

## GUIDE FOR AUTHORS

### About the Journal

#### Focus and scope

Revista M is a publication of the Faculty of Architecture of Santo Tomás University, Bucaramanga, with continuous edition since 2003. It was born with the aim of projecting in the academic scenario, the thought, and actions of the professional work of the architect's trade and its related professions, through the publication of results of the research, analytical, critical and purpose exercise of the discipline. Revista M is aimed at an audience made up of professionals and students involved in architecture, urban planning, and urban and regional planning matters.

Currently, Revista M has an annual circulation and publishes original and unpublished articles in Spanish and/or English, the result of scientific research. Reflection articles resulting from research and bibliographic review articles that contribute significantly to the state of the art of a topic that is of interest in the academic field of architecture and related disciplines are also received for publication. All published articles are submitted to peer review by academics with a well-known academic trajectory at the national and international level.

Then again, the main scientific area to which the M Journal is ascribed according to the Organization for Economic Cooperation and Development (OECD) is:

Major Area: Humanities (6)

Area: Art (6D)

Discipline: Architecture and Urbanism (6D07)

## Open Access Policy

The Revista M is an open access publication for all users. This is taking into account the definition of open access by the Budapest Open Access Initiative (BOAI), where users can: read, download, copy, distribute, print, search or link to the full texts of articles or use them for any other legal purpose, without asking for prior permission from the publisher or author.

On the other hand, the authors of the works accepted for publication assign the economic rights to the Revista M for the total or partial reproduction of the work published in electronic media such as websites, indexes, and directories, among others, provided that its purposes are academic and non-commercial.

Therefore, all the material is available digitally on the journal's OJS platform, as well as in the institutional repository of Santo Tomás University, guaranteeing permanent, free and immediate access to all articles under the principle that guaranteeing the free availability of research for the interested public fosters a greater exchange of knowledge on a global scale.

Finally, all contents of Revista M, unless otherwise noted, are licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International license.

## Stages of the editorial process

The editorial process follows a phased structure within which the availability of all the actors involved in them is essential. Communication must be permanent between the editorial team, authors, and peer reviewers, through the means previously established for this purpose, especially the journal's official email ([revistam@ustabuca.edu.co](mailto:revistam@ustabuca.edu.co)). The following is a general list of the phases that make up the process:

1. Presentation of the article: the author proceeds to the presentation of his article following the Authors' Guide, which is invited to be reviewed beforehand. Likewise, you must fill out and send the forms that are required for the application and publication of the article: Article Presentation Form, Author Information Form, Assignment of Rights for Publication Form and Originality Certification Form. Finally, the author is responsible for guaranteeing the originality of the material, as well as ensuring that it is not found in parallel in other evaluation processes. In case translations of the material are required, the author is responsible for managing them.
2. Preliminary review of the article: this phase is carried out by the editorial team to verify the author's compliance with publication requirements [See Authors' Guide] as well as to guarantee the relevance of the thematic content of the article; its research and bibliographic support; coherent argumentation and clear writing; reflective contribution to the academic discussions of the discipline; and generation of new knowledge.

Subsequently, if the article passes this first filter, it undergoes a review within the Turniting software to detect the similarity indices of the document.

3. Peer review: when phases 1 and 2 are approved, the article goes to the peer review phase [double-blind modality] who have an established deadline for the review of the article [both authors and evaluators are invited to review the format established for this purpose].

4. Approval and Early Publication: when the article has been approved by peer reviewers and after review by the author, it is published under the modality of early publication with the following exception:

#### **ADVANCE RELEASE**

The Editorial Committee of Revista M has authorized the early publication of this article considering that: it has been approved by the respective peer reviewers and complies with the editorial rules and policies of our journal. However, readers are cautioned that this PDF version is provisional and may have some minor adjustments after the corresponding style correction and layout.

Even so, the article already has the definitive DOI, therefore, from now on it can be consulted and cited without any inconvenience.

Publication of the final version: when all the material corresponding to each copy has been gathered and organized, it is delivered to the corresponding institutional units so that the editorial process can continue as follows: Research and Innovation Unit, Publications Department, and Centre for Design and Institutional Image, the latter being in charge of the correction of style and the design and layout of each copy. In this regard, the journal reserves the right to decide in which issue to publish the article; to carry out a general style correction of the texts; adjust the abstract and keywords if necessary; and to verify the translations sent by the author [revisions may be requested – second versions].

Subsequently, in the final phase of the layout, a version of the text is sent to the authors for review before final publication. At this point, only minor corrections or adjustments are accepted.

### **Types of articles to be published**

Revista M publishes original and unpublished articles mainly in Spanish, but also receives articles in English, the result of scientific research.

The articles considered for scientific publications are:

1. Scientific and technological research article: A document that presents in detail the original results of completed research projects. The used structure contains four (4) important sections: Introduction, Methodology, Results, Conclusions and References.
2. Reflection article product of research: Document that presents results of completed research, from an analytical, interpretative, or critical perspective of the author, on a specific topic, using original sources.
3. Review article: Document resulting from completed research in which the results of published or unpublished research on a field in science or technology are analysed, systematized, and integrated, to account for advances and development trends. It is characterized by a careful bibliographic review of at least fifty (50) references.

## Structure of a research article

The structure of a research article is composed of nine (9) parts, which are as follows:

1. Title: It should grab the reader's attention, contain just the right words, and should reflect the content of the article.
2. Abstract: in a synthetic way, it should contain information about the main actions, that is, what was studied (introduction), how it was studied (methodology), what was the finding (results) and what the results mean for the academic community (conclusion/discussion).
3. Keywords: it must contain five (5) keywords presented in alphabetical order, in the original language of the article and in the second language used in the abstract. (Use words that are regulated by thesauri).
4. Introduction: it must contain the object of the research, the established purpose, the contribution of the work conducted and the current knowledge on the subject. Under no circumstances should it expose the results of the investigation.
5. Methodology: it 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 research 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 concluding section, the results are contrasted with the hypothesis and must be presented in coherence with the objectives set. In addition, it must indicate what, in the author's opinion, the findings mean for the scientific community.
8. References: Alphabetical list of the sources cited in the article. References must follow the standards established by Revista M and contain all the data required by these standards.

## Other texts

To a lesser extent, the journal publishes other texts that are listed below:

- a. Short article: a short document that presents preliminary or partial original results of scientific or technological research, which require prompt dissemination.
- b. Case report: document that presents the results of a study on a particular situation to publicize the technical and methodological experiences considered in a specific case. It includes an annotated systematic review of the literature on analogous cases.
- c. Topic review [state of the art]: document resulting from the critical review of the literature on a particular topic.

## Submission of articles

Articles must be submitted following the Word format established for the presentation of the article with an extension of no more than 8,000 words in Arial font, font 12 with double-spaced line spacing. The figures must be related within the text; however, they must be sent in independent files in TIFF or JPG format with a resolution of no less than 300 DPI each, all identified and organized within a folder. By design criteria of the Revista M, the authors must include two extra figures that accompany the text corresponding to the Abstract and the Abstract. 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 rights of reproduction of the images will always be managed directly by the authors.

The material of the article must be sent to the Editor of the Journal at the [revistam@ustabuca.edu.co](mailto:revistam@ustabuca.edu.co) account, as an annex the corresponding forms must be sent completed: Authors' Information Form, Assignment of Rights for Publication Form and Originality Certification Form.

## Referral System

Revista M uses the Standard defined by the American Psychological Association (APA) for bibliographic references. Examples for references I:

Book:

Surname, N.N. (year). Title of the work (# of edition if it has one). Editorial. URL (if online)

Book Chapter:

Surname, N.N. (Year of publication). Chapter title. In Title of the book. (home page—end page). Editorial. URL (if online)

Translated book:

Surname, N.N. (year). Title of the book. (N.N. Surnames, trans.). Editorial. (Original work published in the year (if known)).

Scientific article with DOI or URL:

Surname, N.N. (Year). Title of the article. Journal name, volume (number), pages. URL

Printed magazine article:

Surnames, N.N. (Year, day, month). Title of the article. Journal Name, Volume (Number), Pages

Document on a website:

Surnames, N.N. (year, day, month). Title of the publication. Website.URL

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I Taken from: APA I style works presentation guide. User support guides-training. Biblioteca Universidad Santo Tomás Seccional Bucaramanga, Colombia.

Published thesis:

Surname, N.N. (Year). Title of the degree or thesis. [(Internship Report/Article/Degree Project/Master's Thesis/Doctoral Thesis), Academic Program]. University or Institution. Platform Name/Database/Repository.URL

Lecture or conference:

Surnames, N.N. (Year, days, month). Name of the paper/conference [Paper/Conference]. Event Name, City, Country.URL

Maps:

Surnames, N.N. o Institutional Author. (year). Map title [Map]. Platform or website. URL

Law:

Entity (year, day, month). Law number. Title of the publication. Platform or website. URL

### Checklist for preparing submissions by authors

To facilitate the author's final organization of the material, it is suggested to review the following checklist which summarizes the most important points set forth in the authors' guide:

1. The article has not been sent to another journal for evaluation or publication, in which case direct communication is sent to the editor.
2. The text is written in Arial 12 font, in a single column and double space.
3. The maximum length of the text is 8,000 words [images and bibliographic references are included].
4. Within the text, the exact place where the respective figures and tables should appear has been specified, listing them: Figure 1., Figure 2., Figure 3., Table 1., Table 2... This information corresponds to the file in Word format entitled "List of images" that must be attached to the submission of the article material.
5. The figures are sent in independent files within a folder in JPG format with a resolution of no less than 300 DPI each.
6. Two figures are included that accompany the text corresponding to the Abstract and the Abstract in addition to those used as support within the text. These images have their corresponding image caption and credits or font.
7. The text that is submitted is within the format for the presentation of articles established by the journal.
8. The citations and references found within the article have been made following APA standards.

9. The following forms are sent completed: Authors' Information Form, Assignment of Rights for Publication Form and Originality Certification Form.

### **Peer review process**

The articles selected to continue with the process will be submitted to evaluation by peer reviewers, experts in the respective topics, who will act in the "double-blind" system, that is, without the authors being aware of the identity of the evaluators, nor of the authors of the authors they are evaluating. Peer review is established to be conducted within 15 days, in any case, it may not take more than two (2) months, and once it has been conducted, the Editor will inform the authors of its result with the arguments that support it. The results can be:

1. Article accepted for publication without modification.
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 be submitted to the corresponding processes of style correction and design and layout conducted by the Centre for Design and Institutional Image of the Universidad Santo Tomás. Unpublished papers will be archived as rejected papers.

Once published, authors will receive via email a PDF of their published article, as well as a certification for registration, information, and dissemination purposes.

### **Format for the presentation of Revista M articles**

#### **Título del artículo \*/ Paper title**

(Arial 12, lowercase, centred, in Spanish and English)

\*If applicable for the document: include the title of the research from which the article derives and the name of the Institution or group that endorses the research, if it is funded or if it belongs to a current call.

#### **Author's name 1**

(Full names and surnames)

Main institutional affiliation

(Name of institution, name of country)

#### **Author name 2**

(Full names and surnames)

Main institutional affiliation

(Name of institution, name of country)

### Article category:

(The author must classify the submitted text following the classification of types of research articles described above)

### Figures for article cover

Two images or figures (Figure A and Figure B) are required to accompany both the abstract and the abstract. These images must have their corresponding image caption and credits or font.

**Resumen** - (abstract in Spanish) (A paragraph of maximum 220 words in the original language of the article following the indications given previously)

**Palabras clave** (Keywords in Spanish) (list of five keywords)

**Abstract** - (Translation of the abstract into English)

Keywords (translation of keywords into English)

### Article text

Use Arial 12 font, single column, double-spaced. Please specify the place within the text where the respective figures should appear (understood as figures: images, photographs, drawings, maps) and tables, listing them: Figure 1. Title, Figure 2. Title, Figure 3. Title, Table 1. Title, Table 2. Title.... Information that must correspond to the file in Word format "List of images" that must be attached to the submission of material of the article. [This should contain the titles and sources of each figure and table.]

The text must be structured following the indications previously given in the guide of authors.

### Declaration of ethics and good editorial practices

- Statement of Ethics

For Revista M it is essential that during all the phases that make up the editorial process, especially the phases of acceptance and publication of manuscripts, the standards of good research practices are respected. Therefore, the journal follows the Publication Ethics Committee (COPE) Guide: <http://publicationethics.org/>.

- Privacy Statement

Likewise, M Magazine adheres to the laws on personal data, namely Law 1266 of 2008 and Law 1581 of 2012 of the National Government of the Republic of Colombia.

In this regard, all information provided to this journal, including names and e-mail addresses, will be used exclusively for the purposes stated by the publication and will not be available for any other purpose or person.

### About the publication of the contents

The publishing entity, in this case, the Universidad Santo Tomás, with prior authorization signed by the author, is authorized to copy, reproduce, distribute, publish, commercialize the



text or article subject to the assignment, by any known digital, electronic or reprographic means, maintaining the obligation to respect in all cases the moral rights of the author contained in Article 30 of Law 23 of 1982, Law 1450 of 2011 and Law 1520 of 2012.

### **Responsibilities of the editorial team**

Revista M has an editor and an editorial team, which guarantee the realization of a transparent editorial process that takes place under equal conditions without privileging any author because of their institutional affiliation or academic career. The work of the journal is supported by the editorial and scientific committees, who have an important academic and professional career, who will not be able to evaluate their own articles if they function as authors within the same journal.

In the same way, the editorial team guarantees the confidentiality of the material submitted for consideration by the authors for publication. The results of the evaluations are only communicated to the authors and the anonymity of both authors and evaluators is always preserved.

On the other hand, the editorial team will be attentive to identify and combat plagiarism, as well as other practices that incur in deliberate omission of recognition of consulted sources, manipulation of information and use of content without authorization, reserving the right to reject any material in which this type of procedure is verified.

### **Responsibilities of authors**

Authors must guarantee the originality of their works and that they have not been previously published in another medium or sent in parallel for evaluation in other publications. Likewise, they must guarantee that all the material that supports the written text, such as figures, tables, tables, and photographs, has the respective authorizations for its publication and dissemination.

They must also guarantee that their articles are the result of rigorous research processes; whereas the authors listed in the text contributed significantly to both the research and the writing of the document, thus becoming aware of the final text and authorising its publication; In case the article requires adjustments, they must consider the recommendations of the evaluators and the editorial team.

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**

Peer reviewers must commit to inform the editorial team if there is a conflict of interest or any other situation that may be the cause of inability to evaluate an article, so that the editor can assign another peer reviewer in a timely manner.

Likewise, when accepting the review of the commissioned material, they must guarantee that the evaluation is conducted in an objective, impartial and confidential manner, thus maintaining the criteria established by the journal for the review of articles. In the same way, they must submit their evaluation within the deadlines previously established by the editorial team, filling out the format defined for it, clearly arguing both the final grade and the suggestions made so that both the editor and the authors can understand their comments.

Finally, in case elements of plagiarism are identified or a high rate of similarity between the reviewed article and other published or reviewed documents, peer reviewers must inform the editor of the journal.

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