

GUIDELINES FOR AUTHORS

TYPES OF ARTICLES ACCEPTED

Revista M publishes original and unpublished articles as a result of research conducted, which are submitted to peer review specialized in the thematic fields covered by the faculty (Architecture, Urbanism, and regional and town planning). The author must specify the name of the research from which the article is derived and guarantee that it has not been published or has been presented for publication in any medium other than the *Revista M*.

Likewise, short articles, case reports, subject reviews and essays may be published. The material published is generally in Spanish. At times, *Revista M* also publishes works in other languages such as English and Italian.

CONSIDERATIONS FOR THE PRODUCTION OF A RESEARCH ARTICLE

General classification criteria according to Colciencias

The typology of articles considered by Colciencias¹ for scientific publications is:

1. **Scientific and technological research article:** Document that presents in detail the original results of completed research projects. The structure, generally used, contains four (4) important sections: introduction, methodology, results and conclusions.
2. **Reflection article as a research product:** Document that presents the results of finished research, from an analytical, interpretive or critical perspective of the author, on a specific topic, by using original sources.
3. **Review article:** Document resulting from a completed investigation in which the results of published or unpublished research on a field in science or technology are analysed, systematized and integrated, to account for progress and trends developmental. It is characterized by presenting a careful bibliographic review of at least 50 references.

Structure of a research article

The structure of a research article is made up of nine (9) parts, as follows:

1. **Title:** must attract the attention of the reader, contain the right words and must reflect the content of the article

¹ The definitions of the types of research articles are taken verbatim from the guide document of the permanent indexing service for Colombian science, technology and innovation journals published by Colciencias in 2010.

2. **Summary / Abstract:** synthetically it must contain the information on the main actions, that is, what was studied (introduction), how was it studied (methodology), what was the finding (results) and what do the results mean for the academic community (conclusion / discussion), also in English, Italian or Portuguese
3. **Keywords:** must contain five (5) keywords presented in alphabetical order, in the original language of the article as well as in the second language.
4. **Introduction:** it must contain the object of the investigation, established purpose, the contribution of the work carried out and the current knowledge on the subject. This section should not, under any circumstances, present the results of the investigation.
5. **Methodology:** must explain how the research was done. Its purpose is to describe in detail the steps followed in conducting the research so that they can be replicated by the scientific community and achieve equivalent results.
6. **Results:** it must show the representative results of the investigation in a clear and detailed way, which represent the new knowledge that is being contributed. It can contain tables, graphs and supporting figures. The methodology used should not be repeated.
7. **Conclusions / Discussion:** in this final section the results are contrasted with the hypothesis proposed and must be presented in coherence with the stated objectives. In addition, it must indicate what, in the author's opinion, the findings found mean for the scientific community.
8. **References:** alphabetical list of sources cited in the article. References must follow the standards established by Revista M and contain all the data required by said standards.

OTHER TEXTS²

- A. **Short article:** a short document that presents preliminary or partial original results of a scientific or technological investigation, which generally require prompt dissemination.
- B. **Case report:** document that presents the results of a study on a specific situation to publicize the technical and methodological experiences considered in a specific case. It includes a commented systematic review of the literature on similar cases.
- C. **Review of topic [state of the art]:** document resulting from a critical review of the literature on a particular topic.
- D. **Translation:** translations of classic or current texts or transcripts of historical documents or documents of particular interest in the journal's publication domain.
- E. **Essay:** Reflection document not derived from research.

2 The definitions are taken verbatim from the guide document of the permanent indexing service for Colombian science, technology and innovation magazines published by Colciencias in 2010.

SUBMISSION OF ARTICLES

Articles must be sent in Word format with an extension of no more than 30 pages in Arial 12, single column, double spaced, margins: 2.5 cm for the upper and lower border and 3 cm for the left and right border. The figures should be sent as independent files in JPG format with a resolution of not less than 300 DPI each, in a duly identified folder (Figure 1.xxxx, Figure 2.xxxxx...). By design criteria of the Revista M, the authors must include two figures that accompany the text corresponding to the abstract and the abstract, these must be additional images to those used as support within the text. The list of figures to be named (Figure 1., Figure 2 ...) must be attached in a separate document with their respective caption in which the source or origin is also specified. the copyright of photographs or any other images will always be managed directly by the authors.

SHIPPING OF ITEMS

The material of the article should be sent to the editor of the Magazine to the account revistam@ustabuca.edu.co in Word format for the texts and in JPG format for the images.

Remember, these are the documents to deliver: article __ folder with images __ list of figures __ authors information format __

EVALUATION PROCESS AND CRITERIA

To start the evaluation process, the articles sent to *Revista M* that meet the conditions set out in the Authors Guide are submitted by the editor to the Editorial Committee, in order to make a first selection of the material considered pertinent according to the thematic fields covered by the Magazine. The articles selected to continue with the process will be submitted to evaluation by peer evaluators, experts in the respective subjects, who will act in the "double blind" system, that is, without the authors having knowledge of the identity of the evaluators, Nor are those of the authors they are evaluating. The peer review may not take more than two (2) months, and once the editor is done, the authors will be informed of their results with the supporting arguments. The results can be:

1. Article accepted for publication without modifications.
2. Article accepted for publication with minor modifications that may come from the editor, the Editorial Committee or peer reviewers.
3. Article accepted for publication with major modifications that may come from the editor or peer reviewers and require adjustments by the authors within a period of no more than fifteen (15) calendar days and will require a new evaluation once the adjustments have been made. .
4. Article not accepted for publication.

Articles accepted for publication will undergo the corresponding style correction and layout processes carried out by the Publications Department of the Universidad Santo Tomás. Once the publication has been made, the authors will receive via email a PDF of their published article.

REFERENCES

Revista M uses the standard defined by the American Psychological Association (APA) for citations and bibliographic references. The structure for some bibliographic references is presented below, in the case of citations refer directly to the standard or to the resource cited as footnote on this page³.

Bibliographic references structure

Book with author

Last name, A. A. (Year). Title (# of edition). Editorial. URL (if online)

Magazine article:

Last name, A. A. (Year, day of the month). Article title. Name of the Magazine, volume (number), pp - pp.

Article with DOI

Last name, A. A. (Year of publication). Article title. Name of the Magazine, volume (number), pp - pp. doi: xx.xxxxxxxxxxxx

Thesis and other degree works

Author, A. and Author, A. (Year). Thesis title [(Undergraduate, master's or doctoral thesis), Academic program]. Name of the institution or university. Name of the Platform / Database / Repository. URL

Symposia and conferences

Author, A. and Author, A. (Date). Title of the presentation. In A. Last name of the president of the congress (Presidency), Title of the symposium or congress. Symposium or conference held at the congress Name of the organization. Place.

Chapter of a book

Last name, N. N. (Year of publication). Chapter title. In Book title. (initial page - final page). Editorial. URL (if online)

DECLARATION OF ETHICS AND GOOD EDITORIAL PRACTICES

RESPONSIBILITIES OF THE EDITOR AND EDITORIAL TEAM

Revista M has an editor and an editorial team made up of the editorial coordinator (s), who guarantee the realization of a transparent editorial process that takes place on equal terms without privileging any author for their affiliation. institutional or academic career. The work

3 CRAI. (2020). Normas APA (Séptima edición). Universidad Santo Tomás seccional Bucaramanga. <http://crai.ustabuca.edu.co/images/docuemntos%20crai/NORMAS/20210118-Guia-Normas-APA-7a-edicion.pdf>

of the Journal is supported by the Editorial and Scientific committees, which have an important academic and professional career; the members of the committees will not be able to evaluate their own articles, if they act as authors within the same Journal.

Both the editorial committee and the scientific committee suggest topics of interest for the launch of new issues of the journal; contributes to the [national and international] dissemination of the magazine, its issues and calls; establishes and maintains communication with recognized and specialized researchers in the journal's thematic areas as well as with academic and research institutions in order to identify possible authors, peer reviewers and guest editors.

Furthermore, the editorial team guarantees the confidentiality of the material submitted to the authors for possible publication. The results of the evaluations are only communicated to the authors and the anonymity of both authors and evaluators is always maintained. In the same way, the editorial team will be attentive to identify and combat plagiarism, as well as other practices that deliberately omit recognition of consulted sources, manipulation of information and use of content without authorization, reserving the right to reject any material in the that this type of procedure be verified.

It is important to mention that, during the editing process, the editor may contact the authors to resolve any concerns that may arise throughout it. Finally, the editorial team reserves the right to make minor style corrections and adjust the abstract or keywords when necessary, as well as define the number where the articles are finally published.

RESPONSIBILITIES OF THE AUTHORS

The authors must guarantee the originality of their works and that they have not been previously published in another medium, nor sent in parallel to evaluation in other publications. Likewise, they must guarantee that all the material that supports the written text, such as figures, tables, tables and photographs, have the respective authorizations for publication and dissemination.

Likewise, they must guarantee that their articles are the result of rigorous investigative processes; that the authors who appear in the text contributed significantly, both in the research and in the writing of the document, thereby knowing the final text and authorizing its publication; In case the article requires adjustments, they should take into account the recommendations of the evaluators and the editorial team. If, having been notified of said adjustments, it is observed that the changes have not been incorporated during the agreed date, the editorial team will make the final decision whether to publish the article.

Finally, the content of each published article is the sole responsibility of its authors and therefore does not commit the Universidad Santo Tomás.

RESPONSIBILITIES OF EVALUATORS

The peer reviewers must commit to informing the editorial team if there is a conflict of interest or any other situation that may cause inability when evaluating an article, so that the editor can assign another peer reviewer in due course. Likewise, by accepting the review of the ordered material, they must guarantee that the evaluation is carried out in an objective, impartial and confidential manner, thus maintaining the criteria established by the Review for the review of the articles. Likewise, they must deliver their evaluation within the deadlines previously established by the editorial team, filling out the format defined for it, clearly

arguing both the final rating and the suggestions made, so that both the editor and Authors can understand your comments. Finally, in case of identifying elements of plagiarism or a high index of similarity between the revised article and other published or revised documents, you must inform the editor of the Journal.

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