

## REVISTA CIENTÍFICA ESTUDIOS E INVESTIGACIONES

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### GUIDELINES FOR AUTHORS

***Before submitting the article to the Scientific Journal of Studies and Research, it is recommended to read this guide carefully.***

***Submitting all the required data will help in the evaluation of the article***

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The Scientific Journal of Studies and Research disseminates scientific research works generated by professionals in the areas of Education, Social Sciences, Health Sciences, Legal Sciences, Basic Sciences, Business Sciences, Economic Sciences, Technology, Innovation, and Communication Sciences, from national and international authors.

It is a biannual journal, published in print format as well as online.

The published content is open access and to use it, it is only necessary to cite the source.

The frequency is

Number 1	January- June
Number 2	July -December

The contributions can be submitted in English, Spanish and Portuguese.

The metadata such as title, abstract and keywords should be translated into:

Full text in	Translate to
Spanish	English
Portuguese	English
English	Spanish

## **1. MANUSCRIPT PREPARATION**

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Peer-reviewed papers (original article, review article, short communications, articles of interest or topical articles) must be submitted anonymously.

### **1.1. GENERAL CRITERIA FOR THE PREPARATION OF THE MANUSCRIPT**

In general, research articles should include an abstract, introduction, methodology, results, discussion, conclusion, acknowledgements and bibliographical references. Recommendations may be included.

Titles and subtitles should be numbered with Arabic numerals. The title should not exceed twenty (20) words.

Papers submitted should conform to the format and style requirements according to the nature of the Journal, following the instructions below:

- Body typography: Times New Roman, size 12, justified text.
- Titles and subtitles: should be justified in New Roman, size 12, capitalized and bold, leaving a single space between them and the text. Do not use bullets or general numbering for the word processor.
- Line spacing: 1.5. Margins: 2 cm on all sides.
- If abbreviations are used, they should be explained only the first time they appear in the text.
- Tables and graphs should be incorporated into the text, as close as possible to the place where they are mentioned. Avoid putting them as annexes. They should have the necessary textual references, if applicable.
- In case the figures contain texts and symbols, these should be as legible as possible.
- The electronic format of figures and tables should be sent in an Excel file.
- Photographs and original drawings should be in JPG, GIF or TIFF format (4961 x 3295 pixels or 2041 x 1356 pixels).
- Notes mentioned in the body of the paper should be footnoted. Notes are required to be numbered ordinarily, with Arial font, size 8.
- In-text citations and bibliographical references should follow the style of the American Psychological Associations (APA) seventh edition ([www.apastyle.org](http://www.apastyle.org)).

### **1.1. AUTHORSHIP**

It is assumed that the corresponding author acts in good will on behalf of all the authors of the document and expresses joint and several responsibility for the originality of the work presented.

The order in which the authors appear should be a joint decision of the co-authors.

The editor of the journal will ask the authors to specify the contribution of each one.

Team members who do not meet these criteria may be listed, with their permission, in the Acknowledgements section.

The manuscript must be accompanied by a letter signed by all authors to the journal indicating that the paper has been read and approved by all authors.

This letter must contain:

- name(s) and surname(s) of all authors.
- Institutional affiliation of each author; full name of the institution and department to which he/she belongs (from highest to lowest hierarchy), city and country. E.g. Universidad Iberoamericana, Graduate School. Asunción, Paraguay.
- E-mail address of each author;
- Orcid ID of each author; (the Orcid is registered in <https://orcid.org/>)
- name the corresponding author with his/her e-mail address and telephone number.
- brief curriculum vitae of each author (up to 50 words).
- All authors must declare and sign the contribution made.
  - E.g. AA (author's initials) developed the methodological design.
  - BB (author's initials) performed the data collection and analysis.
  - CC (author's initials) drafted the manuscript.

Authors should also include the type of manuscript described in item 1.3 of this document and the assurance that the results of the study have not been published or submitted for consideration to another journal.

Authors are responsible for obtaining permission to reproduce any copyrighted material that is used in the manuscript. A copy of the permission must accompany this letter.

If part of the submitted article was presented at an academic event, include the following data: name of the event, organizer, date, city, country.

If the article submitted is part of a thesis, include the following data: Academic Unit to which the thesis was submitted. Name of the course, year).

### **1.3. SECTIONS OF THE JOURNAL AND TYPES OF ARTICLES**

- a) Original Articles
- b) Review Articles
- c) Letters to the Editor
- d) Short Communications
- e) Current Issues
- f) Editorial

g) Other sections: Papers from Congresses, Conferences or Scientific Meetings, Projects in Development, Book Reviews.

### **1.3.1. Each type of article will have the following structure:**

*a) Title*

*b) Abstract and keywords:*

The abstract should not contain more than 250 words and will be written in the preterit tense in a single paragraph. It should indicate: the title of the paper, the introduction or background, study design, the purposes of the study or investigation; material and methods (population, interventions, and statistical analysis), the most important results and the main conclusions. The subtitles of these sections should not be written. New and important aspects of the study or observations should be emphasized. The abstract should be followed by 3 to 5 key words that allow indicators to classify the article. The abstract should also be included in English with its respective keywords.

*c) Introduction:*

The development of the problem should be expressed, including its background, purpose and justification of the article. Strictly pertinent references should be mentioned, without making an extensive review of the subject. Neither data nor conclusions of the work being reported should be included.

*d) Methodology:*

The manner in which the study was carried out should be clearly described, indicating the methods, the way in which the subjects were selected or who participated in the experiments, the techniques used, apparatus, equipment and procedures, with sufficient details so that other researchers can reproduce the results. The statistical methods used are described in detail so that the reader, versed in the subject, who has access to the original data, can verify the reported results. Specify the software used.

The way in which ethical standards were respected should be indicated: When the work includes experiments on human subjects, include whether the procedures followed comply with the ethical standards of the Council for International Organizations of Medical Sciences (CIOMS) and the Helsinki declaration of 1975, revised in 2000. Maintain the anonymity of study subjects and illustrative material. In the case of animal experiments, indicate that the basic international guiding principles applicable to biomedical research involving animals, developed by the Council for International Organizations of Medical Sciences (CIOMS) and the International Council for Laboratory Animal Science (ICLAS), have been complied with.

Conflict of interest. When there is any relationship between the authors of an article and any public or private entity, from which a conflict of interest could arise, this circumstance should be communicated in a separate letter to the Editor, who guarantees its confidentiality. If the article is accepted for publication, the most convenient way to communicate this information to the readers will be agreed between the authors and the Editor.

*e) Results:*

The results should be presented in a logical sequence using text, tables and figures. Data from tables or illustrations should not be repeated in the text; only important observations should be highlighted or extracted.

Tables, figures and photos should be mentioned in the text. The tables should be adjusted to the format of the publication and the publisher may modify them if they present technical difficulties. The number of graphs to be presented (generally no more than 5), in a separate file with title and explanatory footnote. Describe what you have obtained without including bibliographical citations.

#### *f) Discussion*

In this section, the new and important aspects of the study are highlighted in the conclusions derived from them. The data or other information already presented should not be detailed again. This section explains the significance of the results and their limitations, including implications for future research. In addition, the observations are related to other relevant studies.

#### *g) Conclusion*

The link between the conclusions and the objectives of the study is established. Avoid making general statements and drawing conclusions that are not fully supported by the data. If new hypotheses are raised, when there is justification for doing so, they are clearly identified as such. When appropriate, it is possible to include recommendations.

### **1.3.2. Characteristics of each type of article**

#### **a) Original Article**

They are reports of original research. With a length of 3000-3500 words excluding abstract, title and keywords.

- The manuscript should be arranged in the following order:
- Title: not to exceed twenty (20) words,
- Abstract: in one paragraph and up to 250 words,
- Keywords: five descriptors describing the content of the article,
- Introduction, methodology, results, discussion and conclusion: with titles and subtitles numbered with Arabic numerals.
- Acknowledgements to the partners.
- Source of financing,
- Declaration of conflict of interest (if any).
- References: it should have a minimum of 15 to 20 bibliographic references and a maximum of 50.

#### **b) Review Articles**

A document resulting from a research where published or unpublished research results are analyzed systematized and integrated, on a field in science or technology, in order to account for progress and development trends. It requires an unstructured abstract, keywords, an introduction, development and conclusions. Titles and subtitles should be numbered with Arabic numerals. The text should be between 3000-5000 words in length. It is characterized by a careful bibliographic review of at least 50 references to a maximum of 100.

- The manuscript should be arranged in the following order:
- Title: should not exceed twenty (20) words,
- Abstract: in one paragraph and up to 250 words,
- Keywords: five descriptors describing the content of the article,
- Introduction, methodology, results, discussion and conclusion: with titles and subtitles numbered with Arabic numerals.
- Acknowledgements to the partners.
- Source of financing,
- Declaration of conflict of interest (if any).
- References: it should have a minimum of 50 bibliographic references and a maximum of 100.

### **c) Letters to the editor**

These are short communications with several objectives: 1) to stimulate the discussion of articles published in the Scientific Journal of Studies and Research. The scientific community is invited to write constructive criticisms no longer than two pages and no later than two months after the article in question has been published. 2) Communication of brief scientific observations in which the author considers that the space of an original article is not required. In this case, a maximum of three pages, 1 table or figure and 5 bibliographical references will be allowed. The number of authors should not exceed 3, with one author responsible for which correspondence will be sent.

### **d) Short communications**

Communications involving preliminary results, which are not enough for a full paper.

These communications will be made following the items of a full publication, but in a succinct form, so that the whole paper reaches a maximum of 2000 words.

The other items will be written in the same way as for a full paper (acknowledgements, source of funding, conflict of interest, references, figures).

### **e) Current Topics**

It requires an unstructured summary, an introduction, development and conclusions. It may include no more than four graphs or figures. It should consist of:

1. title in Spanish, English and Portuguese.

Abstract (no more than 250 words) and key words, in Spanish, English.

3. Development of the topic,

4. Conclusion,

5. Bibliographical references written according to APAP standards. Tables and figures. It differs from a review article in that it requires a deep and critical analysis.

## **f) Editorial**

A document written by the editor, a member of the editorial committee or a guest researcher on orientations in the thematic domain of the journal.

## **g) Other sections**

Summaries of congresses, conferences or scientific meetings, book reviews, standards and technical specifications, projects under development. These papers must present a title and the corresponding translation, an abstract of no more than 250 words, the development up to 2000 and references.

## **2. PEER REVIEW**

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Papers submitted to the Journal are evaluated in two ways:

*2.1. Preliminary review by the Editorial Committee:* to determine the importance, relevance and depth of the work, if the manuscript corresponds to the editorial line, if it adheres to the journal's standards and meets the general criteria for publication.

At this stage, a similarity control will be carried out through an anti-plagiarism software. The journal will accept up to 20% of similarity.

To proceed to the Peer Review stage, the manuscript must satisfy the Preliminary Review. The result will be communicated to the corresponding author.

*Editorial reasons for rejection of the preliminary review include:*

- The manuscript does not correspond to the editorial line of the journal,
- It does not represent sufficient impact for the journal,
- Research ethics have been ignored, informed consent,
- Does not comply with the required structure,
- Outdated references, High percentage of self-citations,
- Poor writing
- Violation of publication ethics (plagiarism, redundant publication, ghost authors, submission to another journal at the same time).

*2.2. Peer Review:* At this stage, the manuscript will be evaluated by two experts in the field through the double-blind method and following guidelines indicated by the journal. In case their decisions are contrary, the manuscript will be submitted to a second round of review with other peer reviewers.

Technical (peer review) reasons for rejection include:

- Incomplete data, sample size too small,
- Poor analysis: use of inadequate statistical tests, lack of statistics,
- Inappropriate methodology, an old methodology, which has been outdated by newer methods that provide more robust results,

- Data does not answer the question posed,
- Inaccurate conclusions that are not supported by their data.

Based on these peer reviews, together with the editor's own assessment, the assessment opinion is made. The journal editorial team expects authors to consider the reviewers' comments when revising for resubmission.

If a paper is rejected, the reasons will be provided.

The average time of the evaluation process is approximately 20 weeks.

### 3. PROOFREADING

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The corresponding author will receive a PDF copy of the typescript for proofreading. All co-authors must review, correct and approve the final version. All co-authors should also be able to suggest and approve any corrections through the corresponding author, who will send the letter of concurrence to the journal.

Before printing, the editors will also proofread and reserve the right to make changes.

Only papers that meet all the above requirements will be accepted.

At this stage, authors are requested to keep the name of the file to avoid confusion:

Example:

Name of the file sent by the editor	Name of the file sent by the corresponding author
AO-654-426-v1-17jul2021	AO-654-426-v2-8ago2021

### 4. SUBMISSIONS

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Articles should be submitted through the journal's platform at the following address:

<http://revista.unibe.edu.py/index.php/rcei/about/submissions#onlineSubmissions>

To submit the manuscript, the author must first register on the journal's platform and follow the steps indicated by the journal.

#### Contact

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