

Guía para Publicar en
Revista

Face

Facultad de Ciencias Económicas y Empresariales

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Universidad de Pamplona

FOCUS AND SCOPE

The Journal FACE is an annual publication in the field of economic, administrative, accounting and related sciences. Its objective is to discuss and publish theoretical works and practical research results developed in universities and in national and international research centers giving special attention to studies about Colombian, Latin American and North American issues

TOPIC OF INTEREST

The Journal FACE accepts articles in the economics, administrative and accounting fields and publications that relate them with interdisciplinary areas such as science and technology management, education, agriculture, territory and social and human sciences.

TARGET AUDIENCE

The Journal FACE is aimed at students, researchers, professors, educational organizations, professional associations and unions.

AUTHOR GUIDELINES – JOURNAL FACE

UNIVERSITY OF PAMPLONA

ARTICLE PRESENTATION FORMAT

1. TITLE HEADING

1.1. Title. The title should describe the content of the article in a clear and precise way so the readers can easily identify the topic.

1.2 Information about the authors. It is essential to include the author's/authors' full name, (for several authors, in the order they wish to appear), academic background and, an e-mail address for each author. An updated résumé, including address, city, telephone number, e-mail, and nationality/origin should be sent in a separate file.

1.3 Nature of the article. Specify if the article is the result of a research, a graduation thesis, an essay, literature review or critique. If it is the result of a research, indicate the project title, the executing institution, the phase of the project, the start and end date.

1.4 An abstract written in Spanish, Portuguese and English must be included, containing a maximum of 100 words, and should outline the specific objectives and the main conclusions of the work. The following aspects should be taken into account:

- a. Brief description of the subject of study, the objectives and the purpose of the research.
- b. Brief summary of the theories that support the research.
- c. Methodological aspects (research type, procedure used, techniques and instruments) and general results.
- d. Keywords in Spanish, Portuguese and English. Provide five to seven words.

2. TYPES OF ARTICLE AND FORMAT

The articles that the Journal FACE accepts are as follows: scientific and technological research articles, articles of reflection and review articles. The above corresponds to the classification given by Publindex-Colciencias-Colombia.

Within the overall structure of the article and during the peer review process the wording will be considered; the article must be written in third person; capital letters have to include accent marks; and expressions in other languages should be in italics. The structure of the different types of articles is presented below:

Scientific and technological Research Articles: Introduction, theoretical framework, methodology, results and discussion, conclusions and references.

Articles of Reflection: Introduction, theoretical framework, discussion and references.

Review articles: Introduction, theoretical framework, theoretical development and references.

Layout Guidelines

The format of the articles must meet the following specifications.

Paper format: sheet letter size 21.5 x 28 cm.

Font style and size: Arial 12.

Spacing: 1.5

Word Processor: MS Word.

Label the figures and tables with descriptive title and consecutive numbers and position it on the top-left part so that when they are mentioned in the text there is relationship between the writing and the respective scheme. Drawings, graphs and tables should be integrated in the body of the text, and included in a separate file in its original format (Excel, Power Point, Word, and Paint). Please **do not** send files as images. Figures and graphs should be referred to their original source and copyright holder must give written permission for the reproduction of the material. The number of graphs and tables should not exceed two sheets in the presentation of the results.

The article must have a minimum extension of 15 pages and a maximum of 22. (Extensions above and below the established limit will lead to the non-evaluation of the article).

APA rules for referencing, presentation and citation.

Brief author's note (footnote) with consecutive numbers.

The complete bibliographic references should be indented.

Bibliography must be listed in alphabetical order.

All the citations mentioned in the text must be listed in the bibliography.

PEER REVIEW PROCESS

The articles' receipt, assessment and publication process is as follows:

- 1) The articles must be submitted to comitee.face@unipamplona.edu.co. (See submission letter).
- 2) A presentation letter together with the article must be sent to the journal's editorial committee.
- 3) The journal's editorial committee will examine each article and decide on its publication.
- 4) Each original article will be sent to an academic-peer under the double blind peer review policy.
- 5) The academic-peers should send within four weeks their comments and suggestions about the article to the editorial committee using a pre-established evaluation format. At the end of the fourth week they will receive a reminder.
- 6) Once the corrections have been made by the authors the modified article will be forwarded to the academic-peers for a final review in no more than 5 days.
- 7) The academic-peers will give their final opinion on whether the article has been accepted or not. The author(s) will subsequently be notified about the decision.
- 8) Upon the acceptance of the article the author (s) must fill out the publishing authorization form in favor of the University of Pamplona.
- 9) The editorial committee will then initiate the editing process.
- 10) A certificate will be issued and sent to the author together with the journal's original printed version.

ARTICLE APPLICATION FORM

EDITORIAL COMMITTEE

Journal FACE
University of Pamplona
Pamplona – Norte de Santander

Dear Sir/Madam

The authors are hereby submitting the manuscript entitled XXXX for revision, evaluation and possible publication in the Journal FACE of the University of Pamplona.

The undersigned authors' confirm that this work presents original results which have not been published in any other journal nor is it currently under consideration for publication elsewhere, and the article conforms to international ethical standards of intellectual property and authorship.

Please find attached the manuscript in DOC format and also the authors' authorization format.

Thanking you for the attention given.

Sincerely,

Author (s) name(s)

AUTHORS SIGNATURES



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