Revista Filosofía UIS

Universidad Industrial de Santander

Guidelines for Authors

1. Submission Preparation Checklist

As part of the submission process, authors are required to ensure their submission complies with all the following items. Submissions that do not adhere to these guidelines will be returned to the author.

- The author is familiar with the editorial process on the platform (and their role as an author, as outlined in the following institutional documents: *Revista Filosofía UIS*, *Ethical Considerations for the Publication of Academic Texts*, and the present *Guidelines for Authors*).
- The manuscript has not been previously published, nor is it under review by another journal or publisher. If there is an important comment regarding this, please provide it in the "Comments to the Editor" box during submission.
- The article does not contain any information that could identify the author to the reviewers. Therefore, when submitting an article, the author must send one version that includes all identifying information, and another version where their identity and self-citations are not mentioned.
- The contribution file must be in Microsoft Word format (.docx).
- Author information must be submitted in a separate document titled *Curriculum Vitae*. Each author must complete this form in full.
- A signed *Submission Letter* must be attached.
- The text complies with the bibliographic and style requirements indicated later in this document.
- The article includes a title, abstract, and keywords in Spanish, English, and Portuguese.

2. Author and Authorship Criteria

The author must be an academic, preferably a professor or researcher, ideally holding a doctoral degree. The author must have a profile on *Google Scholar*, *ResearchGate*, and an ORCID, in order for their work to be published. Colombian authors must also have an up-to-date CvLAC profile, showing institutional affiliation.

When submitting the manuscript, the author must also include a completed *Submission Letter* according to the established format, explicitly stating that the work is not under review or pending publication elsewhere, and that it will not be submitted to any other journal or institution unless *Revista Filosofía UIS* decides not to publish it. The author must also declare that the work complies with copyright regulations and that there is no plagiarism or fraud involved.

The author's information (full name, highest academic degree obtained, institutional affiliation, postal address, email, *Google Scholar* profile, *ResearchGate* profile, and *ORCID* number, among others) must be submitted in a document separate from the manuscript, titled *Curriculum Vitae*, and formatted according to the journal's established template.

Self-citations should be limited to strictly necessary cases, and at the time of submission, the author must report the existence of self-citations so they can be temporarily removed to avoid identification by peer reviewers.

The author must review the digital repository of articles *previously published* by the journal to identify texts on similar topics that could contribute to building the state of the art on the subject.

3. Originality, Ethics, and Copyright

The author of a manuscript submitted to *Revista Filosofía UIS* must declare that the entire content of the manuscript is unpublished and original (i.e., it has not been previously published and is not under consideration elsewhere) and that it is the result of the author's own creativity and effort. If a portion of the text has been previously published by the author, it must be properly cited; otherwise, it will be considered self-plagiarism. If the previously published content constitutes more than one-fifth of the manuscript, the author must inform the Editor or the Editorial *Revista Filosofía UIS* does not tolerate any form of plagiarism. All submissions will be checked using appropriate software tools. Proven plagiarism will result in the immediate rejection of the manuscript by the Editor. For additional policies related to author responsibilities and ethics, please refer to the document *Revista Filosofía UIS*: *Ethical Considerations for the Publication of Academic Texts*.

Once the manuscript is accepted by the Editor or the Committee (based on the reviewers' recommendations), it will proceed to publication, but only after the author transfers their economic rights and reaffirms that the work is original and unpublished.

4. Types of Accepted Texts

Only texts related to the fields covered by *Revista Filosofía UIS* will be accepted, specifically in philosophy, literary analysis, or aesthetics. The types of texts accepted for publication include:

4.1. Articles

Articles are accepted in Spanish, English, or Portuguese in the following categories:

- **Scientific research articles:** These must include an introduction, methodology, results, and conclusions. Additionally, they must specify the methodology used, the name of the research group and project, the current status of the project (ongoing, completed, etc.), the funding institution, and, if applicable, the department or institution endorsing the manuscript.

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- **Reflection articles derived from research:** Academic essays that present research results through an analytical, interpretative, or critical perspective on a specific topic, using original sources.
- **Review articles:** Studies that analyze or systematize research findings on a specific issue or scientific field, providing insight into advancements and emerging trends on the topic.

The length for any type of article must be between 6,000 and 12,000 words. However, the Editor or Editorial Committee may consider reviewing any exceptional case.

4.2. Reviews

Reviews or critiques are accepted that describe and evaluate a recently published work in the journal's field of interest. Reviews may be submitted in Spanish, English, or Portuguese. The length must not exceed 4,000 words.

4.3. Translations

Only translations into Spanish of texts originally written in other languages are accepted. It is essential to ensure that the copyright of the original text permits its translation and publication in the journal. This information must be attached to the proposal in order to pass the journal's initial editorial review.

The recommended maximum length is 12,000 words, although the Editor or Editorial Committee may consider exceptional cases.

4.4. Letters to the Editor and editorials

Similarly, each issue of the journal will begin with an editorial, preferably written by the Editor or a member of the Editorial Committee. The editorial must be approved by the Editor. Its length must not exceed 4,000 words.
Final note: Charts, tables, and images are not included in the word count of the manuscript. Any exceptional cases will be reviewed with the Editor or the Editorial Committee.

5. Formal Structure
- Texts must be submitted as Word files (.docx), double-spaced, on letter-sized paper, with 2.54 cm margins on all sides, using Times New Roman, size 12 pt font.
- Texts must be written according to the grammatical, orthographic, and syntactic rules of the language in which they are submitted. Reviewers, the Editor, or the Editorial Committee may suggest stylistic and formatting corrections.
- Terms or expressions in a language different from the one used in the article must be italicized.

- Articles must include a title, abstract, and keywords in Spanish, English, and Portuguese.
- The title should reflect the content of the article and be clear and precise for the reader.
- Articles must include an analytical abstract of approximately 150 words, along with six (6) keywords, in Spanish, English, and Portuguese.
- The abstract must meet the criteria of an analytical summary. It should present a synthesis of the concepts, arguments, proposals, or ideas, following the structure of the original text and highlighting its essential elements.
- Author information should not exceed three (3) lines and must include a brief biographical note: full name, highest academic qualification, institutional affiliation, academic position, and email address. This information must not appear in the version submitted for peer review, to prevent identification of the author(s).
- Article section headings must use numeric formatting (e.g., 1., 1.1., 1.2., 2., 2.1., 2.2., 2.3., 3...).
- If the article includes tables created in Word or Excel, they may be inserted in the text while keeping their original format. Tables must not be inserted as images.
- Figures, illustrations, diagrams, maps, photographs, images, etc., must be submitted as image files (preferably .jpg) with a minimum resolution of 300 DPI. The author must ensure they have the rights to use and reproduce any such material. This information must be submitted as an attachment with the proposal.
- Equations and mathematical functions must be inserted using Word's equation editor, not pasted as images, to ensure quality in formatting and layout.
- Compliance with the publication requirements and content guidelines is the sole responsibility of the author.

6. Citation and References System

The citation and referencing style used by *Revista Filosofía UIS* is that of the American Psychological Association (APA), as outlined in the *Publication Manual of APA (7th edition)*. For more information, visit: www.apastyle.org

Citations

APA guidelines recommend in-text citations using parenthetical references.

- There are two types of citations: narrative and parenthetical.
- In narrative citation, the authors are part of the sentence. For example: Becker (2013) said: … (p. 17). or Becker (2013) mentions: … (pp. 24–25).
- In parenthetical citation, the authors are only mentioned at the end in parentheses. For example:
  (Becker, 2013, p. 17). or (Becker, 2013, pp. 17–21).
- Direct quotations must be included in the body of the text and enclosed in quotation marks, as long as they do not exceed forty (40) words.

- Quotations over 40 words should be written in a block format, single-spaced (1.5 lines), justified alignment, with smaller margins than the main text, without quotation marks, and using Times New Roman, size 11 pt.
- When citing a specific idea or a direct quote, page numbers must be provided.
- These same rules apply to Internet sources.
- In APA style, footnotes are allowed only for additional clarifications, not for citations.

References

The reference list must include only the sources cited in the main text. It appears at the end of the manuscript and is titled References.

References to multiple works by the same author should be listed chronologically, from oldest to newest.

Note: When referencing two or more works by the same author from the same year, they should be distinguished using letters in alphabetical order, e.g.:

Habermas, J. (2004a). *La lógica de las ciencias sociales* (M. Jiménez Redondo, Trans.). Tecnos.

Habermas, J. (2004b). *Más allá del Estado Nacional* (M. Jiménez Redondo, Trans.). Fondo de Cultura Económica.

1. How to Reference a Book

Last Name, N. (Year). *Title of the book in italics*. Publisher.

Last Name, N. (Year). *Title of the book in italics*. (Xth ed., Vol. X). Publisher.

1.1. Electronic Book

Last Name, N. (Year). *Title of the book in italics*. Publisher. https://doi.org/...
Last Name, N. (Year). *Title of the book in italics*. Publisher. www...

1.2. Book with a Translator

Last Name, N. (Year). *Title*. (N. Last Name, Trans.). Publisher.

1.3. Book with Editor or Compiler:

Last Name, N. (Year). *Title of the book*. In N. Last Name (Ed.). Publisher.

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Last Name, N. (Year). *Title of the book*. In N. Last Name (Comp.). Publisher.

2. How to Cite a Book Chapter with an Editor or Compiler

Last Name, A. & Last Name, B. (Year). Title of the chapter. In A. Last Name (Ed.), *Title of the book* (pp. xx–xx). Publisher.

Last Name, A. & Last Name, B. (Year). Title of the chapter. In A. Last Name (Comp.), *Title of the book* (pp. xx–xx). Publisher.

2.1 Electronic Book Chapter

Last Name, N. (Year). Title of the chapter. In *Title of the book in italics* (pp. xx–xx). Publisher. https://doi.org/...

Last Name, N. (Year). Title of the chapter. In *Title of the book in italics* (pp. xx–xx). Publisher. www...

2.2. Chapter with Translator
Last Name, N. (Year). *Title*. (N. Last Name, Trans.). Publisher.

3. How to Cite a Serial Publication (Journal or Newspaper)

3.1. Journal Articles:
Last Name, N. (Year). Title of the article. *Name of the journal in italics*, volume(issue), page range. https://doi.org/...

3.2.   Printed Newspaper Articles:

With author:

Last Name, N. (Day Month Year). Title of the article. *Name of the newspaper*, pp. xx–xx.

Without author:

Name of the newspaper. (Day Month Year). Title of the article, pp. xx–xx.

3.3. Online Newspaper Articles:

With author:

Last Name, N. (Day Month Year). Title of the article. *Name of the newspaper*. http://www...

Without author:

Name of the newspaper (Date). Title of the article. http://www...

4. How to Reference a thesis or Dissertation

4.1. Physical Copy:

Last Name, N. (Year). *Title of the thesis*. [Undergraduate, Master's, or Doctoral thesis, University].

4.2. Online:

Author, A. (Year). *Title of the thesis*. [Undergraduate, Master's, or Doctoral thesis, University]. Institutional Repository of [University]. https://www...

5. Privacy Statement

The names and email addresses entered in this journal will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.