



EDITORIAL POLICIES

Revista Gerencia Tecnológica Informática

-GTI-

Updated by:

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Addressed to:

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Place and date of issue:

Bucaramanga, July 2008

Identification:

RGTI_POL01_03

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SUBMISSION OF ARTICLES

REVISTA GERENCIA TECNOLÓGICA INFORMÁTICA- GTI-

OBJECTIVES

- 1.1 Establish the basis for objectively guide the planning, operation and evaluation of the publishing institution.
- 1.2 Create mechanisms for evaluation and promotion regarding the editing of papers.
- 1.3 Establish criteria for obtaining indexation Colciencias maintain inclusion in databases and to integrate the best-known bibliographical indexes.

2. SCOPE

This document applies to all articles to be published in the journal Information Technology Management. All work submitted for publication will be subject to evaluation procedures and determination.

3. PURPOSE.

The main purpose of the editorial policies is to achieve standardization and formalization of articles and applicants to be published in the journal as well as benchmarks to determine the same, in order to achieve a rating.

4. REFERENCES.

Format for submission of articles Classification Editorial Policy Articles

5. EDITORIAL POLICIES

5.1 About the formation of the Scientific Committee

- Each Member of the Scientific Committee should enjoy wide recognition in the field where the journal is registered.
- The selection of the scientific committee should not be limited to local or national scientific personalities but to integrate scientific important than past performance have achieved international recognition in the field or area of knowledge that are inserted in the publications of the journal to be a member of scientific committee must have level of education at the doctoral level.
- 50% of Scientific Committee members of each issue must be from foreign institutions
- They must have published during the two years preceding the observation period at least one item type 1, 2 or 3 other internationally indexed journals.

- For each journal issue, is necessary to have the resume of each of the members of the scientific committee with appropriate references to previous publications for this purpose it is necessary that each member submit your resume.

5.2 About the formation of the Editorial Board

- The editorial board GTI journal is comprised of professionals knowledgeable about the issue of the journal.
- 50% of this committee should be formed by professionals with doctorate degrees must belong to a foreign institution.
- Annually conduct at least one publication of original articles scientific research on the theme that handles the journal, either type 1, 2 or 3 and other internationally refereed journals and indexed ..
- For each journal issue, it is necessary to have the resume of each of editorial board members with appropriate references to previous publications for this purpose it is necessary that each member submit your resume.

5.3 About the formation of the Arbitration Committee

- It will be composed of a group of professionals with extensive academic career, which are linked to institutions and national and international educational organizations, universities or research centers in the different areas covered by the journal.
- 60% of the referees must be external to the institution editor and different members of the Editorial Board.
- Must be made by professionals with master's degree.
- Each of the referees must have published in other refereed journals related to the issue of the journal coverage of at least one item type 1, 2 or 3 in the year.
- For each journal issue, it is necessary to have the resume of each of the Arbitration Committee members with appropriate references to previous publications for this purpose it is necessary that each member submit your resume.

5.4 About the formation Drafting Committee

5.4 About the formation Drafting Committee

- It should be composed of personnel working on the issues of the journal.
- For each journal issue, it is necessary to have the resume of each of the Arbitration Committee members with their respective references to publications above, for this purpose it is necessary that each member submit your resume.

5.5 About the formation of the authors

- 60% of authors of documents types 1), 2) or 3) must be different from the members of the Editorial and group of arbitrators, the edition to which he belongs.
- 30% of authors of documents types 1), 2) or 3) should be external to the institution, editor of the journal.
- 20% of Authors must belong to foreign institutions

5.6 About the Visibility

5.6.1 About the Legal Deposits

- It is the duty of the GTI Journal comply with the law 44 of 1993, Decree 460 of March 16, 1995, Decree 2150 of 1995 Decree 358 of 2000, which normalizes the legal deposit. This payment is made within 60 days after publication, public communication, reproduction or import respectively. The distribution of these copies must relate:
 - Directions should be directed to where these items should be checked whenever available to them
 - The data sender (Journal and Name of Director)
 - The titles and the quantity of each title

Distribution must be as follows:

- TWO COPIES

Biblioteca Nacional de Colombia

Doctora:

Margarita Valencia Vargas

Director

Grupo Selección y Adquisiciones

Calle 24 5-60 Primer piso

Teléfono: 3414028 Fax: 3414030/29

Bogotá - Colombia

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Señores:

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Teléfono: 3824450 - 3824455

Bogotá - Colombia

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Biblioteca Central Universidad Nacional de Colombia

Doctora:

Clara Eugenia Velasco

Coordinadora de grupo de adquisiciones

Carrera 30, Calle 45 Costado occidental

Plaza Santander Ciudad Universitaria

Bogotá – Colombia

➤ ONE COPY

Biblioteca Departamental

Señores:

Biblioteca Gabriel Turbay

Calle 30 26-117

Bucaramanga –Santander

For more information refer to the book page Camlibro.

5.6.2 About the Exchange

- Have at least with 11 trade journals, whether regional, departmental, national or internationally.
- Use the registration form of exchanges, where they must be recorded relevant data from the institutions with which this exchange takes place.
- Information should be updated at least twice a year; this in order to keep updated swaps data and confirm that the exchange is in force.

5.6.3 About the subscriptions

- There must be at least 41 active subscriptions for each edition of the Journal.
- You must use the formats for subscriptions, to keep a detailed record for each subscription and supports necessary for their justification.
- The documentation requires to be taken into account for any subscription with an institution whether public or private is as follows:

- Cite with date addressed to the institution requesting the subscription or name on its behalf. Use the format of the journal for this purpose.
- Peace and safe from Colombia ITI tax judgments issued by the comptroller general of the nation, this procedure can request the comptroller page.
- RUT Colombia ITI
- Certificate issued by the reviewer attorney or legal representative of ITI Colombia, on the payment of contributions to employees health, occupational hazards, contributions to pension and family allowance funds, SENA, ICBF, for the six months prior to the legalization of the contract.
- Certificate of Representation ITI legal Colombia.

5.6.4 About the Integration of the Bibliographic Database

- be integrated into at least three bibliographic databases selection committee related to the thematic coverage of the journal.
- The characteristics to be met according to the Journal the database are as follows: You
 - You must submit the booklets published during the year immediately prior to the date of application.
 - Edited numbers are considered a regular basis and without delay.
 - At least 75% of the contributions published in each issue must be original results of scientific research products and other significant original contributions to the specific area of the journal.
 - Review process, arbitration ruling or nominated articles for publication. Some sections of the journal, preferably in the instructions to authors, should state that all must show original peer review process in all its forms or types, which procedure should be carefully detailed.
 - In some sections of the journal, preferably in the instructions to the authors, this should be explicitly postulated that any article for publication must be unpublished.
 - Indicate clearly and explicitly the goal of the journal.
 - List the records in indexing systems or databases.
 - Refer explicitly to the conditions under which the journal or publishing institution retain copyright or dissemination of the contents, where appropriate, submit the forms signed by the authors to assign the rights for distribution and reproduction of materials.
 - English translation of each one of the article.
 - The home page of each article must be included in number of pages covered by that article.
 - Include instructions to authors in English.
 - Include contact telephone numbers indicative of long distance.

5.6.5 about the Integration to Bibliographic Indexes

- The journal must belong to at least two bibliographic indexes, with the selection committee related to the issues of the GTI journal.
- The features to meet the journal according to the index include:

(ISI - Thomson Scientific):

- PUNCTUALITY and regularly in each of the publications: the index evaluates 3 issues of the journal, one after another, as soon as they are published. This applies equally to electronic journals that have established a periodicity. However, in the case of electronic journals that are not journalists but regardless articles accumulate; we should observe a steady flow of articles over several months.
- Easy recovery of the sources: information, abstracts, full bibliographic information All references and full information of the authors, to optimize the recovery of the sources of articles. These conventions include informative journal title, the description of articles, titles and abstracts, complete bibliographic information for all cited references, and full address information for each author.
- Language: publish the full text in English, or at least bibliographic information in English.
- Peer Review: The application of the peer review process is another indication of the journal and the standards of overall quality of published research and the integrity of references.
- Sources of funding and support: Items must publish information about the source of funding and support for the research presented.
- International Diversity in international journals: editorial diversity among authors and members of the editorial board of the journals. Today, scientific research is conducted in a global context and a journal with international diversity is more likely to have importance in the international research community.

OTHER CRITERIA for remaining in the index:

- Cites from the journal itself, as expressed by the impact factor and / or total citations received.
- Cites contributing authors, especially useful when evaluating new journals where the level of appointments in the history of the journal does not exist yet.
- Self-citations: The auto- appointments are also taken into account. 80% of all journals listed in JCR Science Edition have self-citation rate exceeding 20%. A significant deviation from the normal rate leads to a survey by Thomson Scientific to determine if it is being used to artificially inflate the impact factor and therefore penalize the journal.

SPECIAL CASES:

- Regional Scope: specificity of the content. The citation analysis are evaluated somewhat differently in the results. Many regional journals target a local audience rather than international.
- All selected regional journals must publish at intervals established in English at least have the bibliographic information (title, abstract, keywords), and reviewed by peers. References cited should be in the Latin alphabet.
- E - Journals: The format is extremely important. Must follow guidelines that help ensure proper citations of articles and reduce the possibility of ambiguity in them. It is necessary to easily identify the following:
 - Title of periodical
 - Year of publication
 - Volume and / or publication number (if applicable)
 - Article title
 - Page number or article number (one or the other is required. The number of article should not be the DOI) If your journal has page numbers and item numbers, enter them separately

and not merged. The number of each item must be clearly differentiated and have no ambiguity. (No need to repeat similar numbers in different volumes)

- Authors' names and addresses
- All the identifiers Article DOI, PITI and the numbers of articles
 - The complete table of contents for each of the numbers that should include: the page and the number of item for each of the items (unless the journal is published as separate articles at a time).
- Policies defined above are strictly enforced and must ensure that it meets each of these criteria without exception, in every issue of the Journal.
- It must be complied with the frequency indicated by the index: every six months minimum.

5.7 Adherence to UIS Policies

- To correspond with the UIS, parent organization of the Journal, is to meet the following standards:
 - Submit an annual management plan, the basis for assessing the development of publication (see format of the plan)
 - Report each time the VIE's request, seeking to achieve and maintain quality standards.
 - Coordinate design and layout with the VIE to maintain the established format for the UIS institutional journal (see publication policies).

5.8 About the Legal Dispositions

- When applying to an article in the Journal, it is admitted the article's original approach by the author or paper's authors. This requires a certification manifest via email or physical mail in the format of the Journal GTI defined for this purpose.
- The acceptance of an article for publication implies the transfer of copyright of the author in the format defined Review by GTI for this purpose and may not be reproduced or published in whole or in part without written consent of the.
- If the article is published in any edition of the Journal during the year it was signed, the Rights Transfer Agreement Copyright will be invalidated.

5.9 Articles quality content

The quality of applicants for articles published in Information Technology Management shall be supported by the benchmarks presented below, which will allow the editorial board to decide the suitability of assessed work. The criteria for evaluating works determination are subject to:

5.9.1 Originality of submissions.

5.9.2 Validity of the article content.

5.9.3 Relevance of the work with the issue raised for their development.

5.9.4 Significance of the content Article in the community, to the extent that may be relevant publication couple a group of potential readers.

5.9.5 Force, innovation or demand in certain sectors of the population.

5.9.6 Compliance with paragraph 5.8 Format of the items

The weight of each of these variables depend on the characteristics of each of the approved editorial guidelines (students, researchers, professionals).

5.10 General Policies about the article evaluation

- Items are subject to two initial evaluations by the Scientific Committee and the Drafting Committee, which will define if the item is suitable for publication in the GTI Journal.
- The works shall then be 2 assessments, which must come from one of evaluators or international and national referees other editorial committee will require that the two assessments are approved to authorize the issue.
- review committees are responsible for submitting articles to review and recommend changes it deems appropriate or return those who do not meet the requirements. In all cases, the authors inform the results of the determination with the arguments underlying the decision of these committees.
- Once it is received of an article and submit it to the evaluation process, not the authors ensures the immediate publication of this article.
- The presentation of each publication shall be in accordance with the basic design of the same editorial line must maintain, among other things, the congruence between the content and audience being addressed.
- The committee members shall not evaluate their own products, if such act as authors within the same publication.
- The direction of the GTI journal is not responsible for the content of the articles, or published in other media.

About the features to meet the Journal to be published

- Have published at least 5 articles on the types 1), 2) or 3) annually
- Have used at least 4 arbitrators different from other editions of the year and comply with policies shaping the referees committee.
- Meet dates Posted declared as follows:
 - For the first edition of the year, defined the first four months of the year for editing and publishing deadline paper at the end of January, for posting on Web site journal at the end of May.
 - For the second edition of the year, is defined between May and August of the year for editing and publishing deadline paper at the end of April, for posting on the site Web journal at the end of September.

- For the third edition of the year, is set in September and December for editing and publishing deadline paper at the end of September, for publication in Web site of the journal at the end of January the following year.

5.11 Functions

5.11.1 Functions of the Director

- Represents the journal
- Monitors quality
- Coordinates internal and external activities
- Leads and teamwork
- Delegates
- Monitors the frequency and timeliness of the journal
- Gets new authors and international contacts.
- Promotes the review of national and regional literature

5.11.2 Functions of the Scientific Committee

- Regulate scientific and technical quality of the journal.
- Ensure the position of the journal in the field of science and technology.
- Propose methodologies and standards according to the journal changes need to maintain and improve your score index.
- Define the types of articles and documents and profiles of the authors.
- Select the diverse subject matter covered by the publication in each issue.

5.11.3 Features Editorial Board

- Guide editorial policies.
- Conduct the first review of articles submitted to determine if they agree with the issues of the journal.
- Assist in achieving national and international papers. Help establish contact with national and international academics, and approve the material to be published.

- Support the editor in the task of punishing the quality of articles submitted for consideration, to ensure scientific rigor, relevance and appropriateness academic theme the contents of the Journal. View Titles and abstracts of possible articles.

5.11.4 Features of the Arbitration Committee

- Evaluate and judge the work submitted for publication, as appropriate to their area of specialty.
- This committee is responsible for assessing the scientific and methodological rigor of papers presented. You'll need to interpret and implement all the policy guidelines set forth in articles assessment checklist and background.
- Referees may use additional criteria to those reported here, to strengthen the scientific rigor of the assessments carried out.
- Analyze the methodologies and theories raised in the articles, make contributions based on this qualitative research, teaching and other values added to the manuscript.

5.11.5 Features of the Drafting Committee

- Ensure that policies meet the authors Drafting defined for this journal.
- Verify that the article contains all the parties must have to be published in the journal.
- Verify that the article has a suitable composition from start to conclusions consistent with the subject.

5.11.6 Functions of the journal Coordinator

- Manage and control the schedule established for each edition, so in this way, compliance with the periodicity of the journal.
- Collect each of the resumes of all participants in each of editions (Scientific Committee, the editorial committee, arbitration committee drafting committee, and co-authors)
- Conduct two painstakingly reviews all articles that include thematic format and quality, the first review of the items are made in the form Word and a second review articles in corel format. For this purpose, is designed for a checklist item.
- Reviewing in detail the format of the journal before publication. For this purpose is a checklist designed for journal. Perform the respective modifications, if needed. (See Editorial Review Form in Excel format).
- Coordinate with graphic designer and print publication of each of the three annual editions. (See Publication Policies).
- Perform printing of all annual issues.
- Respond to requests of the authors, referees, subscribers or people interested in the journal.

- be continually updating the review in accordance with the specifications of bibliographic indexes nationally and internationally
- Update, drafting and document formats and policies of the journal according to their need.
- Manage and control the functionality of the website of the Information Technology Management Journal.
- Periodically update the information in the portal from UIS CIDLIS and, according to the Journal calls for GTI.
- Send the journal, once printed to different authors, subscribers, trade journals and legal deposit. Authors will be giving away the physical journal black and white and they must pay the shipping costs, if the authors want the journal to color must assume the same cost with shipping charges.
- Notify the authors that the journal was printed and that his article was published. For this purpose, a certificate is designed for the journal that is sent to each author.
- Manage the promotion of the Journal level sponsorships, subscriptions and Journals in exchange.

5.12 Submission of Manuscripts.

All applicants for documents to be published must have the parts required and comply with paragraphs below:

5.12.1 About the parts of the article.

The document must contain:

1. Title in English and Spanish: The title should be concise and informative work. In Spanish, written in Tahoma Bold font, size 20, bold template, centered at the beginning of the document. In English, written in Tahoma Bold font, size 14, bold template, centered at the beginning of the document.
2. Author (s): two single spaces proposed title must include the name or names of the authors of the document Tahoma bold, bold, sustained, size 10. Similarly all the information the author's institutional affiliation, ie their level of education, position and dependence on the institution to which he belongs, plus e-mail and country of origin (CAPS), in general Tahoma, size 9. You must place all the institutional affiliations of the author in cases in which more than two institutions. In addition it should be left in a table attached to document all the information of the institution, as the name of the institution, acronym, institutional, city, address and mail.
3. Institutional Affiliation: Each author must integrate information from the article the institution which is linked with the information in the previous paragraph and in accordance with the format of the manuscript. The name of the institution capitalized and bold, font Tahoma Bold, size 10, the information of the institution in general Tahoma without bold size 9.
4. Information or Project Research: giving rise to the article, which contains the project name , Start Date, End Date, Executing agencies, the implementing agency Unit, Subunit dependence of the implementing institution, Institution Financing Unit, the financial institution, Subunit dependence of the financial institution.

5. Date Received and Date Acceptance of article: The dates on which they are received and accepted the articles, must be located within a single space of the author's institutional affiliation in italics, bold Tahoma, size 10. This space will be completed by the Journal Manager.
6. Theme: indicate the article covering topics on the issue, and it is equally allusive to the subject of the article. Tahoma bold, size 10, double space the dates of receipt and acceptance of the article.
7. Type of Item: Classification according Colciencias article. Articles will be accepted only Type 1, 2 and 3, for purposes of item type classification see attached articles. The type of article must be located within a single space for the dates of receipt and acceptance. This space will be completed by the Journal Manager.
8. Analytic summary: As its name suggests, is the preparation of a summary analysis of a given text. It is a synthesis of concepts, approaches, proposals and ideas, following the structural organization of the original text, highlighting its essential elements. That is, cannot be ignored or the structural form of text or internal consistency, while maintaining the central idea or main reason for the content. This technique seeks to uncover the relationship between main ideas and supporting secondary or derived text. It is important to remember that the secondary ideas are those who exemplify, clarify, describe, or extend the main idea. The summary should be located to a single space in the Author section. Be submitted a minimum of 200 words and a maximum of 300 words, indicating the purpose of the article, main findings (specific data) and the relevant conclusions and originality of the work, with emphasis on the importance of innovation and study or observations, developing its content in Tahoma font, size 10, italic, a single column. The short title should be in all caps and bold. (See Format for submission of articles .Doc.)
9. Keywords: In a space of abstract, authors should include 3 to 6 key words or short phrases that can facilitate the inclusion of the publication in international indexes, developing its content Tahoma font, size 10, a single column, one word per line of the paragraph. The title key words should be in bold capital letters. (See Format for submission of articles. Doc).
10. Analytical summary: be submitted a minimum of 200 words and a maximum of 300 words, indicating the purpose of the article, main findings (specific data) and relevant conclusions the originality of the work, with emphasis on the innovation and importance of the study or observations by developing their English content. Is located within a single space of the keywords. Tahoma font, size 10, italic, a single column. The abstract title should be in bold capital letters. (See Format for submission of articles. Doc).
11. Keywords: Keywords or short phrases that can facilitate the inclusion of the publication in international indexes, developing their English content. Tahoma font, size 10 to a single column, one word per line of the paragraph. The title should be capitalized keywords sustained and bold. (See Format for submission of articles. Doc).
12. Introduction: This should include the background, problem statement and objective of the study in a free writing is duly supported by the literature, developing its content in Tahoma font, size 10, this introduction as well as the entire contents of the article should go to two columns. The introduction should be placed to. Single space of keywords, the title must be in Tahoma font 10, bold, capital letters. The introduction should not take numbering. (See Format for submission of articles. Doc).
13. Contents of the document: the content of the article or the development thereof, shall be in general Tahoma font, size 9, and sections and subsections of the document shall be governed as follows : Main section, where the heading should be numbered consecutively on the left, in bold Tahoma font, size 10, bold, capital letters, with spaces between the section title and the content thereof. Section 2 shall be consecutively numbered on the left, and related to the numeral of the main section, in general Tahoma

font, size 9 capital letters, with single space between the title of the subsection and the content thereof. Section 3, must be in Tahoma 10, capitalized, with space between the title of the subsection and the content thereof. The latter format applies equally to sections 4 and 5 should be used (see Format for submission of articles. Doc).

14. Conclusions: These are the achievements in the research process undertaken. They are characterized by being expressed in plain language. They are written in past tense. Must be located at the end of the article to a space of the last title of the article. General Tahoma 9, heading in bold Tahoma font 10, bold capital letters.
15. References: The references of the article should be at the end of it, whether they are: literature, web pages or documents. They should develop its content in general Tahoma font, size 9. The title should be in bold Tahoma font 10, bold, capital letters. The contents of the article shall not include footnotes, these are cited at the end of the document references, the format must be Roman numbering of references is a numbered sequence enclosed in square brackets [I] [II], [III], [IV] [V].

5.12.2 about the Physical requirements of the article

The following are general points of compliance in the development of the article:

16. The page size is letter, with margins of 3 inches to each side.
17. Document will have two columns of 7.8 cm each, spaced of 0.6 cm. (See Format for submission of articles. Doc).
18. The design of header and footer will find an inch of the blade.
19. The content of the document should be developed single-spaced, leaving a line whenever you want to start a paragraph.
20. The text of the article content will be formalized with bold Tahoma font, size 10 for headings and general Tahoma, size 9 for the normal content.
21. The document numbering starts from the first title of the content, Title, the author, the executive summary, key words and Introduction, are not considered as numbered sections of the document.
22. Tables should carry continuous numbering, starting in **Table 1**. referencing it later its title, bold sustained, located east in the upper body tabbed table to the left, in bold Tahoma font, size 9 and capitalize the first word in the title of the table.
23. The tables should be with tabs, do not use images (Insert Table), for purposes of diagram avoid problems.
24. Figures should be numbered consecutively lead, beginning in Figure 1. Subsequently referenced title, bold sustained, located in the lower body of the figure, tab to the left, in bold Tahoma font, size 9 and capitalize the first word in the name of the figure. These figures should be embedded in Word (send the original image in jpg or png).
25. The figures included in the content of the article must be original, clear enough to facilitate the issue of the journal. Excel format should come and be inserted into Word, not as images.
26. Tables and figures of the document must be referenced as much as needed in the body of the article.
27. The columns of the last page must be completed with a length equal or symmetrical
28. References located at the end of the document should be numbered consecutively (numbers in brackets [I], [II], [III] [IV] [V] [VI] arranged alphabetically by author's last name, and the format: Name of author, initial capital, publication name capitalized (city and year of publication separated by a comma (,) in parentheses), and page references.

29. They will find general Tahoma font, size 9. (see the references) For abbreviations and symbols should be used only standard abbreviations, avoid using the title and abstract. The full term represented by the abbreviation should precede the abbreviation, the first time it appears in body copy, unless it is a unit.
30. The vignettes used for special signaling, will be the point, Symbol font and size 10.
31. Articles should contain the date of receipt of the item and the date of acceptance by the editorial board.
32. The articles must contain the type of classification according to the terms of COLCIENCIAS (Type 1, 2 or 3) for this purpose to review the classification of articles.
33. If the items contain mathematical formulas, must be typed in general Tahoma 9 by Microsoft Equation 3.0 or higher, this in order to avoid problems with diagrams.
34. The design of the journal should contain bibliographic legend in each of the articles and on the cover of the journal.
35. The article should have a minimum of 3 sheets and a maximum of 20 pages of content, in the format specified by the journal.

5.12.3 About the bibliographic references.

Authors are recommended to have at least 10 references bibliography because policy journal's main research and in this way, it would be promoting the authors of research journal publications GTI. To quote the references below are some relevant examples to be followed by the authors for their own references:

* Books

It must be followed the following order: LAST NAME, names. Title of the book. Subtitle (if any). Edition (omit the first). City of publication: Publisher, year. Total number of pages.

Examples:

CASSANY, Daniel. Describir el escribir. Cómo se aprende a escribir. Barcelona: Paidós, 1989. 194 p.
BURGOS DE ORTIZ, Myriam y ORTIZ GONZÁLEZ, Luis Augusto. Investigaciones y trabajos de grado. Cali: N- textos, 2001. 158 p.

* Journal Articles

It should be the following order: LAST NAME, name. Title of article abbreviated journal name, number, pages, and city: publisher, year.

Examples:

BURGOS, Myriam. Reflexiones en torno al proceso de formación profesional. Revista Gestión y Desarrollo No 7. Cali: Universidad de San Buenaventura, enero de 2001. pp. 26 – 35

ORTIZ GONZÁLEZ, Luis Augusto. La importancia de la introducción en los procesos de investigación. En Revista de Negocios No 5, p. 55-69. Cali: Universidad de San Buenaventura, 1996.

* Newspaper Articles

It should be the following order: LAST NAME author's name. Title of the article. Preposition On behalf of the newspaper, city (day, month, year) page number, column (s)

Example:

CARVAJAL CRESPO, Tobías. Los años que se fueron. En El Espectador, Bogotá (16, sep., 1985) p. 2C, c. 2 – 5

* Chapter of a book of collective work

It should be the following order: LAST NAME author's name. Title of chapter. Preposition Last Name, author's name of the compiler. Title of complete work. City: Publisher, year of publication. Pages chapter.

Example:

ORTIZ GONZÁLEZ, Luis Augusto y otros. Escuela, conocimiento y lenguaje escrito. En JURADO VALENCIA, Fabio y BUSTAMANTE ZAMUDIO, Guillermo. Los procesos de la escritura. Bogotá: Cooperativa Editorial Magisterio, 1996. p.11 – 22.

* Thesis and other degree works

It should be the following order: LAST NAME (S) author's name. Title: subtitle (if any). City, year of presentation, pagination. Description of work degree (academic title). Institution. Faculty. Department or Area.

Example:

PÉREZ CARMONA, Rafael. Diseño de redes hidráulica y desagües. Santa fé de Bogotá, 1996, 160 p. Trabajo de grado (Ingeniero Civil). Universidad Católica de Colombia. Facultad de Ingeniería Civil. Área de hidráulica. * Ponencias En Congresos

Se debe seguir el siguiente orden: APELLIDO(S), nombre del autor. Título de la ponencia. Preposición En: congreso o seminario. (Número de la conferencia: año de realización: ciudad donde se realiza). Título que generalmente se identifica con memorias o actas. Ciudad de publicación: Editor. Año de publicación de las memorias. Páginas.

Example:

CHARUM, Alfonso. La educación como una de las bases para la sociedad informatizada del año 200. En: CONGRESO DEL SISTEMA DE INFORMACIÓN Y DOCUMENTACIÓN PARA LA EDUCACIÓN SUPERIOR. (6ª: 1987: Bogotá).

* Taken from the internet

It must be provided all information that makes it possible to easily reach the document referenced in the written text. A Reference data is then required to be carried references. Responsibility of the main document. Title. electronic type. Edition. Place of publication. Date of update / revision. Date of appointment (optional). Availability and access.

Example :

CARROLL, Lewis. Alice's Adventures in Wonderland (online). (Dortmund, Germany), nov. 1994 (cited 30 mar., 1995). http://www.germany.eu.net/books/carroll/alice_10.htmlISEC13

5.12.4 About the drafting

In order to achieve a good style should adhere strictly to the syntax, spelling and grammar rules relevant. It should be written in an impersonal way (passive voice, for example: it is made, it is defined, it was tested) (see Editorial Policy). The work should be free of typing error, spelling, grammar and writing. To highlight, you can use italics or bold.

5.12.5 About punctuation

* After period, there is a space is left; and a full stop means a new paragraph.

* The colons are written immediately after the word, followed by a space and the text begins with lower case.