



ISSN 2346-0377  
(on line)

REVISTA  
**NUEVOS PARADIGMAS**  
DE LAS CIENCIAS SOCIALES LATINOAMERICANAS

**PAPER PUBLICATION GUIDELINES  
FOR AUTHORS**



This journal is a member of, and subscribes to the principles of, the Committee on Publication Ethics (COPE) [www.publicationethics.org](http://www.publicationethics.org)



[<http://publicationethics.org/members/revista-nuevos-paradigmas-de-las-ciencias-sociales-latinoamericanas>].



# TABLE OF CONTENTS

I. PRESENTATION	5
II. OBJECTIVE	5
III. JOURNAL STRUCTURE	6
IV. ORGANIZATION	6
V. SUBMISSION OF PAPERS TO BE PUBLISHED	7
VI. PEERS REVIEW PROCESS	7
VII. APPEAL PROCESS AGAINST DECISIONS OF THE <i>JOURNAL</i>	11
VIII. WRITING GUIDELINES FOR PAPERS	11



## **PAPER PUBLICATION GUIDELINES FOR AUTHORS**

### **I. PRESENTATION**

The Journal *Revista Nuevos Paradigmas de las Ciencias Sociales Latinoamericanas*, is a biannual electronic publication that includes the ISSN code 2346-0377. It aims at spreading knowledge within the academic community by publishing select original and unpublished papers, written by scholars from Latin America or any other places. These papers are the result of research projects, related to historical, social, economic, political and cultural problems and processes from societies and people.

Papers submitted for publication must be original and unpublished, as mentioned before, and cannot be in the peer-review process by other journals or editorial boards. Prospective papers may be written in Spanish, Catalan, English, French, German, Portuguese or Italian, since we have reviewers in all of these languages. This *Journal* is specially created for professors, researchers and students of undergraduate and graduate degrees in Social Sciences or in related areas such as Law, Sociology, Anthropology, Education, Psychology, etc.

The Journal is, since July 2015, member of the Committee on Publication Ethics. As such, subscribes the Code of Conduct and Best Practice available at [[http://publicationethics.org/files/Code%20of%20Conduct\\_2.pdf](http://publicationethics.org/files/Code%20of%20Conduct_2.pdf)] of this Institution based in London.

### **II. OBJECTIVE**

The main purpose of this *Journal* is to disseminate creative ideas focu-

sed on the promotion of social change and the solution of economic, political, social and cultural problems in Latin America.

### **III. JOURNAL STRUCTURE**

The Journal includes an editorial, the presentation of the papers contained in the corresponding number, a biographical section, "Latin American outstanding thinker", that seeks to rescue deceased people who have made significant contributions to the field of social sciences, a documentary thematic addendum that presents a relevant write and a book review section.

The number corresponding to January-June of each year will have nine (9) peer reviewed articles; the number corresponding to July to December will have also nine (9) peer reviewed articles, for a total of thirteen (18) peer reviewed articles per year.

### **IV. ORGANIZATION**

The Journal is directed by a Scientific Committee, in charge of directing the publication policies and ensuring its academic quality, by a peer review system.

In addition, it has an Editorial Committee, in charge of ensuring the editorial guidelines ordered by the Scientific Committee. A Scientific Editor and Technical Editor are also part of this team.

The first one directs the process of peer review, organization of the papers selected for each Journal number and reviews the content of the prospect papers.

The second one controls all the operation of the editing process, including design, editing and style and creation of files for their online publication in the Journal website.

## V. SUBMISSION OF PAPERS TO BE PUBLISHED

Prospective authors must submit their papers to be published, to the Scientific Editor of *Revista Nuevos Paradigmas de las Ciencias Sociales Latinoamericanas* at [[revistaelectronica@ilae.edu.co](mailto:revistaelectronica@ilae.edu.co)]. They must also submit an Oath Declaration form filled out by hand. This form can be downloaded from the Journal website and scanned to be submitted.

**The length of the paper must be from 12 to 45 pages, as described in the section “Writing instructions to prepare papers” included in these guidelines.**

Files must be submitted in Word format, no matter what version is used. The name of the file must be the author’s name (or the name of one of its authors). All graphic material included in the text (such as tables, pictures, figures, etc.) must be submitted in a separate file, using the original format in which it was made, before it was included in the Word file.

## VI. PEERS REVIEW PROCESS

All prospect papers to be published must follow the peer review process mentioned below:

The Scientific Editor receives at [[revistaelectronica@ilae.edu.co](mailto:revistaelectronica@ilae.edu.co)], the prospect papers to be published, and selects the papers that fulfill the requirements of quality, innovation and originality; criteria that was previously determined by this Journal. After the papers have been selected, the editor refers them to the Scientific Committee, that assigns a peer reviewer for each paper. **Peer evaluators will be anonymous to the author of the article and in turn, the author is anonymous for the peers.**

Each peer reviewer must fill out a form and submit it to the Scientific Committee. Below, you can see the form:

**PEER REVIEWER'S CONCEPT  
INFORMATION ABOUT THE REVIEWER**

Name and surname:

ID number:

Address:

Telephone number:

E-mail:

Institutional affiliation:

Position:

Research group:

Institution:

Undergraduate studies:

University:

Graduation year:

Specialization (  ) Master degree (  ) Ph.D. (  )\*

University:

Graduation year:

\* Select only the highest degree obtained.

Areas of experience of the reviewer

peer reviewer's concept

Title and subtitle:

Classification of the paper<sup>1</sup>:

---

1 Paper from scientific and technological research: Document that shows the original results of research projects, in detail. Their usual structure includes introduction, methodology, results and conclusions. Reflection paper: Document that shows research results from an analytical, interpretative or critical perspective from the author, about a scientific topic, using original sources. Review paper: Document resulting from a research project, that analyzes, systematizes and integrates the results of published or non-published researches, about a topic of science and technology, aiming at spreading advances and development trends. It's characterized by presenting a careful sources search of at least 50 references. Case study: Document that shows the results of a study about a particular situation, aiming at knowing the technical and methodological experiences considered in a scientific case. It includes a systematic, commented review of the literature of similar cases. Topic review: Document resulting from a critical review of literature about a particular topic (taken from the document Colciencias. "Servicio Permanente de Indexación

- Paper from scientific or technological research* ( )
- Reflection paper* ( )
- Review paper* ( )
- Case study* ( )
- Topic review* ( )

ASPECT REVIEWED	GRADE FROM 1 TO 10	NOTES
<b>FORM</b>		
<b>Title and subtitle</b>		
<b>Abstract</b>		
<b>Keywords</b>		
<b>Introduction</b>		
<b>Methodology</b>		
<b>Citing and referen- ces</b>		
<b>Conclusions</b>		
<b>References</b>		
<b>CoNTENT</b>		
<b>Originality</b>		
<b>Relevance</b>		
<b>Articulation of ideas</b>		
<b>Research depth</b>		

### FINAL DECISION

The undersigned peer recommends:

---

de Revistas Científicas y Tecnológicas Colombianas. Base Bibliográfica Nacional Índice Bibliográfico Nacional Publindex, August 2006, taken from [http://www.udem.edu.co/NR/rdonlyres/4ABCA647-1B12-4A87-A84B-E42DBE4B8F0A/3401/indexa.pdf], p. 7 and ss., consulted on September 7<sup>th</sup>, 2010).

To approve the paper for publication	( )
To reject the paper publication	( )
To correct the paper, as recommended	( )

Notes:

Review date:

Peer reviewer's signature and ID number:

After the peer concept is received, the Scientific Committee holds a meeting again, and based on the received review, takes one of the following decisions: i. approves the publication of the paper; ii. suggests corrections or additions, as a condition for publication, and gives it back to the author; iii. requests for a new review to another peer, in case of lack of clarity or questions, or iv. rejects the paper based on the review.

Next, the autor receives an e-mail informing the decision. If the Committee suggests corrections or additions, the autor has *fifteen (15) working days* to make the necessary changes and submit the paper again. Lack of submitting the paper in the above mentioned term, will be considered as a waive of the decision to publish the paper in the *Journal*.

**Submitting the final version of the paper automatically means granting all its proprietary rights, without limitations to Instituto Latinoamericano de Altos Estudios -ILAE-, to reproduce it in paper or digital media for non-commercial purposes, and also the author fulfills the originality requirements demanded by the papers to be published.**

The *Revista Nuevos Paradigmas de las Ciencias Sociales Latinoamericanas* is under non-commercial *Creative Commons* license, without derivative works.



The final version is given to the Technical Editor, who follows the processes of: editing and style, layout, ideas clarification with the autor, and creation of the final materials to be published at the website of ILAE in the section Publicaciones (publications) >Revista Electrónica (e-journal).

## **VII. APPEAL PROCESS AGAINST DECISIONS OF THE *JOURNAL***

The author may appeal decisions of the *Journal*, for which it must raise written help request sent to [[revistaelectronica@ilae.edu.co](mailto:revistaelectronica@ilae.edu.co)], which expresses clearly and concisely the reasons why it believes that there should be a review. The Scientific and Technical Committees have a period of fifteen (15) working days to review the request and reply to the author the final decision.

If the appeal is raised against the peer review, the Scientific Committee will request a new report to a different peer, under the same conditions set out in the section “Peers review process”.

## **VIII. WRITING GUIDELINES FOR PAPERS<sup>2</sup>**

The material must be written on letter size paper, double spaced, 12 points Times New Roman or Arial font, without manual syllable separation. It should also include right and left 22 mm margins and superior and inferior 28 mm margins, numbering consecutive pages starting on the cover page. **The length of the paper is from 12 to 45 pages, fulfilling the above mentioned specifications.**

It is *mandatory* for the paper to include the following elements (lack of them will result in a rejection of its review):

*Title*: no longer than 6 words that provide an idea or summary of the content of the paper.

---

2 Summarized from ANTONIO MILLA. Manual de estilo del ILAE, Bogotá, Instituto Latinoamericano de Altos Estudios, 2011. Bibliographical references haven't been mentioned, but they are available in the book.

*Translation of the title to English.*

*Author(s):* full name and surnames.

*Affiliated institution:* academic filiation of the author at the time of writing the paper, city and country of the affiliated institution.

*Contact:* author's e-mail.

*Summary:* this paragraph briefly summarizes the contents of the paper. The summary may be analytical or descriptive. Its length may vary between 50 and 150 words.

An appropriate abstract must be:

1.º Precise: be sure it mentions the purpose and content of the paper. Do not include information different from that of the body of the paper.

2.º Neutral: be sure it reports instead of judging, without adding or commenting the contents of the body of the paper.

3.º Coherent and easy to read: be sure it is written in a clear language.

4.º Concise: be sure each sentence is as short and informative as possible. Start the summary with the most important ideas, do not repeat the title and include the 4 or 5 most important concepts, implications or findings.

*Keywords:* taken from the abstract. It means 4 to 6 words describing the topic that would let the paper classification selection.

*Abstract:* translation of the summary of the paper, to English.

*Keywords:* translation to English of the keywords.

### *Author's Curriculum Vitae: Detailed resume.*

This part of the paper details the CV of the author of the submitted document. It is organized as follows: *In the first paragraph*, the complete information of the affiliation, including institute, faculty, department, area, etc., at the moment of conducting the research. *In the second paragraph, if applicable, it includes changes* of affiliation preceding the new affiliation with the words “now on...”. Faculty department area, etc. must also be included. If the change means not being affiliated with any institution, include city and country. *In the third paragraph*, write the acknowledgements including financial support received, colleagues who collaborated in any way during the research or working paper revisions. If the paper has multiple authors, indicate at which degree each one of them collaborated in the writing of the document. This paragraph can be ended thanking editors, peer reviewers and people who helped in the preparation of the document. It is also possible to clarify special circumstances, for example if the paper is based on a larger document like a previously published thesis, or that the paper does not reflect the opinions or the university or the institution that financed the research. *The fourth paragraph* includes the contact information. Although it is advised to include the full postal address, just an e-mail is acceptable. *The last paragraph* indicates the quality control process, as follows: first, reception date for evaluation; then, date in which contents were discussed and finally date of approval of publication of the paper.

*Main text: the body of the text of the paper must be written according to the following structure criteria:*

#### *Introduction*

The body of the document must start with a text that presents the specific problem studied, describing the research strategy. Since the introduction is clearly identified by its position in the document, the title “introduction” is not necessary.

Before writing the introduction, consider the following questions: 1)

Why is the problem important?; 2) How is this study related and how is it different from previous studies about the topic?; 3) Which are the hypothesis, the objectives of the research and the links with the theory, if there are any?; 4) What is the relation between the hypothesis and the research design?; 5) What are the theoretical and practical implications of the study?

It is necessary to explore the importance of the problem and why it is worth to start a new research about it. Then, it is necessary to describe the academic relevance in terms of selected literature or a historic review of the state of the art, assuming that the reader is familiar with the topic and does not need a full description of the state of the art. Authors should try to show a logic continuity between past works and this one. The problem must be developed in a clear way, so it can be understood by any profesional reader; such aspect must not be omitted for the sake of concision, because it would be limited to a specialized and reduced audience.

Once the problems and materials on which the research is based have been based, explain the focus given to the solution of the problem.

### *Methodology*

This part describes in detail the way in which the research had been conducted, including all the conceptual and operational definitions used. This fact will allow the reader to evaluate the appropriateness of the method used and the reliability and validity of the conclusions obtained.

### *Results*

This part contains the analysis of all the information used, that was relevant for the research. All the information presented must have been processed and must support the process of demonstration of the hypotheses of the research, that were mentioned in the introduction.

### *Discussion*

After presenting the results, the autor is in the position of evaluating

and interpreting their implications, specially related to the original hypotheses. In this part, the results must be examined, interpreted and qualified, and inferences and conclusions may be drafted based on the results. The theoretical and practical consequences of the results must be emphasized.

The mandatory starting point of this section must be a clear declaration in the support, whether in favor or against the original hypotheses by using strong arguments from academics, who have written whether in favor or against. Then, the limitations of the research must be accepted, and alternative explanations to the results must be given.

Finally, end the discussion with a reasonable and justifiable comment about the importance of the results obtained.

#### *Bibliographic references*

References acknowledge previous work of academics and provide a reliable way to identify original sources consulted.

#### *Foot notes*

They are used for two purposes: 1) Content, as a way to provide additional information or expand substantial information in the text. A footnote must include only one idea. 2) Source, to identify the source of direct cites in order to identify the source of quotations, tables, graphs, figures, photos, etc.

The citation methodology includes:

The order, punctuation marks, letter Font, and the most commonly used abbreviations written in the notes for the Journal papers are described below by using an example.

For the citation of books:

11. HERNANDO MELÉNDEZ VELÁSQUEZ. *Esquema de evolución constitucional en Uruguay*, 2nd ed., vol. III, t. II, Montevideo, Fundación de Cultura Universitaria, 1996, pg. 235 to 238.

For the citation of journal articles or chapters in collective works:

18. JUAN ESTEBAN PULIDO. "El campo de actividad de la paleontología en América del Sur", *Revista del Instituto de Ciencias Paleontológicas*, vol. IV, n.º 8, March - April 1999, Buenos Aires, Avance, pg. 23 to 29.

For the citation of no more than three authors:

8. RICARDO DURÁN PÉREZ, VÍCTOR DÍAZ SEGURA y RUBÉN RUIZ PÉREZ. "El sistema jurídico latinoamericano aplicado por la OEA", en *Derecho Hoy*, t. I, ASUNCIÓN PEDRAZA MARTÍNEZ (ed.), Montevideo, Fundación de Cultura Universitaria, 1998, chapter three, pg. 175 to 182.

For the citation of more than three authors:

8. RICARDO DURÁN PÉREZ et al. "El sistema jurídico latinoamericano aplicado por la OEA", in *Derecho Hoy*, t. I, ASUNCIÓN PEDRAZA MARTÍNEZ (ed.), Montevideo, Fundación de Cultura Universitaria, 1998, chap. three, pg. 175 to 182.

It is important to consider that:

– When the paper is part of a collective work or a journal, the title must be written in quotation marks and the title of the work of the journal must be written in italics. Be sure that the comma written after the title does not use italics.

– The author(s) name is not written using full capital letters (i.e. HÉCTOR...), but it is written in big and small capital letters (i.e. HÉCTOR GROS-ESPIELL) and is not written in a different order (i.e. GROS-ESPIELL, HÉCTOR), taking into account that the notes do not follow alphabetical order. This order is only required in the bibliographical references. In addition, when the author is an institution, it also uses small and big capital letters (i.e. REAL ACADEMIA DE LA LENGUA). Moreover, the name is written in the original form in the footnotes and bibliographic references (i.e. KARL MARX instead of CARLOS MARX). In the body of the document, this can be omitted, and common names can be used.

– Names of editorial boards, journals, books, etc. should not be deliberately abbreviated (i.e. EL, instead of Editorial Legis), and the

full name of the editorial must be used, instead of its abbreviation, even when it is commonly used and identified (i.e. Fondo de Cultura Económica, instead of FCE; Oxford University Press, instead of OUP; Presses Universitaires de France, instead of PUF...): or, at least, both names must be included the first time they are used.

When citing dates, day, month and year must be included: 20th of March, 2013, instead of March 20th, 2013. In Spanish months must be written in small letters and the year in numbers, without using a period to separate it.

- Roman numbers use small capitals (i.e. xxxviii instead of XXXVIII).
- Acromyms using more than two characters use small capitals (i.e. OEA instead of OEA).

- In a collective work or a work written by different authors, the maximum number of authors to be cited is three. In case there are more than three, the most important author must be written, followed by the abbreviation et al. (*et alii*).

- When an author, who uses his/her pseudonym, usually writes using his/her real name, the pseudonym must be written in parenthesis after his/her real name. In case he/she only uses his/her pseudonym, it is written in Italics.

ROBERTO POSADA GARCÍA-PEÑA (“D’Artagnan”). *Memorias...*

*D’Artagnan. Memorias...*

- It must be mainly used in classical books, that occurs some cases, or according to the tradition, some people who appeared as the authors may not be the real authors, but the real authors are unknown. In these cases the word pseudo (ps.) must be used before the name; in the bibliographic references the alphabetical order begins by the surname and the pseudo is written as the name.

*Seudo-BOETHIUS. De disciplina scolarium...*

– When the authorship of a text is not really confirmed, the name is written between single quotation marks.

'PLATÓN'. *Séptima carta...*

– When the text, whose authorship is not really confirmed, is part of a work in which there is no doubt that other people are authors, the name of the text is written into brackets.

DEMÓSTENES. 18, [59] (it means that the original discourse is number 18 and the illegitimate is number 59).

When the author's name is not in the publication, but he or she is known by other sources, it is written into square brackets.

[JAMES BALFOUR]. *Philosophical essays*, Edinburg, 1768.

– When the title of a book or a paper is in a foreign language, it must not be translated; it must be written as it is in the cover or content of the corresponding publication. If you want to translate it, the translation must be written in parenthesis, after the original title. This is important to avoid confusing the reader, thinking that there is a Spanish version of the book.

When the book is anonymous, this word is written as if it were the author's name, in the notes and in the bibliographical references.

ANONIMOUS. *Amadís de Gaula*, Zaragoza, 1508.

– Not any cite must be in a language different from the original. The text portions must be translated into Spanish, or in case of maintaining the text in the original language, the translated version must be in parenthesis, immediately after the cite, written in the foreign language. However, this will only be allowed in very short cites (because of the necessary space), when the contrast between both languages is really necessary. In this case, it must be clear that the text was translated by the author of the paper, or if it was taken from a different source. In the latter, the complete cite must be written.

– Editors, coordinators, etc., must be cited in the same way as the authors, using big and small capitals, but indicating in parenthesis, using the corresponding abbreviation.

GOMES EANES DE ZURARA (ed.). *Crónica portuguesa*, Lisboa, 1454.

– Capitals in titles and subtitles of books: only the first word of the title uses initial capital letter, the other words use small letters, except if the words are proper names. For example, people names, country names, or when using a period not followed by a new paragraph, when the initial letter of the word following the period is written in capital letter. In the case of journals or newspapers, the title becomes a proper name, so it is written using an initial capital letter in each of its words, except for articles, prepositions, etc. (i.e. *Revista Nuevos Paradigmas de las Ciencias Sociales*). Finally, in all cases when a newspaper or journal uses small letters in its head, this style is preserved.

– The title of a book must be considered as sacred, so it should not be translated, altered or corrected, it must be written as it appears in the original book cover (except for the use of capitals described above).

– Long and unnecessary subtitles must be omitted. Titles in notes may be shortened and ended in suspension points, when they were fully written the first time they were cited.

– Bibliographic conventions in other languages must be carefully studied. For example, referring to the number of the edition of a German book, based on the fact that Germans do not differentiate a new edition from a re-published material. So, the *sechste Auflage* (6. Aufl.) may be the 6th edition, 4th re-published version of the second edition, or the 2nd re-published version of the 4th edition, etc. Thus, if you're not absolutely sure about that, it must be written as it appears in the original book.

– Names of cities must be written as they are in their original language, in the bibliographical references (i.e. München instead of Munich, or Paris instead of París). This can be omitted in the body of the document, for common names.

– Cites from Internet sites or electronic sources are written into square brackets [ ]. Some publishing houses, mainly from Spain use large brackets (<>), but we consider they take too much space and open the line without any real necessity. So, we think it is better to use the simple *brackets*.

#### *Appendixes, attachments and additional material*

Sometimes the author finds inappropriate material for the document body, because it can distract or occupy limited space. These materials may be attached at the end of the text, as appendix. However, when they are papers in a journal that requires limited extension, authors are asked to get rid of these materials, or to include them, when they are available in the *web*. In this case, interested people may consult online in sites different from the Journal's website.

#### *Tables, graphs, figures, illustrations*

The use of electronic resources is much more easier in an electronic journal, than in a paper based publication. The only aspect that must be carefully considered is the use of elements in the most adequate resolution. Mentioning if those elements have reserved rights and if a permission is required to download or copy some other electronic documents, or to obtain the corresponding permissions to include them in the paper.

In this section, we will explain in detail the use of these elements, that must be considered as instruments to make the reader understand easier the quantitative information.

The use of these visual aids must be aimed at communicating complex ideas that follow three basic principles: clarity, precision and efficiency.

In order to achieve excellence in the inclusion of this kind of material, it is necessary to fulfill with the following characteristics:

1.<sup>o</sup> *To include data*. It means that every graphic representation of a group of data must include the data that was used for the creation of such representation.

2.º *To lead the reader to think about the substance, instead of the methodology, graphic design, technology to produce the graph or any other aspects to be considered, different from the information presented.* It means that, the reader should unconsciously process the information presented, without being distracted with the form in which data was presented. The most transparent is the understanding process of information to be shown, the most successful is the design of the element used.

3.º *To avoid changes in information that wants to be shown.* In this case, do not contradict information shown in the graphic with the explanation given to the conclusion taken, based on its analysis.

4.º *To show the largest amount of information in a limited space.* Using a graphic may avoid reproducing a series of tables that may be difficult or tiring to consult by the reader. That is why it must be better to use a graphic element, than a series of tables including information.

5.º *To presenting a large amount of information in a coherent way.* A logical and easy to understand difference must be made to classify information to be presented to the reader. Do not forget that one of these elements is aimed at clarifying and simplifying the analysis of a large number of data.

6.º *To motivate readers to compare different parts of information.* The most important reason to introduce this kind of element may be the simplicity to compare different levels of information at a glance.

7.º *To offer information at different levels of detail, from a broad perspective to a very detailed structure.* For this purpose, it is necessary to combine levels of information with a common point, and to show, for example, an annual total number together with a series of data showing month per month performance.

8.º *To follow a reasonably clear purpose: description, exploration, tabulation or decoration.* Each element of this type has to justify its existence as part of the text, taking into account that its analysis cuts

with the normal reading of the discourse. The last case, that may look colourless, may be fully supported as a pause in the text, so the reader recovers his/her concentration before analyzing the material. A strategical location of a decorative element can promote in a very positive way the interest and concentration of the reader.

*9.º To find a strict relation between statistic and textual descriptions of information presented. It is very important to connect this kind of elements with the discourse that is being developed. Each element must be explained in detail in the preceeding paragraph, or a cross reference must be used such as "see Table 16" or "we can observe this from the Graph 21."*

As a general rule, graphics must be used to show groups of data that are meaningful, relevant and complex in terms of statistics, not only for simple linear changes that may be summarized in one or two numbers within the text.

Finally, when the option to use color is not available, it is necessary to use designs to differentiate variables instead of just using different tones of black and white, that may not clearly distinguish the elements to be shown and may confuse the reader, causing a final waste in the use of these elements.

### *Questions*

For any questions, comments or suggestions about these guidelines, you may write to [[revistaelectronica@ilae.edu.co](mailto:revistaelectronica@ilae.edu.co)].