

Author Guidelines

Innovación Universitaria Journal



This handbook contains the essential information you need to understand and complete the academic/scientific manuscript submission process. It also provides guidance on how to upload manuscripts (submissions) to our website and register as an author.

I. Text Types

The *Innovación Universitaria* Journal (RIU) accepts various types of texts, such as original articles (research papers and review articles), scientific essays, literature reviews, clinical case reports, systematizations of experiences, and essays or opinion pieces, as long as they conform to the IMRaD structure (Introduction, Methodology, Results, and Discussion). *Innovación Universitaria* has three sections: (1) Editorial, (2) Artículos, and (3) Intercambio, and each section publishes different kinds of manuscripts.

Note that all manuscripts will be subject to a peer review process; only those published in the "Editorial" section will not be evaluated using this system. Instead, the editorial board will conduct a preliminary review to assess their suitability. A more thorough explanation of the journal's text types can be found below.

Opinion pieces or essays are understood as brief prose compositions that expose a writer's personal interpretation of a subject and present ideas in a systematic and critical way. They are a type of text that requires the development of prior competencies as well as previous research. They also involve the collation and evaluation of sources and are expected to contain an innovative element, a contribution.

In RIU, a **research paper** is a document written for a specialized audience; it is the result of previously completed scientific research and has not been published before. A review article is regarded as a thorough, critical, and in-depth study that integrates and collects the most pertinent data on a particular subject from a unified viewpoint. Its ultimate purpose is to review the published literature and present it within a specific perspective.

Scientific essays, on the other hand, are written documents that present the findings of previously conducted research; however, they do so by drawing on primary sources as well as the author's critical, interpretive, and analytical perspective on a certain topic.

A **literature review** is defined as a brief critical evaluation of a particular book, chapter, or article of interest to the academic community. It should include the following: information about the text or fact sheet, a presentation of the reviewed work, a commented synthesis of the work, a critical analysis, and a conclusion.

A **clinical case report** is a concise and accurate biomedical article that details the clinical experience of an unexpected or anecdotal case. It emphasizes the significance of its communication and is structured in a methodical and orderly fashion. It should also consider other aspects, such as the treatment given to the images accompanying the text. For instance, medical images showing the patient's face can be included only if they provide relevant clinical information. However, a patient must agree to share their clinical image; it must be voluntary, and the patient should have adequate information about the benefits and risks of sharing the content. Patient anonymity should not be compromised in any way, and authors must comply with the ethical principles established for clinical cases (e.g., obtain prior consent from the patient or family members, avoid using medical record numbers or codes, and avoid mentioning the names of patients or the healthcare centers from which the information was obtained).

| Section | Description |
|---|--|
| Editorial (non peer-reviewed) | Includes an opinion article written by RIU's editor-in-chief and/or a guest editor (or by order of the Editorial Board or for special editions, for example). It also includes any opinion article that presents viewpoints, judgments, or takes a position on issues related to scientific or academic activity, as well as on national and international matters . |
| Artículos originales (peer-reviewed) | The manuscripts submitted in this section must result from research based on the scientific method. Original research papers, review articles, scientific essays, literature reviews, and clinical case reports-actual cases that can be used as case studies or references for best practices-all fall under this category. |
| Intercambio (peer-reviewed) | This section comprises manuscripts that provide a methodological approach to structure and impart meaning to lived experiences by gathering data, analyzing it, and developing lessons learned to produce deeper knowledge that can be applied to comparable circumstances. The systematization of experiences is addressed in this section. |

The **systematization of experiences** is a document that gathers a critical interpretation of one or several experiences through the application of a methodological approach; this allows for the rearrangement and reconstruction of the experiences, resulting in a description of the logic

behind the process, the factors that have intervened in it, and how these experiences relate to each other , as well as the justification for having done it that way. In other words, the systematization of experiences seeks to understand, draw lessons, and critically communicate what has been learned from related experiences.

II. Manuscript Formatting and Style

Minimum Requirements for All Manuscripts

All manuscripts, regardless of their text type, must be original and unpublished. They should not contain plagiarism, self-plagiarism, or fragmentation, nor should they have been previously published or submitted to another medium for publication in print or electronic form, nor are they under consideration for publication in any other medium.

- Fonts: Calibri or Arial
- Font Size 12 pts.
- Spacing 1.5 pts.
- Top and bottom margins 2.5 cm.
- Left and right margins 2.5 cm.

Editorial

In this section, the journal's editor (or the guest editor) presents the issue and its content . Essays and opinion pieces are also included; these should be submitted as Word documents without tables, pictures, or other graphic components, and it is recommended to adhere to the IMRaD structure, which includes the main idea and arguments. Due to the nature of the editorials, the texts published in this section will not be subject to arbitration.

Artículos originales

This section comprises several types of texts, such as research papers, review articles, scientific essays, literature reviews, and clinical case reports. All manuscripts submitted to this section will be peer-reviewed.

The content of manuscripts must be submitted in two separate files in an editable format, ideally a Word document. One file should contain the article's complete text , and the other should include the author's personal information, such as full name, academic degree, affiliation, country, institutional or personal email, ORCID code (if available), and phone number. Submissions for this section must adhere to the general formatting requirements listed below:

- Use the IMRaD structure (required).
- The file should be submitted in OpenOffice, Microsoft Word , or a compatible format.
- The maximum word count should be between 8,000 and 10,000, including any necessary annexes, tables, figures, and references.
- It should be written in Calibri or Arial font, 12 pt size.
- All margins (top, bottom, right , and left) should be set to 2.5 cm , with 1.5 pt spacing.

- The title should be in Spanish and English (centered and bold).
- The abstract should have a maximum of 250 words , written in a single paragraph , and should include 5 keywords in both Spanish and English (the use of thesauri, such as UNESCO, is recommended). The abstract should indicate the objective of the research, the main theoretical and methodological aspects, as well as the most relevant results and conclusions.
- The first version of the submission should omit the author's personal data or any other information appearing in the text and in the metadata of the file that could compromise anonymity. A cover sheet should be attached indicating the names of the authors, their institutional affiliation , and email addresses.
- Attach a PDF file of the declaration of originality and transfer of rights, signed by all authors , to the original document.
- Following publication approval, the final version of the article must show the full names , email addresses , and institutional affiliations of the authors along with the full name of the institution (for example, International University of the Americas, rather than UIA). (See the template for article submission, available for download on the journal's webpage, or send an email to request it at revistainnovacionu@uia.ac.cr).

The image below displays the components that must be included in both **research papers** and **review articles**.

Revista Innovación Universitaria

Estructura sugerida para artículos originales y de revisión

Título en español

Título en inglés

Resumen:

Palabras clave: (separadas por una coma)

Abstract

Keywords: (separadas por una coma)

INTRODUCCIÓN

MÉTODO

RESULTADOS

DISCUSIÓN

CONCLUSIONES

REFERENCIAS BIBLIOGRÁFICAS

Scientific essays should include a statement of interests and an argument. On the other hand, for **review articles**, it is advisable that the following components be included: a technical data sheet or identification information about the work, a presentation of the reviewed work, an annotated summary of the work, and a critical analysis. Clinical case reports should include the case presentation and ethical considerations (e.g., informed consent).

Intercambio

This section includes the **systematization of experiences**. Manuscripts submitted in this section must follow the IMRaD structure (Introduction, Method/Methodology, Results, and Discussion) and will also undergo a refereeing process. Texts should be submitted in an editable document format, preferably as a Word document containing only the content of the article. The authors' full names, affiliations, countries, institutional or personal email addresses, and phone numbers should all be included in a separate document. The systematization of experiences must also comply with the general formatting characteristics described in the previous section.

In addition to what the IMRaD structure requires, it is advisable that you include a description of the context, the goal of the systematization, the object-experience that needs to be systematized, the axes of the systematization, an analysis of the experience, and the lessons learned when systematizing experiences.

Important!

You can find an article submission template on the RIU website under the [Submissions](#) tab, which outlines how manuscripts should be submitted in their final form (following the peer review process). To submit your work, keep in mind that you need to send it in two documents: one containing only the article's text and another with your contact details, affiliation, and personal information.

III. Referencing and Citation Styles

All manuscripts should adhere to the guidelines for referencing and citation style set forth in the APA Manual (7th edition). Below are a few examples taken from this manual for illustrative purposes. For a more thorough explanation, please review the [7th edition of the APA Manual](#).

In-Text Citations and Paraphrasing

For **short quotations** (fewer than 40 words), simply add quotation marks around the words and incorporate the quote into your own text; it should be enclosed in quotation marks and inserted into your writing. No additional formatting is needed. Do not insert an ellipsis at the beginning or end of a quotation unless the original source includes an ellipsis.

- Example of a short quotation with narrative:

In his analysis of social behavior, Giddens (2013) notes that "structure is both the medium and the outcome of the practices it recursively organizes" (p. 25).

- Here is an example of a brief quote enclosed in parenthesis:

Effective teams can be difficult to describe because "high performance along one domain does not translate to high performance along another" (Ervin et al., 2018, p. 470).

Block quotations (for quotes that are 40 words or longer) should be formatted as a freestanding block of text, indented 0.5 inches from the left margin, without quotation marks or italics. The citation information, including the author's last name, year of publication, and page number, should be placed in parentheses after the punctuation at the end of the quote.

- Example of block quotation with parentheses (parenthetical citations)

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

- Example of block quotation with narrative (narrative citations)

Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:

Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (p. 311)

When **paraphrasing a quotation**, you restate the original idea in your own words while preserving the original meaning. The use of quotation marks is not necessary; however, you must

include an in-text citation with the author's last name and the year of publication. Moreover, write the text in a narrative style that highlights your interpretation.

- Examples of paraphrased quotations with author-date method

Social structures emerge from individual behaviors and, in turn, affect those behaviors in an ongoing interplay (Giddens, 2013).

Webster-Stratton (2016) described a case example of a 4-year-old girl who showed an insecure attachment to her mother; in working with the family dyad, the therapist focused on increasing the mother's empathy for her child (pp. 152–153).

References

Include every source you cite in the manuscript in the reference list, and ensure that you cite every entry in the reference list within the text. Do not include certain types of works in the reference list, such as general mentions of complete web pages, entire periodicals, and personal communications like emails, phone calls, or text messages; cite these only in the text. You can present and discuss sentences or messages from research interviewees in the text, while the source of a dedication typically appears in the reference list only if the work is a book or scholarly journal.

Each entry in a reference list should include the four basic elements of a reference: author, date, title, and source.

- **Book/Ebook References**

Examples of a whole authored book

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.).

American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

- **Book References with Multiple Authors.**

Example of a reference with multiple authors (up to 20 authors).

Smith, J. A., Johnson, R. B., Taylor, L. M., Williams, K. P., Brown, C. D., Jones, E. F., Garcia, A. H., Martinez, T. R., Robinson, P. S., Clark, N. J., Lewis, Q. W., Lee, H. R., Walker, O. T., Hall, P. M., Young, S. K., Hernandez, G. J., King, D. L., & Wright, Z. Y. (2020). *The comprehensive study of social dynamics*. Academic Press.

Example of a reference with multiple authors (more than 20 authors).

Babbie, E., Kimmel, B. J., Sowers, S., Waller, L., McMillan, J. H., Chapin, K., Dandridge, L. S., Ghosh, J., Lee, M. T., Mehta, A., Ricks, M., Rodriguez, D., Safdar, P., Stokes, B. J., Thomas, H., Torres, R., Williams, S., Woods, C. D., Ziegler, L. J., ... Kossinets, G. (2022). *The practice of social research* (15th ed.). Cengage Learning.

● Periodicals

Journal Article

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Newspaper article

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*.
<https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

Stobbe, M. (2020, January 8). Cancer death rate in U.S. sees largest one-year drop ever. *Chicago Tribune*.

● Dissertations and Theses

Published Dissertation or Thesis References

Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Unpublished Dissertation or Thesis References

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders*
[Unpublished doctoral dissertation]. University of Virginia.

● Webpage/Website References

Webpage on a news website

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*.
HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_I_5d277587e4b02a5a5d57b59e

Comment on a webpage on a news website

Owens, L. (2020, October 7). *I propose a bicycle race between Biden and Trump* [Comment on
the webpage *Here's what voters make of President Trump's COVID-19 diagnosis*].
HuffPost. <https://www.spot.im/s/00QeiyApElFa>

● Legislation and Legal Documents

APA Style references most legal materials using the conventional legal citation format applicable across various fields; however, for additional guidance on creating these and other legal citations, you should refer to *The Bluebook: A Uniform System of Citation* (2020, p. 355). Note that legal conventions may differ depending on your country or region .

Examples

Constitución Política de Costa Rica [Const.] Art. 2. November 7, 1949
(Costa Rica).

SFS 1988:534. Djurskyddslag [Swedish Animal Welfare Act].
https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/djurskyddslag-1988534_sfs-1988-534

U.S. [Const.] Art. IV, § 3.

● Dictionary Entry References

Online dictionary

Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from <https://www.merriam-webster.com/dictionary/semantics>

Print dictionary

Merriam-Webster. (2003). Litmus test. In *Merriam-Webster's collegiate dictionary* (11th ed., p. 727).

IV. Inclusive Language

Innovación Universitaria allows for the reception of manuscripts in which the authors have opted to use inclusive language in their work, provided it is consistent throughout the manuscript. Authors who choose to use inclusive language in their work must ensure they apply it consistently throughout the manuscript, not just in selected sections, paragraphs, or sentences. Our journal will allow authors to decide how to use inclusive language without imposing any restrictions.

V. Evaluation Process

The evaluation process to which all manuscripts submitted to *Innovación Universitaria* are subjected consists of three stages. First, there is an internal review stage; then, an external review stage; and lastly, there is the final editorial decision. Each of these stages is described below.

1st Stage - Internal Review

The editorial board, through the appropriate editor, editor-in-chief, and academic editor, will review compliance with the formal aspects established in the publication standards for authors and the relevance of the subject to the journal's scope of publication. If the manuscript does not formally comply with the minimum publication standards, the reviewers will return it to the authors and will consider it only after the authors make the requested changes, which they will communicate via email.

Manuscripts submitted to the refereed sections ("Artículos originales" and "Intercambio") will proceed to the external double-blind peer review process only after the authors have made the requested changes from the first stage of the review.

The editorial board may reject a manuscript if it does not fit the journal's subject or scope, and they will communicate this decision by email.

Once the formal aspects have been met and approved, the Editorial Committee will review the document and send it to the external evaluators, specifically for the manuscripts submitted for the *Artículos originales* and *Intercambio* sections. For the manuscripts submitted to the *Editorial* section, the editorial board will be responsible for making an editorial decision (3rd Stage) regarding the opinion articles or essays.

2nd Stage - External Review (Double-Blind Peer Review)

Once the manuscript is approved by the Editorial Board and meets the requirements described above, it will be assigned to specialists in the field, who will be responsible for making observations and sending a report with their evaluations (external arbitration/double-blind peer review).

This journal employs a double-blind peer review system. This system ensures the anonymity of external reviewers and authors to prevent personal, ideological, gender, or any other type of bias in the evaluation and scientific publication process. For this purpose, the journal maintains a database of expert peers, both national and international, aligned with the journal's topics.

Likewise, the choice of external reviewers for each article will be made by the editorial board based on the content of each manuscript. Articles will be sent to two external reviewers. If a consensus of criteria is not reached, the editorial board may submit the manuscript for a third review with another external reviewer.

Each reviewer will have 7 to 8 calendar days to approve or reject the review request. Once the designation by the editorial board has been accepted and the confidentiality conditions of the process are acknowledged, the reviewer will have a period of three to four weeks to review the manuscript and send their evaluation along with the pertinent recommendations.

The results of the external evaluation will be sent to the editor via email or through the OJS platform.

3rd Stage - Editorial Decision

At this stage, the evaluations from the external peer reviewers are received. The editorial board discusses the results of the evaluation and determines whether the manuscript will be accepted, rejected, or if they have a proposal for modification. It then communicates the decision to the authors.

In the case of accepted articles, the date of acceptance will be assigned (this will be communicated to the authors via email) and will be included in the final version of the manuscript, which will be published in the journal.

The author will have 7 to 8 calendar days to resubmit the manuscript with the modifications and/or recommendations suggested by the reviewers; otherwise, this action will be interpreted as a decision to withdraw the application to the journal. If the text is rejected, the author will receive an email detailing the reasons for rejection.

VI. Instructions for Registering on the Website

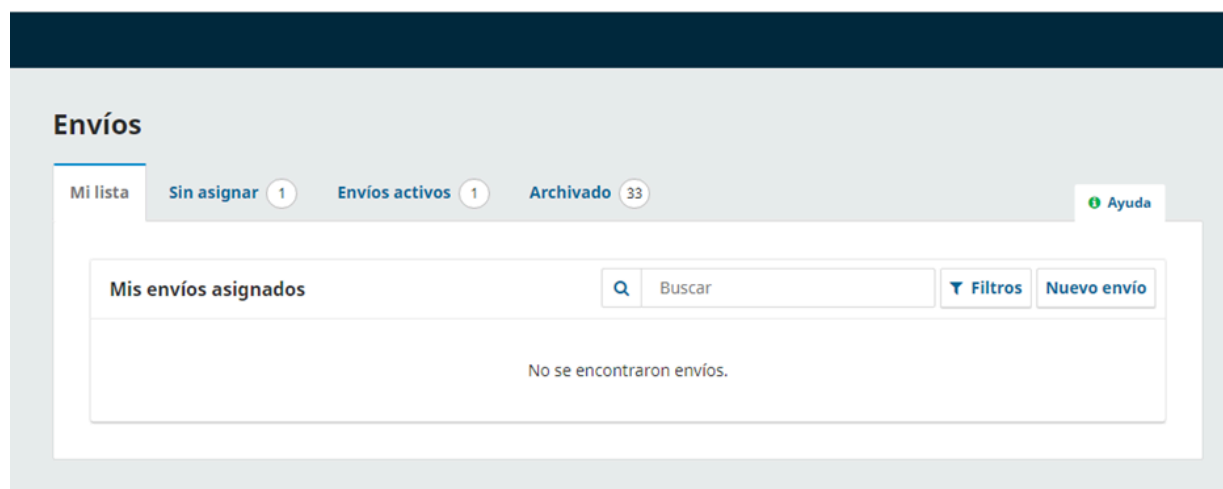
The management and publication of Innovación Universitaria are handled through the OJS platform; therefore, in order to submit their manuscripts, it is necessary for every author to register on our website. To do this, simply send an email requesting a username and password to the following address: revistainnovacionu@uia.ac.cr.

Once you have been assigned a username and password, you will be able to log in to your profile and

upload your submission. Instructions for this process are detailed in the following section.

VII. Instructions for Uploading Articles

To upload submissions, you must first register on our website. Once you have completed your registration on the platform, log in to your account and click "New Submission. "



- **Before you start:**

After clicking on the "New Submission" option, the article submission module will be displayed. Here, you must select the language of submission, the title, and the journal section in which you wish to submit your manuscript. You should also read and ensure that you comply with all items on the checklist before checking the corresponding option. It is important to indicate your role as an author by checking the option in the "Submit as" section. You must also check the "Privacy Consent" option and finally click on the "Begin Submission" button, which appears at the bottom of your screen.

Hacer un envío

Antes de empezar

Gracias por su envío a INNOVACIÓN UNIVERSITARIA. Se le pedirá que cargue archivos, identifique coautores y proporcione información como el título y el resumen.

Lea nuestras [directrices de envío](#) si aún no lo ha hecho. Cuando rellene los formularios, proporcione todos los detalles posibles para ayudar a nuestros editores/as a evaluar su trabajo.

Una vez iniciado, podrá guardar el envío y recuperarlo más tarde, así como revisar y corregir cualquier información antes de remitirlo.

Idioma del envío *

Seleccione el idioma principal del envío.

- ☐ Inglés
- ☐ Español

Título *

Sección *

Los artículos deben enviarse a una de las secciones de la revista.

- ☐ Editorial
- ☐ Artículos
- ☐ Intercambio

Lista de verificación del envío *

Como parte del proceso de envío, las personas autoras están obligadas a comprobar que su envío cumpla todos los elementos que se muestran a continuación. Todos los envíos que no cumplan estas directrices serán devueltos. Revise los requisitos descritos en las

| UIA | LISTA DE COMPROBACIÓN DE ENVÍOS PARA PERSONAS AUTORAS REVISTA INNOVACIÓN UNIVERSITARIA |
|--------------------------|--|
| <input type="checkbox"/> | El envío (manuscrito) es un trabajo original y no ha sido publicado previamente ni ha sido sometido a consideración por otras revistas (o se ha proporcionado una explicación al respecto en los Comentarios al editor/a). |
| <input type="checkbox"/> | Todas las referencias han sido verificadas para ver si son precisas y completas. |
| <input type="checkbox"/> | Todas las tablas y figuras han sido numeradas y etiquetadas. |
| <input type="checkbox"/> | Se ha obtenido permiso para publicar todas las imágenes, conjuntos de datos y cualquier otro material proporcionado con este envío. |
| <input type="checkbox"/> | El envío se adecúa a la temática y al alcance de la revista. |
| <input type="checkbox"/> | El archivo del envío está en formato OpenOffice, Microsoft Word, RTF o WordPerfect. |
| <input type="checkbox"/> | El envío se adhiere a los requisitos estilísticos y bibliográficos de la revista. |
| <input type="checkbox"/> | El envío incluye un documento aparte con la declaración de autenticidad y derechos de autor por parte de las personas autoras o la persona autora principal. |
| <input type="checkbox"/> | Siempre que sea posible, se proporcionan el DOI o las direcciones URL para las referencias. |
| <input type="checkbox"/> | Si el manuscrito se envía para sección arbitrada de la revista, este sigue todas las instrucciones para mantener el anonimato en la revisión por pares ciegos (peer-review). |

☐ Sí, mi envío cumple todos estos requisitos.

Enviar como *

Seleccione el rol que describa mejor su contribución a este envío.
Seleccione un rol editorial si desea editar y publicar este envío usted mismo.

- ☐ Editor/a de la revista
- ☒ Autor/a

Consentimiento de privacidad *

☐ Sí, consiento que mis datos se recopilen y se almacenen de acuerdo con la [declaración de políticas](#).

Iniciar un envío

The system provides five steps to properly upload submissions: (1) Details, (2) Upload Files, (3) Contributors, (4) For Editors, and (5) Review. Each of these steps is described below.

- The **first step** is to enter the submission details. That is, you must provide the title, keywords, and abstract of your article or manuscript. Here, you are presented with two options: (1) Save for later and (2) Continue.

The screenshot shows the 'Detalles del envío' (Submission Details) form. At the top, there is a progress bar with five steps: 1. Detalles (active), 2. Subir archivos, 3. Colaboradores/as, 4. Para los editores/as, and 5. Revisión. The form is titled 'Detalles del envío' and includes a language selector for 'Inglés' and 'Español'. The main section is 'Proporcione los detalles siguientes para ayudarnos a gestionar su envío en nuestro sistema.' It contains three input fields: 'Título *' with a placeholder 'Ejemplo Instrucciones para personas autoras', 'Palabras clave' with a placeholder 'Las palabras clave normalmente son expresiones de una a tres palabras que se usan para indicar los temas principales del envío.', and 'Resumen *' with a rich text editor. At the bottom, there is a status bar indicating 'Último guardado hace 2 minutos' and two buttons: 'Guardar para más tarde' and 'Continuar'.

- The **second step** is to upload the files. Here, you must provide all the necessary files to complete your submission. Just click on the "Add file" or "Upload file" option. Remember that if you submit your manuscript in our refereed section, you must upload a file containing the personal and contact information of the authors/collaborators of the paper, and in a separate file, only the text of the article. This is to maintain anonymity during the peer review process (external refereeing).

The screenshot shows the 'Subir archivos' (Upload Files) form. At the top, there is a progress bar with five steps: 1. Detalles, 2. Subir archivos (active), 3. Colaboradores/as, 4. Para los editores/as, and 5. Revisión. The form is titled 'Hacer un envío: Subir archivos' and includes a language selector for 'Español' and a button 'Cambiar'. The main section is 'Proporcione todos los archivos que nuestro equipo editorial necesite para evaluar su envío. Además de la obra principal puede enviarnos conjuntos de datos, declaraciones de conflictos de interés u otros archivos adicionales si considera que serán de ayuda para nuestros editores/as.' It contains a text area for 'Archivos' and a button 'Añadir archivo'. At the bottom, there is a status bar indicating 'Último guardado hace unos segundos' and two buttons: 'Atrás' and 'Continuar'.

- After that, the **third step** will be displayed, and here you will need to add the information of the authors and contributors of the article. You must fill in the fields marked with an asterisk. You will have the option to add contributors, arrange the order in which the names appear, edit the roles, and assign the main contact for the article. Once you have completed your changes, click the "Continue" button. Here, you also have the option to "Save for later."

Hacer un envío: Colaboradores/as Guardar para más tarde

Enviando a la sección Artículos en Español. [Cambiar](#)

✓ Detalles — ✓ Subir archivos — **3 Colaboradores/as** — 4 Para los editores/as — 5 Revisión

Colaboradores/as

Añada los detalles de todas las personas colaboradoras de este envío. Las personas que añada aquí recibirán un correo electrónico de confirmación del envío, así como una copia de todas las decisiones editoriales registradas relacionadas con este envío.

Si una persona colaboradora no quiere ser contactada por correo electrónico, ya sea porque quiere permanecer anónima o porque no tiene una cuenta de correo, no introduzca una dirección de correo electrónico falsa. Puede añadir información sobre esta persona en un mensaje para la persona editora en el último paso del proceso de envío.

Colaboradores/as Orden Previsualizar Añadir colaborador/a

Adriana Luna Autor/a Contacto principal Editar Eliminar

Atrás Último guardado hace un minuto Guardar para más tarde Continuar

- The **fourth step** is to enter other details or information for the editors to manage your submission, such as the discipline(s) in which your manuscript falls, the language, the agencies that provided support for the development of your work, and the type or nature of the main content of the submission. You are also given a space to add additional comments for the editorial team in the "Comments for the Editor" section. Once you have entered the information, you can click "Continue."

Hacer un envío: Para los editores/as Guardar para más tarde

Enviando a la sección Artículos en Español. [Cambiar](#)

✓ Detalles — ✓ Subir archivos — ✓ Colaboradores/as — **4 Para los editores/as** — 5 Revisión

Para los editores/as Inglés Español

Proporcione los detalles siguientes para ayudar a nuestro equipo editorial a gestionar su envío.

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