

EDITORIAL POLICY AND CRITERIA FOR THE PUBLICATION OF ARTICLES IN UIS HUMANIDADES JOURNAL

UIS Humanidades Journal is a semestral scientific publication of the Faculty of Human Sciences of the Universidad Industrial de Santander devoted to the dissemination of scientific research and original unpublished articles on any discipline concerned with Human and Social Sciences. The Journal is a means of dissemination which fosters debate, from critical and plural perspectives, about political, social, economic, cultural and environmental issues and problems of local, national and international importance. UIS Humanidades is a journal addressed to professionals and researchers in the area of human sciences.

Manuscripts relevant for publication are:

- **Manuscript of scientific and technological research:** “presents in a detail fashion the original results of research projects. The structure generally used includes four important sessions: introduction, methodology, results and conclusions” (Colciencias, 2006, p. 7)
- **Manuscripts of reflection:** it is “a document that presents research results from the author’s analytic, interpretative or critical perspective on a specific issue by using original and primary sources” (Colciencias, 2006, p. 8)
- **Manuscripts of review:** It is “a document that presents the analysis, systematization and integration of published or unpublished research results on a scientific or technological field in order to report developmental advances and tendencies. It is characterized for presenting a thorough bibliographic revision of at least 50 references” (Colciencias, 2006, p. 8).
- **Book reviews:** it can be a descriptive or critical text in the field of interest of the Journal.

UIS Humanidades Journal has established the following criteria:

1. When a manuscript is submitted to the Journal, it is assumed that it has not been published or submitted to any other journal or means of divulgation.
2. Each submitted manuscript or written document is subjected to review by the editorial committee, academic peers, and to be adjusted or modified in order to adapt it to the publication criteria.
3. The authors of the manuscripts must include their biodata: full name, current institutional filiation, city, country, educational background (educational level and

institution), email, address and postal code. Acknowledgments must also be included on the first page as a footnote using an asterisk (*). The authors' email address will be used to send the jurors' concepts of the manuscripts and the corrections.

4. Articles and reviews must include an abstract in Spanish and English (no more than 200 words) which presents the main elements of the text. It must appear on the first page of the text. After the abstract is stated, there must be maximum five key words in English and Spanish. For review articles, the objectives, literature review, methodology and conclusions must be included. In the case of scientific research manuscripts, a brief description of the participants, the type of research and some general results must be included.
5. Manuscripts must be typed in a word processor compatible with word and they must be saved in DFT format. The texts must be in letter size, 3 cm margins, Times New Roman 12, single spacing. For scientific research, reflection and review manuscripts can include between 15 and 20 pages (including bibliographic references and annexes). For review manuscripts, from 10 to 15 pages (including bibliographic references and annexes) and for book review manuscripts cannot exceed 5 pages. Pages must be numbered.
6. Manuscripts must have a clear title, subtitle (if there is one). The title summarizes the work and cannot exceed 12 words. It must be centered and written in capital letters without any period or numeration. Titles and subtitles must be included using Arabic numbers. First level titles must be written in capital letters. Second and third level titles must be typed in small letters, except for the first one. Titles as well as subtitles will be highlighted. Symbols to separate parts of the text cannot be included. For research articles, they must clearly state the variables or categories and the research population. For the other type of manuscripts, the title must also clearly state the topic that the text addresses.
7. Short textual citations, between 1 and 40 words, must be quoted, highlighted and followed by the bibliographic source where the quotation was taken from. Long textual citations, more than 40 words, must be indented, 1,5 centimeters in both margins, single-spaced, letter size 11. The bibliographic source must be included at the end of the quotation as follows: In parenthesis author, year, page (p), when only a page; or pp, in case of two or more pages. Example: (Carrizosa, 1996, p. 56). If the author's name is incorporated within the paragraph, then it is omitted in the parenthesis and the rest of the elements remain the same. Example: According to Carrizosa (1996, p. 56)... when there is paraphrasing, it is when the author's idea is not textually incorporated, the page of the reference is not included. Example: (Carrizosa, 1996). To cite several authors (maximum 5) all five authors' last names

must be written when they appear in the text for the first time. When they are further used in the text, only the first author's name is included followed by et al. (and others). When the same author has more than one publication in the same year, it must be followed by a small letter depending on the publication date. Example: (Carrizosa, 1996a, 1996b). Resources like: Ibid, ibídem, op cit, etc cannot be used in the body of the text. When a source is used more than once, it must be cited again: author, year, and page of the referenced source. When using institutional authors' names, full names are included when cited for the first time, followed by its acronym and publication year. For further citation, only the acronym and the year are used. For example: (World Health Organization (WHO), 2008). Further citation: (WHO, 2008).

8. Aclaratory, descriptive, or explicative notes must be included as a footnote and using Arabic numbers. They are good to complement information in the body of the text. They will not be considered footnotes unless they are necessary in the text, as for instance: judicial sentences or newspaper citations.
9. All citations used within the text, corresponding to the bibliographic sources, must be included at the end of the manuscript. All bibliographic sources must be included in alphabetical order, as follows:

LIBROS

Last name, name (publication year). Title (in italics): subtitle (if there is one, in italics). Place: publishing house.

Example: Giddens, Anthony (1998). *La Constitución de la Sociedad: Bases para la teoría de la Estructuración*. Buenos Aires: Amorrortu.

To make reference to a bibliographic source written by two authors, they are written in the same format linked by "and" if the reference is written in Spanish, or by "&" if is written in English.

BOOK CHAPTERS

Last name, name (publication year). Title of the chapter. In name, last name (Editor). Title of the document subtitle (in italics). (pp. xxx). Place: publishing house.

Example: Maturana, Humberto (1997). Fundamentos bilógicos de la Democracia. En Crisóstomo, Pizarro and Eduardo, Palma (Eds.), *Niñez y Democracia*. (pp. 43-63). Santafé de Bogotá. Ariel-UNICEF.

JOURNAL ARTICLE

Last name, name (publication year). Title of the article. Title of the scientific journal in italics, volume number without abbreviations and in italics (if it is required, edition number in parenthesis without abbreviations), pages without using abbreviations.

Example: Moctezuma, Miguel (2002). Los migrantes mexicanos en los Estados Unidos y la inversión productiva en México. *Migración Internacional*. I, 149-162.

Note: The edition number is included in parenthesis after the volume number as far as each number of the journal includes separate page numbering starting from 1. If all numbers of the volume are numbered continuously, it is not necessary to include the edition number.

THESIS AND GRADUATION DOCUMENTS

Author (s) (year). Title of the thesis in italics. (The degree that the author intended to obtain) Place: Academic institution where it was carried out.

Example: Martínez, Ciro (2001). Las Migraciones Internas en Colombia: Análisis Territorial y Demográfico según los Censos de 1973 y 1993. (Disertación doctoral). Barcelona, Universidad Autónoma de Barcelona.

ELECTRONIC JOURNAL

Polanco, Jorge (2009). Compensaciones Económicas ante conflictos de uso del suelo. Cuadernos de Economía, 28 (50), 279-316. Recuperado en octubre 23, de 2009.

Disponible en:

http://www.fce.unal.edu.co/media/files/documentos/Cuadernos/50/v28n50_polanco_2009.pdf

10. All illustrations (tables, charts and figures) that are part of the manuscript or text must appear on the same page in which they are mentioned. The illustration's name must be written in the upper side and centered in relation to the figure. Arabic numbers must be used for numbering the illustrations; they must appear in consecutive order throughout the text.

A title and the source must be included for all illustrations. Photographs must be inserted in the document and additionally a folder with the pictures included in the text must be attached. For pictures, use JPEG format and good resolution.

11. Each one of the manuscripts and documents postulated for publication must be subjected to a process of revision by academic peers with enough expertise on the field. They are assigned by the editorial committee; there is a policy of complete anonymity for the evaluation of the manuscripts. The result of the evaluation can be as follows:

- a) Approved
- b) Approved with modifications
- c) Not approved

12. Authors and coauthors of the approved manuscripts must send a consent letter for publication of the article in printed and digital versions as well as for it to be published on an electronic platform. The content of the article published on the Journal is exclusive responsibility of the authors.

13. In case the article is accepted with modifications, the author or authors will receive the concept to make corrections and send it again. They will have 15 days maximum to send the manuscript back. Once the articles have been approved for publication, the author(s) will receive them for final style correction. Upon publication, the authors will receive two sample Journals in which the articles were published.

14. Authors interested in submitting manuscripts must send the document or text to: revistahumanidades@uis.edu.co or revistahumanidadesuis@gmail.com.