

FUENTES

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GUIDE FOR AUTHORS

Fuentes journal is a scientific publication specialized in the area of energy sources, oil, petrochemicals, petrophysics and carbon chemistry, as well as, alternative sources of energy, petroleum geology, new materials and technologies of composite materials. Fuentes is a means of dissemination of technical work and/or research conducted by researchers at institutions of recognized national and international prestige. Fuentes circulate each semester and publishes original results of research projects, reflection articles and review articles that show progress and development trends in energy resources.

TYPES OF ARTICLES

Fuentes Journal publishes unpublished articles (in Spanish, English or Portuguese) of the following types:

Scientific and / or technological research article

Document that presents in detail the original results of finished research projects. Generally, the structure used contains six important parts: introduction, methodology or experimental development, results, analysis of results, conclusions and references.

Reflection derived from research article

Document that presents results of finished researches published in other academic journals from the analytical, interpretative or critical perspective of who writes the reflection article, about a specific topic, using original sources.

Review articles

Document resulting from a finished research where the published researches results, about an area in science or technology, are analyzed, systematized or integrated, in order to account for advances and trends in progress. It is characterized by presenting a careful bibliographical review of at least 50 references.

GUIDELINES FOR SUBMISSION AND PRESENTATION OF ARTICLES

The authors can be students, teachers or researchers and they must have created a Google Scholar profile. The article must be written in a word processor compatible with Microsoft Word® and its figures must be in any of the following formats: tiff, gif, jpeg, at

300 dpi. All files (full article and figures, author's file, copyright cession and conflict of interest statement act) must be sent in ".doc" and ".pdf" formats to the Editorial Committee of Fuentes Journal to

the mail: rfuentes@uis.edu.co with copy to revistafuentes@gmail.com. The reception of articles is carried out throughout the year for the two biannual editions. The copyright cession and conflict of interest statement act and author's file, must be requested to the mail: rfuentes@uis.edu.co

EDITORIAL FEATURES

Length

Submitted article length may vary, but should not exceed the suggested maximum length of 8 sheets (16 pages), including tables and figures.

Font

Times New Roman of 11 pt, except for the title that will be 14 pt and the authors 12 pt; the titles of the figures and tables will have a font size of 10 pt.

Page size

Letter.

Margins:

Top: 2,5 cm. Bottom: 2,5 cm.
Left: 2,0 cm. Right: 2,0 cm.

Structure

Presentation of the articles should contain the following elements: Title, authors, introduction, methodology or experimental development, results and/or discussion, conclusions, thanks (optional) and references. The article must use the International System of Units (ISU) or its respective ISU conversion table if another system is used.

Don't number pages or titles or put headers or footers.

Title and authors

The first page of the article should include the title in English and Spanish, which should not exceed twenty (20) words. The content to the article must be written in a clear and concise way, avoiding the use of ambiguous words, abbreviations, and question or exclamation marks.

It is considered author anyone who has contributed significantly in the design and conduct of the study, as well as in the analysis of the results, the preparation of the manuscript and its revision and approval. The authors' names will be placed after the title in lowercase and separated by a semicolon (;). At the end of each full name, a superscript number will be included indicating the institutional affiliation, which will be below the names. In case a single author presents the article or every author belongs to the same institution, it does not require the use of superscripts. In addition, an asterisk will be placed in superscript to indicate the main author who will make contact with readers in case the article is published.

For each author who appears in the heading it must be provided: group's name (if applicable) or faculty (if applicable), full name of the university or institute (acronym, if it exists), postal address, city and country.

If the authors belong to the same institution, but to different research centers or academic units, the superscript should be placed for each one of them. The remaining information, about the filiation, will be included after mentioning all the centers or academic units. This information is indispensable and only this. Omit charges, degrees, recognition and the like.

Conflict of interest statement

If the author considers necessary, the manuscripts will include, in the title page,

a statement in which the authors manifest that they are independent from the financing and support institutions, and that during the execution of work or writing the manuscript interests or values have not affected the research. Only manuscripts in which the authors have no conflict of interest are considered.

In some cases, it will be necessary that authors specify the support received (financial, equipment, personnel work, in kind, etc..) from people, public or private institutions for the study and as well as the personal and institutional relationships that may influence the conduct, results, interpretation of the data and the drafting of the manuscript.

Editor and Editorial Committee will look at potential conflicts of interest that may affect the capability of reviewers or that disable them to evaluate a particular manuscript.

Editor, Editorial Committee or reviewers are formally declared disabled to use for private or individual purposes, the information obtained or gained in working with manuscripts.

Abstracts and keywords

Abstracts and keywords must be submitted in English and Spanish. The keywords will be at the end of the summary, minimum 3 and maximum 10. Only use as keywords those accepted by international databases. For more information, consult the thesaurus related to the topic of the journal.

When manuscript contains research results or it is an innovation manuscript, the abstract must be analytical, that is, it must include quantitative and qualitative information, its purpose, scope, methods used, results, conclusions and recommendations, as well as a clear

condensation of the original research. The abstract must not contain information or aspects that are not covered in the text, abbreviations, references to the text or bibliographic references. It must be written in third person. The content of an analytical abstract must have the following aspects of the original document: objectives, methodology, results, and conclusions.

About the body of the article

The different sections of the text can be separated, by subtitles like this:

- In the second order of importance the subtitles will be in lower case, bold and in the line apart from the following text.
- In the third order of importance the subtitles will be in lower case, bold and in the same line of the following text.

Abbreviations

For the treatment of abbreviations, the first time that they appear in the text, they should be in brackets after their full expression.

Equations

The subscripts and superscripts in formulas should be clearly indicated. The numbers that identify the equations should be in parentheses and aligned to the right.

Tables and charts

The tables contain text and numeric values; the charts contain only text. All tables and charts should be prepared in a table format of a word processor. Tables are not accepted as image format.

Each of the tables and charts will be cited in the text with initial capital letter, number and in the order that they appear; column headings should be brief, with units of measurement in parentheses.

Besides, titles should appear at the top of the table.

Tables should be self-explanatory and do not duplicate what was stated in the text, but substitute or complement it. Abbreviations used in the headings will be explained in the footnotes of the table and will be identified exclusively with superscript lowercase letters. They should be submitted only with visible horizontal lines, simple and in black.

Do not place the percent sign (%) or any other symbol in the cell where you place numerical values, but in the headers.

Tables should be part of the electronic file together to the manuscript and the other components.

Figures

Photos, graphics, maps, diagrams and drawings are used to illustrate or expand the information, not to duplicate it.

All graphics, photos, drawings will be called figures. They must be cited in the text with initial capital letter, in bold and identified by an Arabic number in the order that they appear. The title of the figure must be included at the bottom of it, as well as abbreviations and symbols used.

If it is possible, all figures should be designed in black and white, grayscale or similar and in high resolution and quality.

Figures, photos, drawings, etc., which have not been produced by the authors or have been taken from a magazine, book, website or similar, for which there are copyright or similar means shall be accompanied by written authorization by the publisher or respective authors or mention the bibliographic citation.

Citations

The citation style used by the journal is the suggested by the Publications Manual of the American Psychological Association (APA).

There are two ways to make a citation depending on what the author wants to emphasize in it:

Textual citation:

It refers to fragments or textual ideas extracted from a text. The words or phrases omitted are replaced with ellipsis (...). It is necessary to include author's surname, year of publication and the page in which the extracted text is found.

a. Citation of less than 40 words: It is written immersed in the text, between quotation marks and without italics. The dot is written after the end of the citation and all data. The format of the citation will vary according to the emphasis - in the author or in the text-.

Citation based on the author: The reference to the author is at the beginning of the citation.

Example:

If something happens to an electron, it is transmitted to the other because its wave functions are connected by an invisible wire. Kaku (2009) affirms: "This means that what happens to us instantly affects things in the far reaches of the universe, (...). In a certain sense, there is a skein of entanglement that connects distant confines of the universe, including us "(p.90). Thus, they are mechanically intertwined.

Citation based on the text: Data are at the end of the phrase cited.

Example:

If something happens to an electron, it is transmitted to the other because its wave functions are connected by an invisible wire: "This means that what happens to us instantly affects things in the far reaches of the universe, (...). In a certain sense, there is a skein of entanglement that connects distant confines of the universe, including us "(Kaku, 2009, p.90). Thus, they are mechanically intertwined.

b. Citation of more than 40 words: It is written apart from the text, with indentation of 5 points, without quotation marks and without italics. The dot is written at the end of the quote and before all the data. The format of the citation will vary according to the emphasis - in the author or in the text -:

Citation based on the author:

Example:

If something happens to an electron, it is transmitted to the other because its wave functions are connected by an invisible wire. Kaku (2009) affirms: This means that what happens to us instantly affects things in the far reaches of the universe because of our wave functions were probably intertwined at the beginning of the time. In a certain sense, there is a skein of entanglement that connects distant

confines of the universe, including us. (p.90) Thus, they are mechanically intertwined.

Citation based on the text:

Example:

If something happens to an electron, it is transmitted to the other because its wave functions are connected by an invisible wire. This means that what happens to us instantly affects things in the far reaches of the universe because of our wave functions were probably intertwined at the beginning of the time. In a certain sense, there is a skein of entanglement that connects distant confines of the universe, including us. (Kaku, 2009, p.90) Thus, they are mechanically intertwined.

c. Paraphrase citation:

The ideas of an author are used, but in words of the writer. In this citation, it is necessary to include the surname of the author and the year of publication. The format of the citation will vary according to the emphasis - in the author or in the text:

Citation based on the author:

Example:

If something happens to an electron, it is transmitted to the other because its wave functions are connected by an invisible wire. Kaku (2009) refers that things that affect us can have repercussions on other sites in the universe because there is an

interlacing that connects our wave functions in their far reaches. When the particles have this relation, they are mechanically intertwined.

Citation based on the text:

Example:

If something happens to an electron, it is transmitted to the other because its wave functions are connected by an invisible wire. Thus, things that affect us can have repercussions on other sites in the universe because there is an interlacing that connects our wave functions in their far reaches (Kaku, 2009). When the particles have this relation, they are mechanically intertwined.

Rule according to number of authors

Citations will vary, depending on the number of authors, as follows:

Two authors: When the authors are two, their last names are separated by "and", if published in English by "&".

Example:

- Benham & Poettman (2010) assert that (...).
- (...) it is necessary to make these considerations (Benham & Poettman, 2010)

Three to five authors: The first time they are mentioned, the surnames of all are indicated. Subsequently only the first one is cited and et al is added, followed by a dot.

Example:

- Reimers, Mckemmish, McKenzie & Mark (2009) assert that it has been evident in several experiments (...). Reimers, et al. (2009) refers that (...).
- This circumstance has been evidenced in several experiments (Reimers, Mckemmish, McKenzie & Mark, 2009). (...) however, there are no other possible ways (Reimers, et al., 2009).

Six or more authors: The surname of the first author is cited followed by et al. from the first citation.

Example:

- Hameroff, et al. (2006) claim that (...).
- (...) quantum coherence would produce consciousness (Hameroff, et al., 2006).

Corporate author: The first time the full name is cited and the acronym is indicated between parentheses. Then, it is cited only with the acronym.

Example:

- According to the National Police (NP, 2010) (...).
- (...) to reduce crime (NP, 2010).

Citation from a citation: It is made when the author has access to one source of information through another.

Example:

- Penrose (as cited in Hawking, 2010) refers to mathematics (...).

References

The references list will be placed at the end of the article with the complete information of the sources cited in the text. Only those sources used by the author for the development of the article are included. Never refer to an author who has not been cited in the text and vice versa. The list is organized in alphabetical order and each one must have French indentation. Surnames should be written in lowercase followed by commas (,) with the initials of their names in Capital letters and followed by dot (.).

Do not include as reference:

- Documents or abstracts not published, even if they have been presented at conferences or congresses.
- Articles submitted for publication that have not been accepted.
- Book Reviews.

Note. It is recommended to cite articles from the journal FUENTES: El reventón energético. You can find them here <http://revistas.uis.edu.co/index.php/revistafuentes/issue/archive>

The forms of references are as follows, according to the source:

a. Book

- Book with authors.

Surname, A. A., Surname, B. B. (Year).
Title. City, Country: Editorial.

- Book with editor (the chapters are written by different authors).

Surname, A. A. (Ed.). (Year). Title. City, Country: Editorial.

- Book in electronic version.

Surname, A. A. (Year). Title. Retrieved from: <http://www.xxxxxxx.xxx>

- DOI.

Surname, A. A. (Year). Title. doi:
xx.xxxxxxxx

b. Scientific articles.

- Basic form (may or may not include DOI).

Surname, A. A., Surname, B. B., & Surname, C. C. (Year). Article title. Journal's name, volume (number), pp-pp.

- Online article.

Surname, A. A. (Year). Article title. Journal's name, volume (number), pp-pp. Retrieved from: <http://www.xxxxxxx.xxx>

Variation according to authors

- One author.

Surname, A. A. (Year). Article title.
Journal's name, volume (number),
pp-pp.

- Two to seven authors. All authors are separated by commas and the last one is written "&". (Year). Article title. Journal's name, volume (number), pp-pp.

- Eight or more authors. The first six authors are listed, ellipsis are added and the last author is listed. (Year). Article title. Journal's name, volume (number), pp-pp.

To obtain more information on how to cite and reference authors please refer to Publications Manual of the American Psychological Association (APA). For reasons of international indexing, manuscript references should be free of formatting errors. Otherwise, the material will be returned.

EVALUATION PROCESS BY REVIEWERS

Once the files have been sent to the above mentioned mails, the evaluation process for the article starts as described below:

1. The Scientific Committee conducts a first review to determine and/or verify the

deepening area of the article and that it fulfills what is expressed in this document "Guide for Authors".

2. Once the verification of the fulfillment of the requirements has been carried out, the corresponding files are sent to at least two national or foreign anonymous referees who are experts in the subject of the article. The evaluators report to the editor any of the following concepts, in addition to any observations:

- a. Approved without modification
- b. Approved with minor adjustments
- c. Approved with major adjustments
- d. Not approved

3. Once the evaluation by the referees is received, the results are communicated to the authors to make the adjustments or to send the justification of the changes that will not be made; only if the concept is b or c, mentioned in item 2. When the authors submit the article with the adjustments or respective justification of the changes that will not be made, the review is done.

4. Subsequently, the document is reviewed by the Editorial Committee, who determine the articles to be published in each edition and those that will not.

The peer evaluation is blind double-track, so that both, authors and evaluators, remain anonymous among them throughout the process.

The authors accept that:

- All authors agree on the content, organization and presentation of the manuscript.
- The article is unpublished and has not been submitted simultaneously to the examination of other journals or periodicals publications, while it is under revision and it is decided on the matter by the Editorial Committee of the Journal

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