Guidelines for authors

The articles that fulfill the topology details, Firstly, the articles will be reviewed by Turnitin to find coincidences on more tan 10000 data basis, after that they will evaluated by the Editorial Committee to determine if they count with quality neccesary to begin the editorial process. In the next step, the papers are sent to the reviewers that conform the Review Board, these members are experts in the thematic areas of the ObIES Journal. The original and unpublished articles will be published. The authors will be able to see the status of articles by the platform OJS. The ObIES Journal considers 15 working days for evaluation by the reviewer pairs, as well as for the corrections by the authors. The Editorial Committee, the Scientific Committee and the concepts by the experts determine the acceptance of the articles to be published in the OBIES Journal.

The articles should the topology details and the papers should follow the international norms of the *American Psichological Association* (**APA**).

The article should be sent in Word file, letter format, Arial font type, word size 12, double spacing with a maximum number of 25 pages.

The images, photos and figures must be sent in format .tiff or .jpg with minimum quality of 300 dpi.

All the tables, figures, photos, graphs must be numbered in the text and to be sent in separated file.

The document must includes in main page, the title of the article (English Spanish and), the complete names of the authors, the institutional affiliation of the authors (name of the investigation group, names of the organization, email), summary (English and Spanish), five key words (English and Spanish), City and Country.

Format

The ObIES Journal requests for the authors to submit articles in format Microsoft Word or free Office, with marginalization preferably of 3 centimeters in each side of the page.

The maximum limit of words of the text is six thousand (6.000) words, without considering the page of presentation of authors, the abstract of the article and references. About the abstract section, the author can write a maximum of 250 words; and the key words do not have to exceed the number of five (5) and not to be less than three (3).

The content of article must have the following content:

- Title in two languages (Spanish-English).
- Authors with complete information (names, last names, last received rank, institution to which belong, country, city, and electronic mail).
- Summary.
- Key words (in two languages).
- Introduction.

- Methodologic process.
- Results.
- Conclusions and/or conclusion.
- Declaration of the conflict of interests.
- Bibliographical references (where they include title and source of consultation according to normatividad APA).

For a correct graphical treatment of articles, it is a requirement to tell that the figures (graphical, maps, photographies), tables are sent in an attached file, original format like "Annexed". This material will not be considered for the accounting of pages regulated of the article. Figures and photographs should be sent in JPG format with a resolution of 300 dpi (dots per inch).

Quotes

About of quotes, list of references and footnotes page, the ObIES Journal is covered by the APA quote guide (American Psychological Association). The author is advised to consult the sixth edition of the manual.

Reference quote in text

Quotes of references in the text must follow the author-date method, in brackets, i.e.: write the author's name and year of publication. Each of the references cited in the text must be listed in the reference list (at the end), in strict alphabetical order. The APA regulations, classified into three groups quote references within the text.

Table 1. Classification of reference quotes in the text

Quote Type	Indications	Examples
Textual quote: text fragment taken just as it appears in the source (word for word) and unmodified. Must be faithful to the original text (spelling, punctuation and grammar).	**Less than 40 words**: the cited text is enclosed in quotes. the author, year and page number (p.), pages (pp.) or paragraph number where the above cited fragment was taken. **More than 40 words:** included in a separate block, at a distance of five spaces from the left margin, double spaced, without quotation marks and with a lower font size.	"Political science is not an invariable area of study whose character and interests are taken for granted or assume that are immutable or permanent" (Leftwich, 1984, p. 4) Political science is not an invariable area of study whose character and interests are taken for granted or assume that are immutable or permanent (Leftwich, 1984, p. 4)
No textual quotes: is a brief summary or paraphrase of part of	Is not necessary to type the quote in quotation marks or includes it in a separate	According to recent studies, it is possible to say that normative political theory is interested in

the work or all of it, in the words of the author.	paragraph. Nor is it necessary to include the page number where the idea is located. You only need to mention the author and date. According to the writing style, the way how such information be included is decided.	discovering moral concepts and apply them to the field of relations and political practice (Cuéllar, 1995).
Quote of quote: appears when a text cited is mentioned by another author and that has not been obtained the original. The quote must contain the cited expression.	As in the redaction of texts cited and texts no cited, quote of quote also can emphasize on the author, on the content of the cite or on the year of publication.	Wittgenstein believed that propositions of ethics, aesthetics, religion and metaphysics were nonsense and argued that philosophy should be limited to factual and descriptive language of the natural sciences (Wittgenstein, 1961, cited by Cuéllar, 1995).

In Table 2. is presented cases and examples of quotes of references used in the text.

Table 2. Cases and examples of quote references in the text.

Case	How do you cite?	Example
An author	Last Name, publication year.	Morales, 2012
Two authors	last name of the first author and the last name of the second author, publication year.	Martínez & Cardoso, 2006
Three, four or five authors	The first time cited: last name of each author, publication year subsequent cites: first author, followed by the phrase "et al." (without the italic words and with a point), year of publication.	Fernández Güell, Vera & Sanz, 2012 Fernández Güell et al., 2012
Six or more authors	The last name of the first author, followed by the phrase "et al.", Publication year.	Fernández Güell et al., 2012
Groups as authors	The group's name is written completely on the first quote, and year of publication. If its initials are well known, it can be abbreviate from the next letter.	Economic Comission for Latin America and Caribbean

		ECLAC, 2010
No author	When a document does not have an author, the first words of the cited reference (usually, the title) and the year of publication.	Brief History of the cities of the Old World, 2009
Anonymous author	Cite the word "anonymous" and the year of publication.	Anonymous, 2009
Author with several papers in the same year	When an author has several works published in the same year, it is necessary to distinguish one work from another, adding a lowercase letter (a, b, c, d) after the year of publication.	Sainz, 2009ª Sainz, 2009b
Authors with the same last name	When two different authors who share the same last name are cited, is add the initials of the name to differentiate them.	Torres, M., 2006 Torres, P., 2008
Date unknown	Cuando se cita un documento sin fecha disponible, en el lugar donde iría el año de publicación, se escribe la abreviatura s.f. When a document cited undated availabl, at the place where is publication year, you should write the abbreviation S.F.	Aguirre, s.f.
Emphasis on the author	When the original source is a part of the phrase, the author should be outside the parentheses.	Ramírez y Díaz (2005) identified the factors… In the Study published by Hernández et al. (2008) found that…
Emphasis on the content	Cuando la fuente original no es parte de la frase, se ubica dentro del texto. When the original source is not a part of the phrase, it should be inside the parentheses	The main factors that affect on … (Ramirez and Diaz, 2005)

Lists of references

The argumentative coherence of the article is focused on the need to include, at the end, in the list of references, all sources have been cited throughout the article. To fill out this requirement, it is vital to verify that the sources of the quotes and the references are consistent:

- The reference list is organized by alphabetical order according to the last names of the authors.

- Using hanging indent allows the reader to differentiate each beginning.

- After the last name and initials of the author, you should include the year of publication of the paper.

- If the list of references appears more than one paper by the same author, you should organize the references by chronological order, starting with the oldest.

- When in the references, the first and second author are repeated, but the third is different, these are organized in alphabetical order according to the name of the third author.

- References by the same author and date of publication are organized in alphabetical order according to the title of the paper.

- The references of the authors with the same last name are organized alphabetically, based on the first initial.

- When the references do not have author or when the authors are corporations, these are located in the space intended for them, according to the alphabetical organization, taking into account the first letter of the title or the name of the corporation (Enter the full name corporation).

The reference list does not include personal communications (letters or emails), because this information is not localizable.

Tables and Figures

Tables and figures are set with Arabic numerals, following the order in which they are mentioned in the text at the first time. The font used should be the same included in the article content.

- Tables
The header must specify or describe the information contained in the table; You should go on top of this, use the same font used in the document content.

- Figures

They are photographs, maps, diagrams, schemes, drawings, graphics and any kind of illustration that the author considers necessary to include. The title should give an account of the information that the figure should be located on top of this.

Notes Footer

Notes footnotes are used to include clarifying information or to give credit; should include quotes, reference is indicated by the same way that quote references within the text eg. (Author, Year).

Editorial Team ObIES Journal