



Code of Ethics

The academic journal, *Anuário Antropológico*, and its publisher, the Graduate Studies Program in Social Anthropology at the University of Brasília, Brazil (PPGAS/UnB), follow this ethical guidance for editors, authors and reviewers.

Editorial Team duties

Fair play and editorial independence

The Editorial Team evaluates the material submitted only on the basis of academic merit and their relevance in relation to the focus and scope of the journal, regardless of race, gender, sexual orientation, ethnicity, age, citizenship, religious belief, political ideology or affiliation of authors. The final decision to publish an article is based on the *ad hoc* opinions, and is taken by the Editorial team, without external influence, but with authority over the content and the journal's editorial process.

Confidentiality

The Editorial Team not to disclose any information on the received material.

Transparency and conflicts of interest

The Editorial Team will not use the material for any other purpose without the written consent of the author. The privileged information obtained by the Editorial Team as a result of editorial process will be kept confidential and will not be used for personal gain. A member of the Editorial Team will restrain from the process in which conflicts of interest may exist as a result of competitive and collaborative relationships and/or connections with any of the authors, companies or institutions linked to the material. Instead, another member of the Team will manage that material.

Decision to publish

The Editorial Team ensures that all materials go through an anti-plagiarism software, advance to the triage step and, if approved, follow on to the anonymous evaluation by at least two peer experts. The Editorial Board is responsible for deciding which material will be published depending on the it's anthropological competence, importance to the public, feedback from the peer reviewing and legal requirements on defamation, copyright infringement and plagiarism. The Editorial Team can consult other editors or reviewers to come to a decision.

The Editorial Team will decide when ethical concerns arise regarding a text sent or published. After examining the publication and prove that the ethical concern is well founded, a correction, an expression of concern or any other relevant note will be published in the number.



Reviewers duties

Contribution to editorial decisions

Anonymously based reviews help the Editorial Team to take editorial decisions and can help authors to improve their materials. Peer review is an essential component of formal academic communication and is at the heart of the scientific effort. Therefore, the *Anuário Antropológico* shares the view that any authors who wishes to publish in a scientific journal should commit to collaborate with future evaluation processes of the journal.

Readiness

Any reviewer who feels uncomfortable to evaluate a material or that is unavailable to send in the review in time should immediately notify the Editorial Team and refuse the invitation so another reviewer can be contacted and the editorial processing time is not unnecessarily lengthened.

Confidentiality

Every material is confidential and must be treated as such. They should not be shown or discussed with others, only in exceptional circumstances to be defined by Editorial Team. This also applies to reviewers that have refused the invitation of evaluation.

Strictness standards

The reviews should be strictly conducted, and all comments should be clear and count on supporting arguments so authors can use them to enhance their materials.

Recognition of sources

The reviewers should identify relevant published work that was not cited in the material under evaluation. Reviewers must notify any substantial similarity or overlap between the material in question and any other (published or not) material of which they have personal knowledge.

Disclosure and conflicts of interest

Any reviewer with conflicts of interest as a result of relationships or collaborative connections with the authors, companies or institutions related to the material should immediately notify the Editorial Team and refuse the invitation, so the Editorial Team can contact a next reviewer.

Data within the material should not be used by the reviewer without a written consent from the author. Privileged information or ideas obtained through peer reviewing must be kept confidential and not used for personal benefit of the Editorial Team nor the reviewers. This also applies even in case of refusal of the invitation of evaluation.

Author duties

Material standards



The author should present an accurate description of the work performed and the results, followed by an objective discussion of the importance of the work. Fraudulent or deliberately inaccurate statements constitute unethical behavior and are unacceptable.

Originality and plagiarism

Whenever appropriate, authors should ensure that they have submitted original material, if part of the work of other authors has been used, it should be accurately cited. Previous publications that influenced this material should also be cited. Plagiarism takes many forms, passing as another author, copying or paraphrasing substantial parts of another text (without proper attribution of authorship), claiming results of investigations by other authors. Plagiarism, in all its forms, constitutes unethical editorial behavior and is unacceptable.

Material describing essentially the same and previous research and publications, without any verifiable novelty, should not be published in more than one journal or primary publication. Therefore, the author should not submit material that has already been published previously. Originality is highly valued. The simultaneous submission of the material to more than one journal is unethical and unacceptable publication behavior.

Exceptionally, the publication of the same or similar material in more than one journal is justified, if certain conditions are met. The author and the Editorial Team must discuss and decide very clearly on the matter and the main reference must be cited in the secondary publication.

Authorship of the text

Only the ones who meet these criteria should appear as author of the material as s/he should be able to take public responsibility for its content: (i) significantly contribution to the conception, design, execution, data construction and analysis and interpretation; (ii) wrote the material; (iii) read and approved the final version of the material and agreed with its submission for publication.

Everyone else who have made substantial contributions to the work should reported somehow in the material (such as technical assistance, assistance in writing and editing, general support), but which do not meet the criteria for authorship should not appear as the author, but can be recognized in the Acknowledgement section. The author must ensure that all co-authors and no co-authors that did not participate to figure as authors and should ascertain that all co-authors have approved the final version of the material and accepted its submission for publication.

Disclosure and conflicts of interest

The author must, as soon as possible (usually informed at the time of submission of the material or including a statement to the material), disclose any conflicts of interest that might be construed to influence the results or interpretation of the material. Examples of potential conflicts of interest include financial support, such as fees, scholarships or other funds;



participation in events; association, employment, consultancies, stock ownership or other interests of capital and testimonials from paid experts or patents; as well as non-financial liaisons, such as personal or professional relationships, affiliations. All sources of financial support for the work must be disclosed (including the grant number, if applicable).

Source recognition

The author must recognize appropriately the work of previous authors and should also cite publications that have influenced the work presented. Information obtained in person (conversation, correspondence) should not be used without reference to the source. The author should not use the information obtained during the provision of confidential services, such as editorial or grant reviewing, unless they have obtained explicit written permission from the author of the work involved in these services.

Human or animal hazards and matters

If the material involves procedures or equipment with unusual risks, the author should clearly identify this. If the work involves the use of animals or human subjects, the author should ensure that all procedures were performed in accordance with the relevant laws and institutional ethical guidelines. The material must contain a statement in this regard.

Peer review

The author should be available to cooperate by responding to requests from the Editorial Team on the review process, responding point by point and in a timely manner to the comments/suggestions/corrections that come in from the reviewers, returning the material within the established deadline. In addition, the author must respond to the language and layout revisions, copyright authorizations etc.

Errors in published material

When the author finds significant errors or inaccuracies in the published material, s/he must immediately notify the Editorial Team and cooperate to operate the corrections where necessary. If the Editorial Team notices that the published material contains an error or significant inaccuracy, the author should correct and help the Editorial Team to solve the problem.

Publisher duties

Management of unethical behavior of the publication

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publishing institution, in close collaboration with the Editorial Team, will take all appropriate measures to clarify the situation. This includes the immediate publication of an *errata*, clarification or, in more serious cases, the retraction of the published material. The publishing



institution, together with the Editorial Team, will take reasonable steps to identify and prevent the publication of material with research misconduct and, in no case, will encourage nor allow such misconduct to occur.

Access to content

The *Anuário Antropológico* offers immediate and free access to its content, following the principle that free availability of scientific knowledge provides greater democratization of knowledge.

Download and sharing of published material is allowed, as long as the authorship is recognized, and no part of the work is altered or used for commercial purposes. The author can republish the material elsewhere, as long as the Editorial team is informed, and only from the moment the material is available on the journal's website.

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