GUIDELINES FOR CONTRIBUTING AUTHORS

GENERAL POINTS ABOUT ARTICLES
The journal’s publisher policy contemplates publishing specific articles on administrative and social topics. Research articles: this type of article presents detailed original results from research projects. Its structure has four important parts: introduction, methodology, results and conclusions. Reflection articles: this type of article presents the results of research from an author’s original source-based analytical, interpretative or critical perspective on a specific topic. Review articles: this type of article must be the result of research, systemising and integrating published or unpublished research results in a field of science and technology giving an account of advances and trends in R&D. It must give a careful bibliographic review having at least 30 references.

SPECIFIC GUIDELINES FOR ABSTRACTS
A maximum of 1,500 to 2,000 characters is preferred. The length may be proportionate to the article. That is, short articles warrant shorter abstracts, whereas an abstract for a longer article may be at the maximum.

Construction
• Abstracts should be clear and easy to read with enough detail to help the reader understand what the article is about.
• Abstracts should flow logically.
• The abstract should be written with correct English-language grammar and spelling.

Elements
Key elements for an abstract vary according to the type of article. The order in which key elements are placed may vary from article to article for any type.

Key Elements for Experimental/Research Articles
• Study purpose
• Brief description of the subjects
• Methodology
• Study location (if important or unusual)
• Results, conclusions or implications.

Key Elements for Discussion Articles
• Major theme
• Logical development of the theme
• Author’s point of view
• Implications, inferences, or conclusions.

Key Elements for Literature/Research Reviews
• Scope of the review
• Publication time span
• Publication origin
• Types of documents reviewed
• Author’s opinion of the reviewed literature, particularly unique or important research findings
• Conclusions about the research trends.

Abstracts should present key elements precisely and concisely, with no extraneous information. Abstracts should not contain data tables, figures, or references. Most of all, they must accurately reflect the content of the article.

SPECIFIC GUIDELINES FOR ARTICLES AND REVIEWS
INNOVAR’s publisher committee will consider the following aspects for accepting or rejecting eligible articles and reviews for publication in the first instance. Our contributors thus asked to take the following recommendations into account:

1. Only unpublished works whose contributions are original will be accepted for publication. Submission of articles published in other languages or whose results have been published is unacceptable;
2. Articles submitted to the journal cannot be under evaluation by another medium;
3. Authors must be professionals, professors and researchers having at least postgraduate training and be experts on the topic;
4. The content of an article is an author’s responsibility, publisher policy being open and democratic;
5. An article’s title must be concise and correspond to its content whilst specifically indicating the topic or material being studied;
6. All clarifications regarding the work (character, acknowledgment of experts) must be indicated on a presentation page which includes the abstract, keywords and data on the authors of the article;
7. Each article must give the Journal of Economic Literature classification about the article (classification) to which it corresponds, according to the codes established for international searches of bibliographic production (the codes must be specific, no more than 3 being given). Such classification can be consulted at: http://www. aeaweb.org;
8. It is suggested that the articles have between 5000 and 8000 words. However, no article submitted shall have more than 10,000 words, including references;
9. Original articles must be sent to our e-mail (rennovar_bog@unal.edu.co). All files must contain the text in Word, an analytic abstract, summary and the article’s key words (a minimum of four). At the same time, the graphics, tables, images and other elements must be included within the body of the text in an editable format or annexed in the original programs in which they were created;
10. The reviews, which are texts in the nature of publicity, must not total more than 1500 words and must also be submitted in Word files, accompanied by an image of the cover of the book or other publication that is being summarized (up, of a minimum of 300 dpi);
11. When delivering material, each author must complete, sign and send an email by which they will provide a record of their/his complete data, as well as declaring that the article being put forward for consideration is unedited and is not being evaluated by any other journal;
12. Bibliographic citations within the text of an article must use the parenthetical system (surname, year, page, as follows: Nieto, 1992, p. 4). A list of bibliographic references must be included at the end of the complete text of an article, in alphabetical order of authors’ surnames (including commas, brackets, full-stops, capital and italic letters), following the American Psychological Association (APA), sixth edition, referencing and style system for presenting publishable articles. Authors must verify that listed references correspond to the sites within the body of the paper (neither more nor less). Additionally, when references count on a DOI number this must be included in the list (for further information, you may consult the journal’s web page or get in touch with staff in the editorial office).

EVALUATION PROCESS
The journal has the right to reject publication of an article if, by internal decision, it determines that the article does not fulfill certain academic or editorial standards. Additionally, if it is found that a submitted article has already been totally or partially published, or if similar works exist that have already been published by the same authors and it is determined that the article’s contribution is residual, it will definitively be rejected.

Evaluators’ role
Articles being put forward for consideration will be scrutinised by experts on the topic so that they may independently give their concept of the work (blind evaluation), taking the following criteria into consideration: quality or academic level, originality, contribution to knowledge and teaching, clarity in presentation, clarity in how the work has been written and the literature used and cited, interest and topicality of the subject matter.

The evaluator may either give his/her opinion in the suggested format or in the way which suits him/her the best. The journal has previously reviewed the evaluators’ academic profiles and considers that they have sufficient academic experience and knowledge for working independently.

Confidentiality
The journal’s evaluation will involve double-blind review conditions. The journal reserves all data pertaining to the authors and reviewers; the details and results of the process will only be revealed to those directly involved (authors, evaluators and editors). All authors are asked to avoid excessively citing themselves when writing their articles and avoid putting any type of data within the body of the text offering clues as to their identity or that of the group of authors. Likewise, allusions to research projects related to the articles or such knowledge may only be included in the text if the article is approved (nevertheless, the editors must be informed of such data to avoid eventual conflicts of interest when readers come into contact with the work).

Evaluation time. An average of eight (8) months elapses between the time when reviewers have been asked to give their peer evaluation of any work, its acceptance and the delivery of their opinion. However, such period may be shorter or longer depending on reviewers’ availability and other factors which could postpone or accelerate the process. The journal will only send prospective authors an official confirmation of their article’s acceptance or rejection, and the journal has the right to reject publication of an article if, by internal decision, it determines that the article does not fulfill certain academic or editorial standards and the editorial committee considers that it could be accepted for a new cycle of evaluations, then the authors will have to remit their adjustments within period of 16 weeks. In all cases, a report must be attached in which all changes made to the proposal have been reported.

Rejecting an article
The purpose of the evaluation process in Innovar (as well as validating advances being made knowledge (know-how) in our thematic areas) is to offer authors an opportunity to improve their proposals, refine their thinking, so that they construct more solid articles. We would thus expect that authors know how to take advantage of evaluators’ comments when their document has been rejected for publication. Even though the journal is willing to receive rethought/reworked articles, authors are requested not to resubmit a corrected version of a rejected article before three (3) to six (6) months have elapsed. The editor will inform the authors of the time they must wait if they have expressed an interest in resubmitting their article. An article may receive a definitive rejection when it does not correspond to the journal’s editorial or thematic line, or when the editorial committee expresses its considered decision to reject it.

Reviews
As these are informative by nature, reviews will be evaluated internally by the journal’s editorial team who will decide on whether to publish them.

NOTES OF INTEREST
• An article having been sent to the journal and its eventual submission to an evaluation process does not obligate Innovar’s Editorial Committee or its editors to publish such work;
• Articles and reports will be received without interruption throughout the whole year;
• If the journal’s coordination office has not acknowledged receiving work submitted for consideration with a lapse of eight (8) days, please redirect your message to the following optional e-mail; innovarjournal@gmail.com
• All authors cede their publication rights to the Universidad Nacional de Colombia’s School of Business Administration and Public Accountancy (Economics Faculty) when an article has been approved for publication;
• The articles published in Innovar must not appear in any other means of mass communication without citing prior publication in Innovar. In the case of publications which are compilations of other works, then the authors must ask the journal and/or the School of Business Administration and Public Accountancy’s express authorisation to submit such work.

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