure below in accordance with COPE guidelines:

- The complainant must submit their claim in writing via email to scientia@utp.edu.co, accompanied by the corresponding evidence.
- The editorial team will acknowledge receipt of the complaint within no more than five (5) business days and will assess its content as well as the evidence provided.
- If conduct in breach of the journal's ethical policy is identified on the part of the author, the editorial team will notify the author in writing and request the corresponding explanations, granting a period not exceeding fifteen (15) business days for a response.

Upon receipt of the author's response, the editorial team will decide as follows:

-
- In the event that plagiarism or self-plagiarism is suspected but determined to have resulted from human error rather than deliberate misconduct, the author will be requested to revise the document to correct the identified errors. Once corrections are made, an erratum will be published explaining what occurred. The publication of the erratum does not preclude the possibility of claims from third parties who consider themselves affected, and the journal will act with transparency and take the necessary measures to resolve any disputes that may arise. This procedure aims to maintain the integrity and quality of the journal's publications, ensuring that all errors are corrected in an appropriate and timely manner.
 - In the event that the author provides a satisfactory explanation, the party who submitted the complaint will be informed of the author's arguments and thanked for their interest in the transparency of the publication.
 - In the event that deliberate and bad-faith conduct in breach of the journal's ethical policy is established on the part of the author: the article in question will be removed and a public notice will be issued in the journal's "Announcements" section explaining the situation; the case will also be referred to the relevant higher authorities.

The editorial team will also be responsible for issuing a final decision taking into account all parties involved. Should the matter under investigation involve any member of the editorial or scientific committee, that individual will be recused from the process until its conclusion.

Chapter 6

Publication Regulations for Authors

Manuscripts must be accompanied by the following forms: submission cover letter, author information form, rights transfer agreement, and personal data storage authorization form. These documents may be downloaded from the journal's website at <http://revistas.utp.edu.co/index.php/revistaciencia> or by clicking on the "Forms" tab in the side menu. All forms must be attached at the time of manuscript submission in electronic format (Word or PDF). The data provided therein will be incorporated into the Bibliographic Database Publindex of Colciencias.

Manuscripts must be submitted using the IEEE (Word) 2017 format adapted by the Editorial Board, which may be downloaded from the journal's website at <http://revistas.utp.edu.co/revistaciencia> or by clicking on the "Forms" tab in the side menu. Failure to use this updated format will disqualify the article and render it ineligible for consideration in the corresponding submission call.

The Editor and/or the Editorial Board will assess each manuscript and make the final decision on the suitability of publication. A positive peer evaluation does not guarantee publication, as the editorial process includes additional relevant steps.

Authors must pay particular attention to the management of references in their articles. Reviewers conduct a rigorous assessment of the references, taking into account their relevance, currency, and consistency with the subject matter. Each reference must be appropriately cited within the text, according to its typology and in conformity with the standards established by the journal.

Chapter 7

Quality Standards

Manuscripts submitted to the journal must meet high quality standards. They must comply with the formatting requirements of IEEE 2017 and must be free of writing errors and spelling mistakes. Articles that do not satisfy these minimum requirements will not be considered and will therefore be withdrawn from the process. If authors fail to make the required corrections within the specified timeframe, they may be required to restart the editorial process from the beginning. The corresponding author will be notified a maximum of three times via email; if these notifications go unheeded, the authors will be informed that the manuscript has been archived without publication.

Authors must declare the originality and authorship of their work at the time of submission to the journal's editorial committee. Scientia et Technica will take all feasible measures to prevent fraud and plagiarism, and to ensure an adequate response to the needs of readers and authors, thereby safeguarding the quality of all publications and protecting the integrity of the submitted manuscripts.

Chapter 8

Priority in Evaluation and Publication

The journal reserves the right to set a maximum number of articles published per issue. Priority will be given to articles submitted in connection with scientific events for which a formal agreement has been established, as well as to manuscripts submitted entirely in English under the same conditions—provided that all stages of the editorial review process, including the selection of peer reviewers by the journal, have been duly completed. For each issue, the proportion of authors affiliated with the Universidad Tecnológica de Pereira will be monitored; as stated above, this proportion may not exceed 10% of the total authors published per year. Accordingly, individuals holding joint affiliations with other institutions and with the Universidad Tecnológica de Pereira will be classified as internal authors.

Likewise, for internal authors, a maximum of one article per author per issue and no more than two per volume (per year) will be published. It should be noted that shared authorship affects the permitted publication frequency for manuscripts from the Universidad Tecnológica de Pereira. Any attempt to circumvent these restrictions, if detected, will result in the author and all co-authors being excluded from the journal's editorial process for a period of one year.

Scientia et Technica assumes no responsibility for the physical return of manuscripts that are not approved for publication.

Chapter 9

Copyright

The authors of an article accepted for publication shall transfer all economic rights to the Universidad Tecnológica de Pereira on a royalty-free basis, subject to the following conditions: Upon approval of the submitted work for publication, authors must grant the journal an unlimited, perpetual authorization to reproduce, edit, distribute, display, and communicate the work in any location, whether through print or electronic media, databases, repositories, optical discs, the Internet, or any other medium as required.

The assignors, through the **TRANSFER OF ECONOMIC RIGHTS** agreement, declare that all materials forming part of the article are entirely free of third-party intellectual property rights and, accordingly, assume full responsibility for any litigation or claim related to intellectual property rights, thereby holding the Universidad Tecnológica de Pereira (the publishing institution) and its journal Scientia et Technica harmless from any liability. Furthermore, the authors agree that the submitted work will be distributed under free and open access, with copyright protected under the Creative Commons Attribution/Recognition-NonCommercial-ShareAlike 4.0 International License — **CC BY-NC-SA 4.0**. Scientia et Technica is obligated to respect the moral rights of authors (as established in Article 30 of Law 23 of 1982 of the Colombian Government), which recognize the authors' paternity of the work, the right to integrity, and the right of disclosure. **These rights are non-transferable and non-waivable.**

Chapter 10

Corrections and Retractions

The Editorial Board is committed to publishing editor corrections, author corrections, retractions, and addenda whenever necessary.

- **Editor correction:** A notification of a significant error made by the journal that affects the article, the reputation of the authors, or the reputation of the journal itself.
- **Author correction:** A notification of a significant error made by the author(s) that affects the article, the reputation of the authors, or the reputation of the journal itself.
- **Retraction:** A notification of invalid results. In cases where all co-authors do not concur, the internal editors may seek guidance from independent referees.
- **Addendum:** A notification of missing or supplementary information that contributes significantly to a better understanding of the article.

Authors may not withdraw their manuscripts once they have been published in the journal.

Chapter 11

Recommendations

In order to ensure transparency, equity, and the proper attribution of authorship in research works, the following recommendations are established:

- Before initiating the research, it is recommended to document the role and the criteria by which the authorship of each researcher will be recognized.
- The participation of any individual in the research or publication must not be misrepresented; if a contribution is deemed “substantial,” authorship is justified, whether as an author or a contributor.
- Authorship must not be assigned without the explicit consent of the individual concerned.
- All individuals listed as authors must meet the authorship criteria, and all those who meet them must appear as authors or contributors.
- Some research groups list authors in alphabetical order, sometimes with a note clarifying that all authors made equal contributions to the study and publication.

All individuals associated with the publication acknowledge and subscribe to the ethical principles of academic research and the dissemination of its results. The journal is committed in all its scope to actively preventing malpractice that may arise from works wholly or partially involving falsification, manipulation, or fabrication of results; improper appropriation or insufficient acknowledgment of the intellectual contributions of others; and duplicate publication.

Scientia et Technica reaffirms its commitment to respecting the integrity of published works. Accordingly, manuscripts identified as plagiarized or containing fraudulent content will not be published. The journal reserves the right to retract published articles that are subsequently shown to contain good-faith errors or to involve fraud or scientific misconduct. This decision will be guided by the “Retraction Guidelines: <https://publicationethics.org/retraction-guidelines>” (COPE, 2019). If the error is minor, it may be rectified through an editorial correction note or an erratum. Authors also have the option of requesting retraction when they discover that their work contains serious errors. In all cases, the electronic version will be preserved and the relevant warnings will be clearly and unambiguously indicated.

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