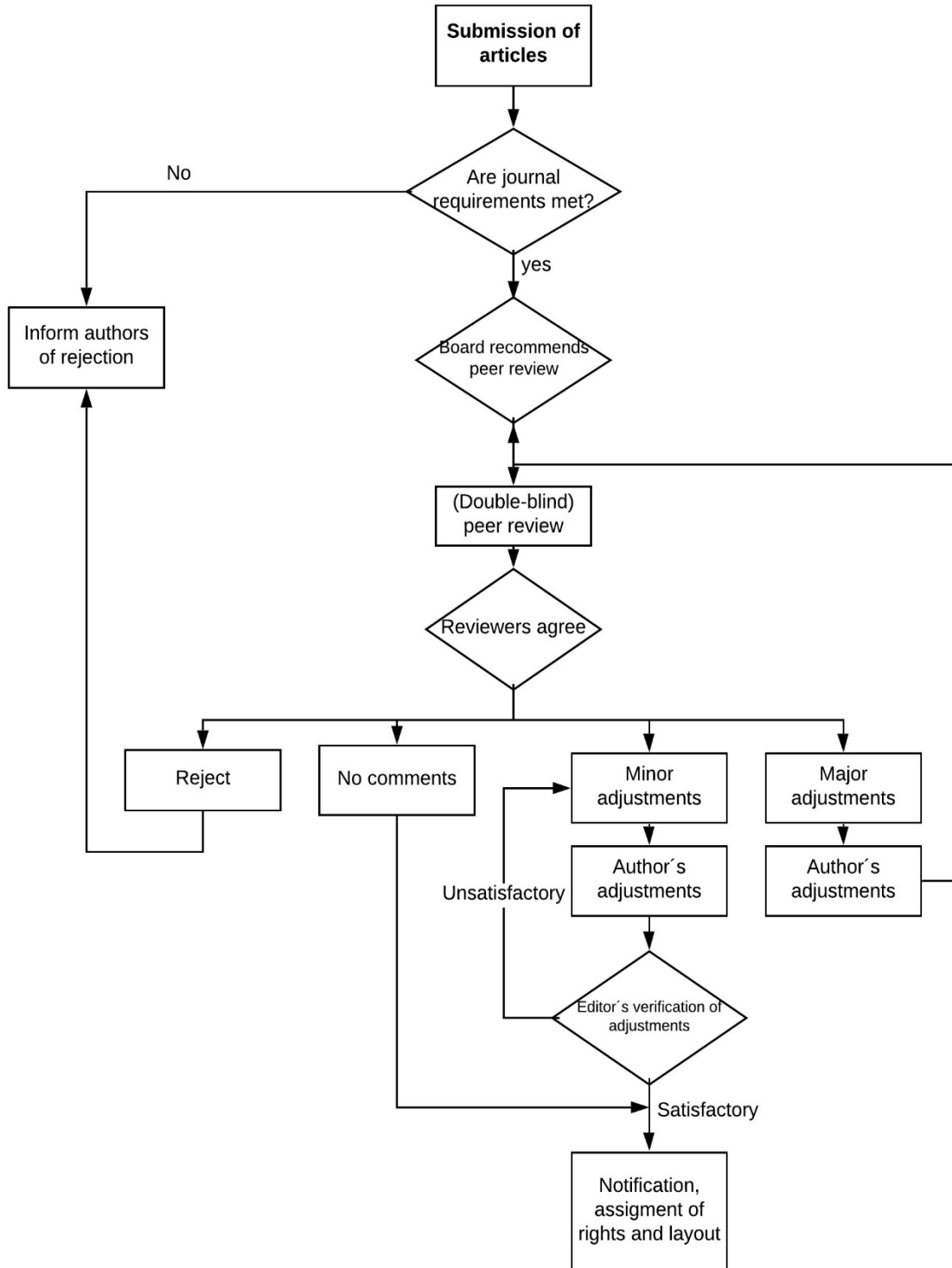




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# Ingeniería

## Article Review Process





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**Submission of articles:** The article is assessed for compliance with the journal's submission requirements. The authors will be sent a mail notifying that the article does or does not meet the conditions to be accepted. This process takes place within five working days from the submission of the article.

**Review by the Editorial Board:** The articles are submitted to the Editorial Board, which reviews the content and relevance of the work according to the themes of the journal. If the response of the Editorial Board is not favorable, the authors will be informed that the article is rejected because of the arguments described in the review form; if the article is accepted by the Editorial Board, it will be sent to peer reviewers.

**Appointment of Peer Reviewers:** Invitations are sent to the peer reviewers suggested by the Editorial Board. The authors suggest two possible reviewers who meet the following conditions (contact information on the evaluators is required when submitting the article):

- Doctorate or Master's Degree
- Their affiliation should be different from authors' affiliation and the publishing institution
- Works published in the last three years
- No conflict of interest

Note: The journal checks that peer reviewers do not have any conflict of interest.

**Feedback from evaluations:** Reviewers do not know the identity of authors, and vice versa (double-blind peer review). Reviewers send their comments within four weeks.

The Editorial Board analyzes the comments made by the reviewers and communicates a decision to the authors. Those are the possible decisions depending on the case or situation of the article:

- Acceptance in its current form
- Acceptance subjected to minor adjustments by the authors
- Acceptance subjected to major adjustments by the authors
- Non-acceptance

According to the results of the first round of comments, the following process is carried out:

- In the case of accepted manuscripts (minor and major adjustments), authors are notified of the reviewers' evaluations and comments and the deadline for making the adjustments suggested.
- The authors submit the new version of the manuscript (changes should be highlighted) and a letter explaining the adjustments made regarding each reviewers' comments.
- The Editorial Board verifies that the authors have replied to each comment in the explanatory letter. If considered necessary, the Editorial Board may send the new version of the manuscript to the reviewers for a second evaluation. If the authors have not replied to all reviewers' comments, they will be sent an email notifying them that the new version is not accepted.

Note: when the authors disagree with one or more suggestions of the evaluations, they should send a letter supporting their complaints about the evaluations to be considered by the Editorial Board.

- If one reviewer rejects the article and the other accepts it (with or without modifications), the article will be sent to a third evaluator who is an expert in the field; this expert will unknowingly decide whether or not to approve the article.



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**Completion of the review phase:** The journal will send a letter to the author's emails to inform that the article has been accepted for publication.

**Production process:** It comprises several phases that require continuous communication and feedback with the authors. Those phases include proofreading and layout. Once the authors have received feedback on proofreading for the first time, they should submit their comments and the letter of assignment:

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