



PERIÓDICO TCHÊ QUÍMICA.

English version 1.2 – 2023.

This agreement is based on the Brazilian Federal Law No. 9.608 of February 18th, 1998, and in the TERM OF ACCESSION TO THE BODY OF SPECIAL CIVIL DEFENSE VOLUNTEERS FROM THE STATE OF RIO GRANDE DO SUL.

This agreement aims to ensure that the Editorial Board of Periódico Tchê Química knows they are volunteers in this service and understands their obligations and rights as editorial board members.

Here are the terms:

- 1. This contract is valid only after the candidate sends this agreement signed to one of the Editors-in-chief of Periódico Tchê Química through the official e-mail of the Journal tchequimica@tchequimica.com or journal.tq@gmail.com (alternative mail).**
 - a. The initial tenure for this position is a five-year term. Tenure extensions are decided upon mutual agreement.**

§ 1º. The interested party sends the contract.

2. The members of the Editorial Board of Periódico Tchê Química may not, under no circumstances:

- A) Disclose its evaluations and reviews to third parties;
- B) Transfer the articles to other Journals or any other means of disclosure other than Periódico Tchê Química;
- C) Committing plagiarism irregularities. Such an irregularity is a disgrace to the Scientific Council, Periódico Tchê Química, the Scientific Community and will damage the reputation and the history of good practices of the Journal. Therefore, the punishment for this foul will be severe.
- D) You cannot make comments about the manuscripts reviewed outside the Editorial Board of Periódico Tchê Química;
- E) Members of the Editorial Board of the Periódico Tchê Química inactive or not cooperating when requested with the tasks of the Journal will not have their names published in the

credits; and may be removed from the journal board if no actions are taken to improve the situation

- a "Inactive" means those members who no longer respond to so-called or Requests from the rest of the board;

F) Omitted cases will be judged separately.

3. Associate Editor Roles and Responsibilities

- A) The primary responsibilities of the Associate Editor are to assist the Editor-in-Chief in consultation with Dr. D. Scientific Consulting. In addition, the Associate Editor will represent the journal, working with Dr. D. Scientific Consulting and the wider editorial team to raise its profile and encourage high-quality submissions that support the Periódico Tchê Química mission. In fulfilling these responsibilities, the Associate Editor ensures the journal's content fulfills the journal vision, provides value to its readership, and reflects the highest standards of scientific value and integrity; the Associate Editor also ensures journal operations are conducted in accordance with industry standards and best ethical and publishing practices.
- B) The Associate Editor is responsible for ensuring that the content of the journal is accurate, credible, authoritative, relevant to the journal's scope and mission, readable, and comprehensible. *The Associate Editor is reminded that the journal follows COPE and that COPE workflows and recommendations should be followed in all investigations of ethical issues.*
- C) The Associate Editor is responsible for selecting manuscripts that are of high quality and scientifically sound. Published manuscripts are expected to present valid and reproducible results in sufficient detail for readers to assess the validity of the inferences drawn. In addition, published manuscripts are expected to be logically consistent and to refer appropriately to previous work.
- D) The Associate Editor should invite authors to submit manuscripts;
- E) The Associate Editor in consultation with the Editor-in-Chief and Dr. D. Scientific Consulting may recruit a high-profile, international editorial board consisting of sub-specialty experts covering the breadth of the journal's scope. Articles suitable for publication at Periódico Tchê Química cover the traditional fields of Chemistry, Biology/Biochemistry, Pharmaceutical Chemistry, Medicinal Chemistry, Chemical Engineering, Chemometrics/Statistics, physics/Physical chemistry, and Science Education. As the journal has officially changed to a **multidisciplinary format**, the general fields of Agronomical Sciences, Engineering, Pharmacy and Pharmaceutical Sciences, Medicine, and Medical Sciences may also be well explored. Please note that the limitations and traditions of the journal may lead to the rejection of some manuscripts.

- F) The Associate Editor may request close colleagues' assistance in reviewing the anonymized versions of the manuscripts, after requesting approval of the Editor-in-Chief .
- a. The Associate Editors or other Editorial team members may also recommend ad hoc reviewers for specific situations.
- G) The Associate Editor is expected to provide at least **one** original manuscript per year from his/her University or home country to the journal, and invite at least one student, co-worker, or colleague to publish with the journal (free of cost). Those manuscripts will be published without APCs after the double-blind peer-review process. The submission of these special cases must be notified to the Editors-in-Chief or to the Managing Editor by e-mail or telephone.
- a. Other forms of collaboration with the journal may include but are not limited to: participating in the activities organized by the journal (conference), participating in the journal WhatsApp group, and presenting the journal in his/her institutions as a way to publish conference papers (after the same ones are adequate to the journal format of publication), present the journal to Library of his/her institution. The journal team also appreciates other activities that the Associate Editor may implement.
- H) The Senior Associate Editor may be invited to recommend new Associate Editors for the journal in the areas of Agronomical Sciences, Engineering, Pharmacy and Pharmaceutical Sciences, Medicine, and Medical Sciences. In addition, he may recommend Associate Editors for the fields of Chemistry, Biology/Biochemistry, Pharmaceutical Chemistry, Medicinal Chemistry, Chemical Engineering, Chemometrics/Statistics, physics/Physical chemistry, and Science Education.

Of the rights of the members of the council:

4. The members of the Editorial Board of Periódico Tchê Química will be entitled to:

- A) To have its names published in the Editions of the Periódico Tchê Química (both online and printed, when requested);
- B) Special thanks to the Editorial Board of Periódico Tchê Química which stand out in its provision of services to the community;
- C) The papers will always be reviewed in pairs (peer review);

D) The members of the Editorial Board of Periódico Tchê Química may veto articles that are not consistent with reality and show concerns about ethics and the data presented.

D.1) If there is a disagreement between the veto and the approval, the vote of minerva or the choice of the vote of minerva is reserved for the **Editor-in-Chief** of the Journal.

E) The members of the Editorial Board of Periódico Tchê Química may request, via the Editor-in-chief, additional information to the authors of the articles to better an opinion or solve doubts;

F) Members agree to receive the original articles for review without information about the authors. Such a condition is proposed to ensure the impartiality of the reviewer;

G) The Editorial Board members shall submit their CV or Resume to the Editors-in-chief and keep it updated. Also, they should indicate an e-mail address (preferably a professional address) to be added to the website of the Journal and make it transparent to all authors.

H) Unforeseen situations will be discussed separately.

Termination:

- It is expected that the Associate Editor will complete the term as stated. This agreement may be terminated at any time based on the following conditions.
- Lack of mutual understanding on common aspects as per the policies of Dr. D. Scientific Consultin.
- Repetitive unsatisfactory performance of the assigned work.

Name:

ID Number:

Date of birth:

Nationality:

Academic Title:

Phone:

Country:

E-mail:

Workplace:

Your signature on this line

By the present Adherence Term, I accept voluntarily and free, the activity in the Tchê Química Journal, being aware of Federal Law No. 9,608 of February 18th, 1998, which declares this activity unpaid, without an employment relationship, nor generates employment relationship, social security or similar nature.