Ethical charter - Information and recommendations

Scientifical quality of the journal

The editorial board is responsible for all content published in the journal and is constantly seeking to improve the journal's scientific quality. It strives to regularly renew its assessment committee and scientific committee, as well working on its own renewal, in the interest of professional rigor. It ensures that the affiliations belonging to members of the editorial board, the international reading committee and the scientific committee are mentioned on the journal's website.

Freedom of expression and scientific debate

The editorial board selects articles with impartiality in mind. It pays particular attention to articles that contribute to scientific debate. Any article offering a relevant critique of an article published in the journal may be proposed for publication. Furthermore, any author may propose a response to a critique made in the journal against their own article.

Relationships with readers

Any sources of funding for the research presented in the journal are mentioned where applicable. The editorial board also endeavors to respond to complaints filed by readers against the journal.

Relationships with authors

Articles are selected solely on their intellectual or scientific content, without distinction of race, gender, sexual orientation, religious beliefs, nationality, university affiliation or political philosophy of the authors. The editorial board takes into account, in its decision-making, legal requirements regarding defamation, copyright infringement or plagarism. The procedure for submitting an article for the journal is explained in the document available on the journal website and it is updated regularly. Any financial costs incurred for publishing an article must be explicitly mentioned in this document.

Relationships with reviewers

A reviewer's role is specificied in a document published on the journal website and is updated regularly. The editorial board guarantees the reviewer's anonymity.

Political or commercial interests

Articles are selected for their academic appeal to readers and not for any commercial or political gain that they may bring. The editorial board also ensures the journal's independence from its publisher and its owner(s).

If the journal publishes advertisements, these will be clearly distinguished from the journal's scientific content.

Unethical publishing behavior

The editorial board seeks to identify and prevent any unethical publishing behavior. It will conduct an investigation in the event of a complaint filed against the journal, in accordance with the procedure described below. The author is responsible for the alleged violation. The editorial board is always willing to publish corrections, apologies, and explanations, if required.

Procedure in the case of unethical publishing behavior

A complaint which alleges unethical publication practices may be filed at any time by anyone with the journal's editorial board. The person filing the complaint must provide the necessary elements to justify their said complaint. All complaints are taken seriously by the editorial board and processed until a conclusion is reached. Every complaint will be processed, regardless of the article in question's publication date. Documents relating to the processing of this complaint will be kept by the editorial board. The following measures may be implemented in the event of a complaint to the journals:

- Interview with the author, in case of a misunderstanding of the ethical charter and the journal publication rules
- A letter sent to the author detailing the offense and a warning sent
- A letter sent to the author's employing organization
- Publication of an editorial informing the readership
- Withdrawal of the article from the journal, as well as from indexing databases, and information for the readership
- Embargo on any new article by this author for a specified period
- Referral to an external organization or body with the authority to handle the complaint

Ethical rules applicable to reviewers of academic journals

A reviewer's role

Reviewers are selected for intellectual and scientific expertise. They are responsible for reviewing content alone, without distinction of race, gender, sexual orientation, religious convictions, nationality, university affiliation or political philosophy. The opinions given by the reviewers must be objective. Reviewers are expected to report any articles that are similar to the article being submitted to the journal. Reviewers must report any significant publications related to the article that have no yet been cited.

Conflict of interests

Editorial board members and reviewers must recuse themselves in the event of a conflict of interest with any author or with the content of the manuscript to be reviewed. In addition, any reviewer who knows that they are not qualified to review a manuscript or knows that they cannot do so within a reasonable timeframe must motify the editorial board and recuse themselves.

Confidentiality

Manuscripts received for review are treated as confidential documents. No information regarding a manuscript submitted to the journal is disclosed to anyone other

than the author(s), potential reviewers and, possibly, the publisher. Reviewers agree not to retain or copy any manuscript received for review.

Use of data

The data presented in submitted articles must not be used prior to their potential publication, in the research studies of editorial board members or those of a reviewer, without the written and explicit consent of the author.

Review process

Any article submitted to the journal *Cognitive Engineering* is externally and anonymously reviewed by at least two researchers, selected on the basis of their expertise.

Articles submitted for publication must meet current academic standards and are evaluated on the basis of orginality and quality. They can be written in French or English, and cover fields such as economics, engineering and innovation management, entrepreneurship, the theory of change and research methods. Qualitative and quantitative methodological approaches are welcomed, including econometric studies, case studies, experimental studies, numerical simulation, and historical monographs. This is provided that the subject of the article justifies it and the journal's editorial line is respected. Published articles can be mono- or multidisciplinary.

The author should provide the following (to be ensured by editorial board members):

a) A cover page containing the authors' identities, their affiliated institutions and their email addresses (this cover page is for production purposes; reviewers do not have access to it).

b) An anonymous file (Word format, no more than 10,000 words) including the title of the article in French and English, abstracts in French and English, keywords in French and English, JEL codes, and the article with tables and figures.

Articles submitted to the journal are sent to two anonymous external reviewers. In the light of these reports, the editorial board can accept or refuse the article or ask the author(s) to make adjustments and modifications.

When submitting a new version of the article, authors are asked to submit a version with the corrections marked and a clean version also. In addition, a response letter to reviewer comments should be sent explaining the changes.

All articles submitted to the journal are reviewed according to the following method:

- Double-blind review for articles selected for review: the author does not know the identity of the reviewers, and the reviewers do not know the identity of the author. There are at least two (or three in case of disagreement between the two initial reviewers) reviewers for each article.

In the event of doubt or disagreement between reviewers, additional opinions may be requested by the editorial board. Articles that go against the journal's editorial line may also be rejected by the editorial board without a review report. Based on the reviewers'

reports, the editorial board will make one of the following three decisions within a reasonable timeframe after receiving the manuscript:

- acceptance of the text, as submitted to the journal;
- refusal;
- acceptance subject to modifications.

In the latter case, the editorial board will make a final decision, positive or negative, depending on whether the author has taken into account the suggestions and comments made by the reviewers. Any text accepted, from the first submission, or after modification by the author, is subject to editorial work being carried out in consultation with the author. In any case, the editorial board takes into account, in its decision, the legal requirements regarding defamation, copyright infringement or plagiarism.

Editors-in-Chief may reject articles before the peer review process (desk reject).

A desk reject is issued for three main reasons:

a) The article does not conform to the journal's editorial policy. The editors-in-chief and the lead editor responsible for reviewing the article will issue a negative opinion if the submitted article does not adhere to editorial policy and author guidelines (including language proficiency), both of which are posted about on the journal's website.

b) In case of plagiarism. With the assistance of the journal's editorial staff, editors verify the article's originality. In case of fraudulence or self-plagiarism, the article will be rejected.

c) If the article's structure and content do not meet academic standards, editors can decide to reject it (poor content, inadequate structure).

Ethical rules applicable to academic authors

Originality and plagiarism

Authors must guarantee the originality of their article and not publish any text that would be similar, in any form whatsoever, to copying as defined by the French Intellectual Property Code. Fraudulent or knowingly inaccurate statements constitute behavior contrary to the ethics of scientific publication; they are therefore unacceptable.

Policy relating to the use of artificial intelligence

This policy aims to regulate the use of generative artificial intelligence (gAI) and assistant AI technologies in manuscripts submitted to *Cognitive Engineering*. It exclusively concerns the writing process and not the use of AI for research data analysis.

AI and AI assistants may only be used to improve the language and legibility of the manuscript. They must in no way replace an author's fundamental scientific contributions (interpretation, conclusions, recommendations). Their use must remain under human control, and authors remain fully responsible for the final content.

Multiple, redundant or simultaneous publications

Authors agree not to submit an article that has been previously published in another journal or a new article that is based exclusively on work already published elsewhere. Similarly, authors agree not to submit their article to several journals at the same time.

References

Any citation (or use of other authors' work) must be identified as such and accompanied by appropriate references, presented according to the journal's usual format. If the author wishes to use information obtained privately (conversation, correspondence), they should make every effort to obtain permission from the source of this information.

List of authors

The list of authors should be limited to those who have made a significant contribution to the conception, realization, or interpretation of the study presented in the text submitted to the journal or to the writing of the text. All authors should be listed, with their affiliation, in alphabetical order or according to their degree of involvement in the realization of the study or the writing of the text. The author who is in contact with the journal must ensure that only appropriate co-auhors are included in the list of authors, and that all co-authors, after having seen and approved the final version of their text, were in agreement to submit the article for publication.

Defamatory remarks

The authors commit to not, in the submitted articles, exceed the rules of scientific debate and not make defamatory statements which could be interpreted as attacks on a third party's reputation.

Conflict of interests

Authors must declare any potential conflict of interest, professional or financial. All non-public funding sources that supported the research presented in the submitted text must be explicitly mentioned.

Errata

Any author who discovers, after publication, a significant error or inaccuracy in their own work must inform the journal's editorial board without delay and cooperate in order to publish an erratum or even notify of withdrawal of said article.

Retraction

A retraction notice informs readers of the journal *Cognitive Engineering* that an article contains major flaws; for example, in its content or data, rendering its results and conclusions unreliable. It will take the form of a retraction notice on the journal's website, explicitly stating that the article should no longer be considered part of the scientific literature.

The objective of a retraction is to correct the literature and preserve its integrity, not to penalize the authors.

A retraction may be decided when there is clear evidence of the unreliability of results, whether due to misconduct, fraud or honest error. It may be considered, in particular, when:

- The article contains provden evidence of plagiarism;

- The reported rsearch violates professional ethics;

- The article contains serious errors, or when its main conclusions are no longer valid or are seriously challenges by subsequent findings unbeknownst to the authors at the time of publication.

The ensure the scientific literature's traceability and integrity, a retracted article is not removed from the journal's website. The decision to retract rests solely with the *Cognitive Engineering* committee.

The retraction process is initiated as soon as possible. It will involve publishing a retraction notice signed by the authors and/or the editors in a subsequent issue of *Cognitive Engineering*. The retraction is also notified, whenever possible, to the platforms on which the article has been indexed or referenced.

The retraction notice must be factual and objective. It must:

- Be clearly identified as a retraction, not as an erratum;

- Specify the reason for the retraction, explicitly distinguishing between an honest mitake and misconduct;

- Indicate the parts of the article concerned (invalidated data, analyses or conclusions);

- Mention the author(s) or entity initiating the retraction, as well as the authors who accepted it;

- Indicate the publication date of the retraction notice, which must be different from the original article's publication date.

Following retraction, the article will be modified as follows:

- The word "**Retracted**" is added to the article title;

- A "**Retracted**" watermark is added to each page of the PDF version;

- The retraction notice is linked to the HTML version of the article and is freely accessible.

Access to data

At the request of the editorial board, authors may be asked to provide raw data related to their research. If the article is based on clinical cases involving real situations, the author strives to respect the anonymity of the persons referred to, or to obtain their explicit consent.

Paper and digital publication

When submitting their article, authors agree to authorize its distribution in paper and digital format – in particular via the platform ISTE/Openscience (https://www.openscience.fr/Accueil) –, unless explicitly notified by them.