

EDITORIAL POLICY

UIS Engineering journal is a scientific publication edited by the Universidad Industrial de Santander, Faculty of Physicalmechanical Engineering. Its main purpose is to communicate and divulgate new knowledge by publishing scientific papers on: Electrical, Electronics, Management, Civil, Mechanical and Computer Science Engineering, and Industrial Design.

UIS Engineering Journal policy is an open and free access by means of the Open Journal System Platform - OJS. Authors submitting manuscripts to this journal should consider the guidelines and instructions given below and take into account its ethical and editorial policies.

EDITORIAL ETHICS AND STATEMENT OF BAD PRACTICES IN PUBLICATION

Work Originality. The manuscripts must be unpublished and exclusively submitted to “Revista UIS Ingenierías”. Editor reserves programming, printing and reproducing fully or partially (Copyright) but for every case credit will be given to the authors.

Author duties and responsibilities.

Authors must:

- Select and authorize just one correspondence author on charge of being in contact with editor for correction and revision of manuscripts, register and submission through the journal’s web platform. The corresponding author should make sure to keep copies of everything submitted.
- State that manuscript submitted to evaluation is unpublished and has been sent only to "UIS Engineering Journal".
- Correct mistakes and do changes to the manuscript suggested by peer reviewers.
- Provide four potential peer reviewers for each manuscript, used to discretion of editor.
- Ensure that manuscript does not infringe copyright, intellectual property, and results and information contained herein is true.

Peer reviewers duties and responsibilities:

Peer reviewers must:

- Keep confidentiality about manuscripts accepted for reviewing and inform to the editor when there is a conflict of interests with authors or research results related in the manuscript.
- Send to the editor the evaluation format for manuscripts, provided by the magazine, duly completed and signed.
- Inform to the editor when the paper under reviewing generates a suspicion of fraud.
- Make suggestions, corrections or modification requirements on the manuscripts if they consider it necessary.

Editor and editorial board duties and responsibilities.

The editor must be responsible of:

- Information published in the journal.
- Accepting or rejecting a paper.

- Delegating on the editorial board the decision of publishing or rejecting a paper, in case of conflict of interest.
- Guaranteeing anonymity of peer reviewers, during the evaluation process.

The editorial board members act as section editors and their duty is to cooperate with the general review of papers submitted to the journal and to verify corrections achieved by authors, in case of being requested by the peer reviewers.

UIS Engineering Journal duties and responsibilities.

- In case of mistakes or inaccuracies in the publication, the Journal should clarify, correct, retract and apologize in future editions or if it is necessary draw publication back.

PROCEDURES FOR DEALING NO ETHICAL BEHAVIOR.

In case of an unethical conduct related to the legitimacy of the manuscript submitted to the journal, the editorial board will penalize to the authors according to the type of action. If conduct is not severe, a warning is given to the authors and publication of manuscript can be temporarily restricted. For more severe cases the penalty may include prohibition to the author for publishing in the Journal.

GENERAL ASPECTS

FREQUENCY OF PUBLICATION

Half-yearly. The journal releases two issues per year in the same volume.

TARGET AUDIENCE

1. Researchers in Electrical, Electronic, Management, Civil, Mechanical engineering, Computer Sciences, Industrial Designers and related areas.
2. Professionals on Electrical, Electronic, Management, Civil, Mechanical Engineering, Computer Sciences, Industrial Designers and related, who are potential users of published research results.
3. University communities and library users where copies are leaved.

LANGUAGE OF PUBLICATION

UIS Engineering Magazine publishes articles in English and Spanish.

PAPERS PREPARATION AND SUBMISSION

For submitting articles authors have to:

1. Adjust papers to UIS Engineering journal format (an example with guidelines for each section is provided in this document).
2. Register as author in the website of the Journal (<http://revistas.uis.edu.co/index.php/revistausingenierias>)

3. Upload the manuscript on the website of the Journal (<http://revistas.uis.edu.co/index.php/revistauisingenierias>) as well as the copyright assignment form, the letter of originality, and a compressed file with the images used in the article. The correspondence author will register and upload the article on the web platform and should ensure to keep copies of everything submitted.

4. Confirm application of manuscript to revistaingenierias@uis.edu.co

NOTE: In order to start the publishing process, the authors and their work must meet all these requirements.

MANUSCRIPT EVALUATION PROCESS

Every manuscript accepted for evaluation in the UIS Ingenierías Journal will be under the next process:

1. Verification that author delivered the rights transfer and originality declaration letters, signed and fulfilled.
2. General review and relevance for journal of manuscript by the section editor assigned by the editorial board.
3. Double-blind peer evaluation requested to experts in the area in which the manuscript was developed.

Once manuscript is evaluated, based on the evaluation format established by the journal, the peer evaluator defines between next options: acceptance, acceptance with modification or rejection, where

Acceptable for publication:

- Publication or accepted without modification.
- Publication or accepted with modifications and it is essential that corrections must be achieved for acceptance.

Rejected:

- It is necessary that manuscript be improved because it is incomplete.
- The technical content is not appropriated for being published in the UIS Ingenierías Journal.

4. Suggestions, comments and changes requested by the evaluator will be sent to the author.

Since the moment that changes suggested by evaluator are notified to the author, he will have a maximum of 15 days to comply with the instructions of the reviewers and send to the editor the two amended versions of the manuscript: final version and a version by using Word options "comments and track changes" to record all changes made to the manuscript.

5. The section editor verifies relevance of modifications and changes to the manuscript as suggested by evaluators.

6. The decision to publish the manuscript is subjected to the concept of the Section Editor and editorial board about the changes suggested by the evaluator and realized by the author.

7. In case of that manuscript be accepted for publishing, each article author will receive a copy of the issue where it is published.

8. In case of differences on the definition of the type of paper, rating or relevance for the journal, the article will be submitted to a third peer evaluator.