Guidelines for authors

The scientific journal Guillermo de Ockham is an institutional publication of the San Buenaventura University in Call. The journal was founded in 2003 and since then, its periodicity has been every six months.

The objective of the journal is to contribute to the creation or the strengthening of academic and scientific networks in a regional, national, and international level. The journal is targeted at critical and reflective readers who worry about current issues of society, culture, and individuals. Original investigation articles, which inquire about diverse fields about the knowledge of social and human sciences, are published in the journal.

The manuscripts may be presented as empirical, revision, theoretical, or methodological papers. Other types of publications are also taken into consideration, such as case studies, brief reports, reviews, letters to the editor, technical notes or comments to articles and publications in the journal.

Copyright

The submission of a paper does not entail any obligation for publication, nor a commitment for a publication date. Nevertheless, the authors will be permanently informed about the selection and edition process of their proposal.

Authors agree to the publication of their work by signing a document authorizing the use of patrimonial rights and intellectual property through the databases in which the journal is registered or through its distribution in printed form. Furthermore, the author(s) of the document certifies that the intellectual property rights of third parties are respected.

The scientific journal Guillermo de Ockham has the obligation to respect authors moral rights which are contained in the 30th article of the 23rd Law of 1982 of the Republic of Colombia.

Research and innovation papers

This section has the essential function of publishing the original research results obtained in investigation projects. Four types of contributions are considered:

1. **Empirical paper** It is a report about original research results. It consists of the following sections:
- **Introduction**: Presents the purpose of the research from a conceptual or theoretical development, including historical background and explanation of the research purpose.
- **Method**: Describes the procedures used to conduct the investigation.
- **Results**: Reports in detail the research results.
- **Discussion**: Discusses the implications of the research results.
- **Reference**: A minimum of thirty

2. **Review paper**: It is the systematization, analysis and assessment of the research on a particular problem. It aims to account for their conceptual, methodological and epistemological references, as well as developments and trends of the field researched. It presents an analytical review of minimum fifty references. From these the author should:

   - Summarize previous investigations to inform the reader of the state of the research.
   - Identify relations, contradictions, gaps and inconsistencies in the literature.

   The components of literature review can be arranged in various ways. For example, by the similarity in the concepts or theories of interest, methodological similarities among the studies reviewed, or the historical development of the field (APA, 2010, p. 10)

3. **Theoretical paper**: It is a document in which the author supports his investigation in the literature reviews to advance in a theory. These papers are expected to expand and refine theoretical constructs, analyze a theory, indicate gaps or demonstrate the advantage of one theory over another. Sections of a theoretical article, like a literature review, may vary according to their content (APA, 2010, p. 10-11).

4. **Methodological Paper**: This type of contribution presents new methodological approaches, modifications of existing methods, or discussions about different approaches to the analysis of information. In this case, using empirical data serves only as an illustration of the methodological approach that the author raises.

**Other sections of the journal**

The following sections do not require to be subject to research processes. However, in order to be selected, the Editorial Board shall consider the same
CRITERIA IN TERMS OF QUALITY AND RELEVANCE, AND THEY MAY BE PRESENTED EITHER AS A PAPER OR AS AN INTERVIEW.

**Frontiers:** These present advances and contributions to knowledge regarding literature, fine arts and their relationship to other kinds of knowledge.

**Profiles:** To approach the reader to the field and the vicissitudes of the people or entities that contribute daily to the development of science and culture.

**Reviews:** These offer a reflexive reading of recently published books (two years) which contribute to the strengthening of a scientific and cultural way of thinking about humanity.

**Editorial criteria**

The text of the article should be submitted in Times New Roman (size 12 and spacing 1.5) and a maximum of twenty pages. Textual and bibliographic citations are the established guidelines of the American Psychological Association (APA, sixth edition).

**Title.** It must be directly related to the theme that is developed. It is recommended not to exceed twelve (12) words. The footnotes inform about the derivations of the article, the organization realizing it and the starting and end dates of the project. If it is suitable, indicate the name of the organization running it and the code of the project.

**Authors.** Author or Authors’ full names and institutional affiliation. Foot notes should include the following: academic titles, name of the research group which is attached and email. Furthermore, the postal address of the main author must be given.

**Abstract.** Only 1 paragraph is written with no more than two hundred words. It must be in English and Spanish. The abstract is written according to the type of publication:

*Abstract of an empirical paper,* introduces the problem, describes the participants in the research, mentions the essential characteristics of the investigation method, shows the main results (with the corresponding levels of statistic importance), outlines the conclusions and points out the most important implications for other empirical papers.

*Abstract of a review paper,* introduces the problem, mentions the criteria of the selection of the study, specifies the organizational criteria of the review, shows
THE MAIN FINDINGS SYNTHESIZES THE CONTRIBUTIONS AND INDICATES THE IMPLICATIONS OF THE RESEARCH FOR THE THEORY.

Abstract of a theoretical paper, describes the theory or the collection of models on which the research is based, presents the author’s thesis, introduces the fundamental concepts of the discussion, traces the method from which the concepts are tackled and presents the conclusions of the research.

Abstract of a methodological paper, describes the general type of methods discussed and presents the essential characteristics of the method proposed and the range of its application. For statistical techniques, their essential quantitative aspects are given.

Keywords. These are the words that describe the content of the document and there should be no more than five. It is recommended to use the Thesaurus of the UNESCO (http://databases.unesco.org/thessp).

References. At the end of the article, the complete references of the texts cited must be given. References are shown in alphabetical order taking as reference the last name of the author and they must adjust to the following indications:

- Serial publications
Author, A. A., & Author, B. B. (Year). Name of the Paper. Name of the journal, X(n), pp-pp. DOI: xxxxxxxxxxxxxxxx

- Books

- Chapters of books
Author, A. A., & Author, B. B. (Year). Title of the chapter. En A. Editor, B. Editor, & C. Editor (Eds.), Title of the book (pp. xx-xx). Location: Editorial.

- Internet
If the cited document does not fulfill one or more of the requirements for the reference of a serial publication, the URL is provided so the reader can locate the source (date of recovery is not included).

Basic editing guidelines

ABBREVIATIONS: They must be in parenthesis after the complete formula the first time they are used. Afterwards, only the abbreviation is used without parenthesis. For example: Union de Trabajadores de Colombia (UTC). Afterwards, UTC.

REFERENCE CITATIONS IN A TEXT. A citation is necessary when the author is supporting his paper on a theory, the results of other investigations or methodological approaches thought up by other researchers. The citations allow the reader to locate the source of information in the references at the end of the work. The APA style demands that the author documents the consulted sources to realize the investigation using the form: author, year.

SHORT QUOTES. It has less than forty words and it is included in the text which is being written using double quotation marks. The author, the date, and the page or pages that contain it must be given in parenthesis at the end of the quote.

LONG QUOTES. It has more than 40 words and should be written on a new paragraph without quotation marks, using the same spacing of the general text. Long quotes should not be used unless they are essential to develop a thesis statement or to support the main idea of the article. It should include the author, year, and page number or numbers when the citation is on only one page, e.g., (author, year, p xx). For more than one page, citations should include the author, the year, and the page numbers in parentheses, e.g., (author, year, pp. xx-xx).

FOOTNOTES. They are used in exceptional cases. If the material is worth including in the paper, it should be incorporated into the text using the same manuscript writing style.

ARTWORK. It includes tables, figures or images. These will be referenced in the texts using the words Table, Chart, Figure or Image (low or high) and they will be identified with cardinal numbers in the same order they are mentioned in. i.e., (Figure 1). They include a text or caption which provides the reader what is trying to be illustrated. The figures or images must be sent in black and white and with frames if necessary.

Correspondence

Articles are emailed to the Editorial Board to guillermodeo@usbcalli.edu.co, A letter requesting the publishing of the article in the journal must be attached, as
WELL AS THE ARTICLE NOMINATION FORM SIGNED BY ALL AUTHORS. ALSO COMPLETE THE FORM FOR SUBMISSION OF ARTICLES, WHICH IS IN THE VIRTUAL PAGE OF THE JOURNAL.

IF THE MANUSCRIPT IS APPROVED FOR PUBLISHING, THE MAIN AUTHOR MUST SEND THE FORMS OF “CONFLICT OF INTEREST STATEMENT” AND “FULFILLMENT OF ETHICAL PRINCIPLES STATEMENT.” THESE MUST BE CORRECTLY FILLED IN AND SIGNED.

**Evaluation of papers and editorial process**

PAPERS TAKEN INTO CONSIDERATION FOR PUBLISHING IN THE SCIENTIFIC JOURNAL GUILLERMO DE OCKHAM MUST BE ORIGINAL AND UNPUBLISHED. PAPERS THAT HAVE BEEN PREVIOUSLY PUBLISHED IN OTHER MEDIA, EITHER WRITTEN OR ONLINE, WILL NOT BE ACCEPTED. FOR THE SELECTION PROCESS, ORIGINAL PAPERS OBTAINED FROM INVESTIGATION PROJECTS WILL HAVE PRIORITY.


PEERS HAVE A 30 DAY PERIOD FOR THE ASSESSMENT. IF THEY DO NOT REVIEW IT IN THIS TIME, THE PAPERS WILL BE SENT TO ANOTHER GROUP UNTIL THESE ARE REVISED. THE AUTHORS WILL BE INFORMED EVERY TIME THE ARTICLE IS SENT TO NEW PEERS.

IF NO ANSWER IS RECEIVED FROM PEERS CONSECUTIVELY (2 TIMES), A LIST OF 5 POSSIBLE EVALUATORS WILL BE REQUESTED FROM THE AUTHORS.

PEERS WHO EVALUATE MUST HAVE A PhD AND A PUBLICATION, NOT MORE THAN A YEAR OLD, RELATED TO THE ARTICLE TO BE ASSESSED.

THE NECESSARY PEERS TO COMPLETE THE ASSESSMENT WILL BE CHOSEN ACCORDING TO THIS LIST.

IF THE ARTICLE IS NOT ASSESSED BY ANY OF THE PEERS, THE PAPER WILL BE REJECTED FOR ITS PUBLICATION IN THE JOURNAL.

BOTH THE COMMENTS OF THE REVIEWERS AND THE EDITORIAL BOARD SHOULD BE TAKEN INTO ACCOUNT BY THE AUTHOR WHO WILL MAKE THE REQUESTED ADJUSTMENTS. THESE AMENDMENTS AND CORRECTIONS TO THE MANUSCRIPT SHOULD BE MADE IN NO MORE THAN 10 DAYS. AFTER RECEIVING THE AMENDED ARTICLE, IT WILL BE SUBJECT TO REVISION AND THE AUTHOR WILL BE
informed about its approval. The Board reserves the right to accept the articles that will be published in each edition.

The journal reserves the right to make corrections to the style. These will always be consulted with authors. During the editing process, the authors may be required by the editor to solve any doubts during either the evaluation or editing process.

Papers will be published in the next edition of the Journal.

**Code of ethics of publishing**

The scientific Journal Guillermo de Ockham Journal develops a serious process of arbitration of the articles postulated considering the basic principles of respect for copyright and information. In addition, editorial processes are directed to comply with the most suitable guidelines and policies of the indexes, databases and bibliographic directories.

One of the most important aspects of this process is performed by an Editorial Board that meets regularly and is responsible for reviewing compliance with the minimum requirements in each of the proposed papers, which, subsequently, are sent to a team of anonymous external judges. Such judgement is supported in an updated database with recognized experts in their research fields, -most have a PhD- and publish permanently in indexed journals. Thus, the commitment of the entire editorial staff is provide accurate, timely and innovative information, contributing to the development of universal scientific knowledge.

The journal considers the ethics of publication a fundamental mission to protect copyright and information, for which the editorial and selection processes use formats and electronic programs that eliminate any possibility of plagiarism. In addition, the authors who postulate their papers certify that their proposals are results of their own original research. For this, a paper postulation form is filled in which demonstrates that the text is the result of a research project and the author is the intellectual responsible for it.