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Cuadernos de Economía

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Open Journal Systems Submission Manual

Cuadernos de Economía Journal
Universidad Nacional de Colombia
Facultad de Ciencias Económicas

Table of Contents

<i>Presentation of Cuadernos de Economía</i>	3
<i>Author Guidelines</i>	3
<i>Editorial process and journal workflow</i>	4
<i>Submission of documents and follow-up of the editorial process</i>	5
User creation and login to the Open Journal Systems (OJS) platform.	5
Article or review submissions in 5 steps	6
Step 1: Verification of requirements and acceptance of policies	6
Step 2: Uploading of documents	8
Step 3: Enter metadata and associate co-authors:.....	9
Step 4: Confirmation.....	10
Step 5: Next steps	10
<i>Initial review of postulated documents</i>	11
Initial review (Editorial team)	11
First originality filter (Editorial team and authors)	11
Adjustments to the first version submitted to the editorial process (Authors)	12
Upload corrected version of initial review in 2 steps (Authors)	12
Step 1: Add discussion	12
Step 2: Upload documents	13
<i>Peer review process of submitted documents</i>	14
Peer review (Editorial team)	14
Editorial decision (Editor)	14
Upload corrected peer review version in 1 step (Authors)	15
Step 1: Add discussion and upload documents	15

Presentation of Cuadernos de Economía

Cuadernos de Economía is a biannual, refereed, indexed and open access academic research journal that aims to disseminate, in the national and international academic environment, the intellectual production in theories, methodologies and economic applications, from plural epistemological perspectives through the physical and electronic publication of regular and special monographic issues.

The journal considers in its editorial process original and unpublished academic contributions of diverse textual typologies such as research articles, articles of reflection, bibliographic reviews, critiques and analytical reviews of books, in Spanish, English and Portuguese, which have not been proposed or published in other serial publications.

The target audience of *Cuadernos de Economía* are academics, researchers, teachers, university students and members of governmental institutions or private entities, who are engaged in the study and reflection of economic theories and policies, development and growth, inequalities, economic history and other topics of interest in the disciplinary field of economics with implications in the local, Latin American and global context.

Author Guidelines

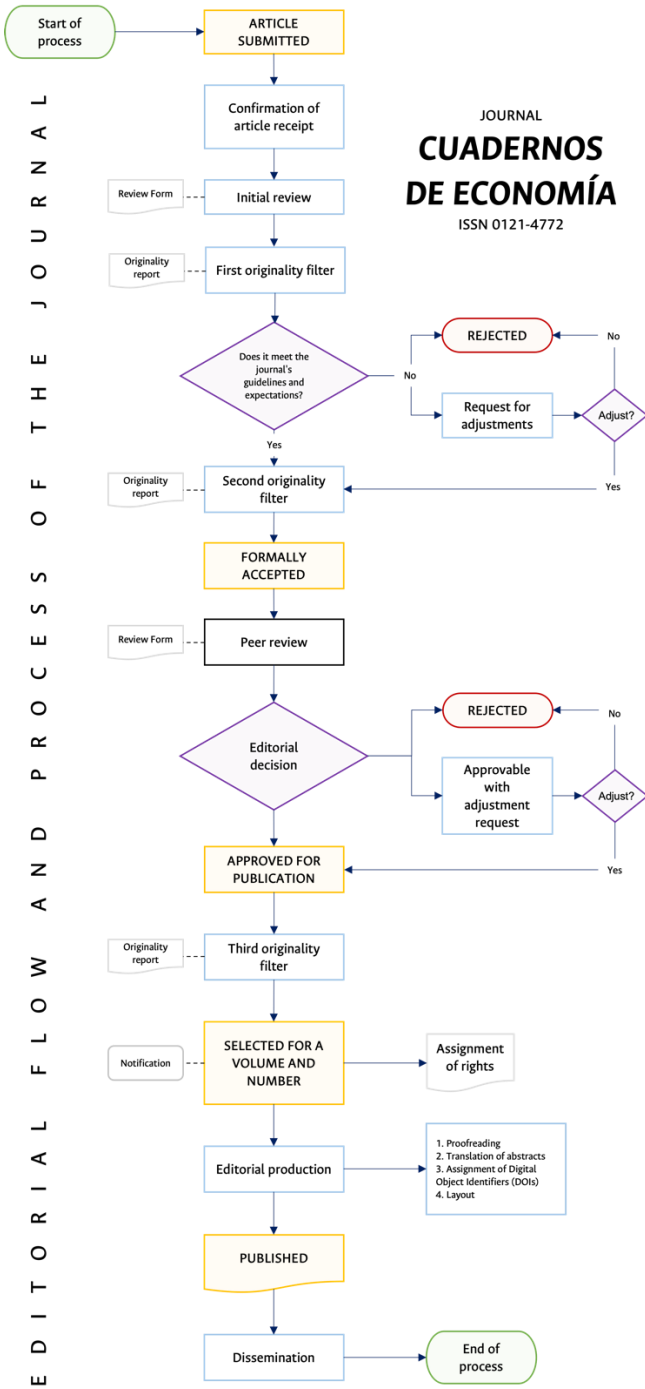
Before submitting an article or review to *Cuadernos de Economía*, remember to: i) consult the [aim and scope](#) of the journal; ii) identify the [section](#) to which you will submit your document; iii) know the phases of the [editorial process and the workflow](#); iv) consult the [Submission Preparation Checklist](#). Remember that authors may only submit one document through the OJS platform and, in case of submitting more than one, the rejection of the proposed additional contributions will be notified. Documents uploaded to OJS must conform to the [template for articles or reviews](#).



[Template for articles or reviews.](#)

Editorial process and journal workflow

The editorial process and workflow of *Cuadernos de Economía* consists of the following phases, which can be consulted at [this link](#).



Submission of documents and follow-up of the editorial process

User creation and login to the Open Journal Systems (OJS) platform.

Access the OJS platform of *Cuadernos de Economía* through the [following link](#):

The screenshot shows the homepage of the Cuadernos de Economía OJS platform. At the top, there is a dark blue header with the journal's name. Below the header, there are two buttons: 'Register' (highlighted with a red box) and 'Login'. A breadcrumb trail indicates the user is in 'Portal de Revistas UN / Cuadernos de Economía'. The main content area features the journal's logo, ISSN numbers (e-ISSN 2248-4337 and ISSN 0121-4772), and a description of the journal as a biannual, refereed, indexed, and open access academic research journal. On the right side, there is a navigation menu with options for 'English', 'Current', 'Archives', 'Announcements', and 'About', along with a search bar.

Select the option 'Register' and follow the steps indicated by the system:

The screenshot shows the registration page of the Cuadernos de Economía OJS platform. The header is the same as the homepage, but the 'Register' button is highlighted with a red box. The breadcrumb trail now includes 'Register'. The main content area is titled 'Register' and contains a 'Profile' section with three input fields: 'Given Name', 'Family Name', and 'Affiliation'. Below the 'Affiliation' field, there is a note: 'Si usted es miembro de la Universidad Nacional de Colombia, registre su afiliación institucional de acuerdo a la Resolución 712 de 2015'. The right side of the page features the same navigation menu and search bar as the homepage.

Once registered in the system select the option 'Login' and enter your data to the platform:

Cuadernos de Economía

 Register

 Login

 You are in: [Portal de Revistas UN](#) / [Cuadernos de Economía](#) / [Login](#)

Login

Username *

User

Password *

.....

[Forgot your password?](#)

Keep me logged in

[Register](#)

[Login](#)

Cuadernos de Economía

 English ▾

[Current](#)

[Archives](#)

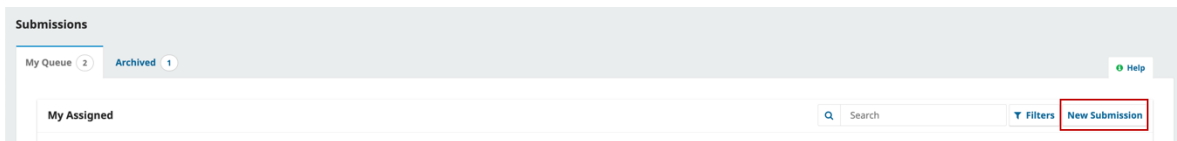
[Announcements](#)

[About ▾](#)

 Search

Article or review submissions in 5 steps

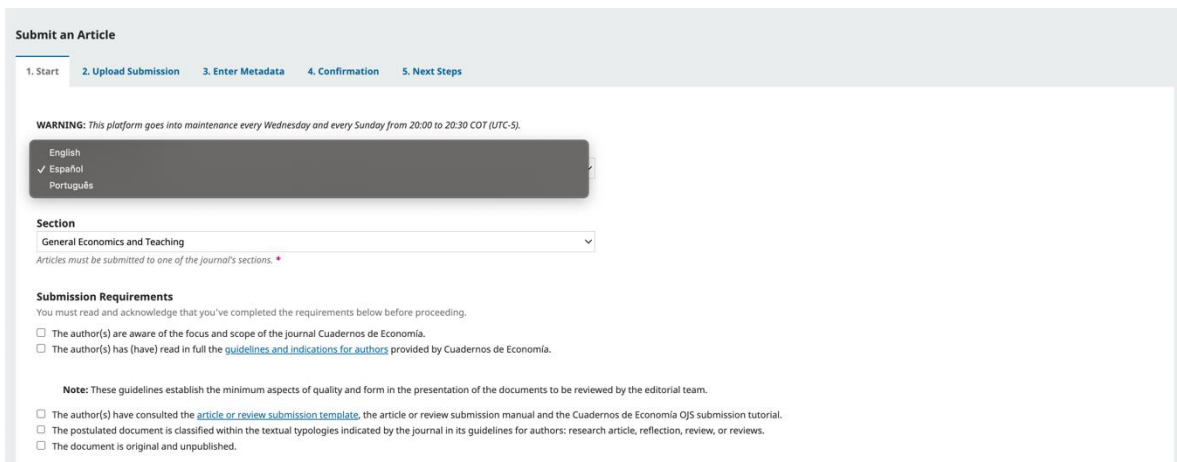
Select the 'New Submission' option in your OJS profile:



The screenshot shows the 'Submissions' profile in OJS. It has tabs for 'My Queue' (2) and 'Archived' (1). Below the tabs is a search bar and a 'Filters' button. The 'New Submission' button is highlighted with a red box.


Step 1: Verification of requirements and acceptance of policies

Select the language in which your document is written:



The screenshot shows the 'Submit an Article' form. It has a progress bar with steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, 5. Next Steps. A warning message states: 'WARNING: This platform goes into maintenance every Wednesday and every Sunday from 20:00 to 20:30 COT (UTC-5)'. The language selection dropdown is open, showing 'English', 'Español' (checked), and 'Português'. The 'Section' dropdown is set to 'General Economics and Teaching'. Below this is the 'Submission Requirements' section with several checkboxes for acknowledgment of guidelines and originality.

Select the section where your document is located:



The screenshot shows a dropdown menu with the following categories:

- General Economics and Teaching
- General Economics and Teaching
- Mathematical and Quantitative Methods
- Microeconomics
- Macroeconomics and Monetary Economics
- International Economics
- Financial Economics
- Public Economics
- Health, Education, and Welfare
- Labor and Demographic Economics
- Business Administration and Business Economics, Marketing, Accounting
- Law and Economics
- Industrial Organization
- Economic History
- Economic Development, Innovation, Technological Change, and Growth
- Political Economy and Comparative Economic Systems
- Environmental and Ecological Economics
- Urban, Rural and Regional Economics
- Other Special Topics

Below the menu, there are two checkboxes:

- The author(s) has (have) no article in the editorial process in progress (nomination, initial review, peer review process)
- The number of authors of the article or review is equal to or less than four (4).

Note: if the total number of authors of the postulated document is greater than four (4) the postulation will not be considered, it will be rejected by the OJS and the authors will be notified.


- The author(s) have filled out the [authors' form](#) provided by Cuadernos de Economía at the time of the article or review submission.

Please fill out the '[Authors' Form](#)' of the journal available at the following link:

<https://bit.ly/FichaCE>

- The author(s) have filled out the [authors' form](#) provided by Cuadernos de Economía at the time of the article or review submission.

Note: the editorial team will verify that the authors of the document have completed the form at the time of submission. If an article or review is approved for publication in the issues of the journal and one of the authors did not fill out the form at the time of application or before the [formal acceptance process](#) of the document, his/her participation will not be taken into account.



Authors' form / Ficha para autores / Formulário do autor

The following form must include the data of all the authors of the document. Once completed, the system will assign a unique code that will be requested at the time of submitting your document to *Cuadernos de Economía* Journal, through the OJS system. / En el siguiente formulario se deben relacionar los datos de todos los autores del documento. Una vez diligenciado, el sistema le asignará un código único que se le solicitará al momento de postular su documento a la Revista *Cuadernos de Economía*, a través del sistema OJS. / O seguinte formulário deve incluir os dados de todos os autores do documento. Uma vez preenchido, o sistema atribuirá um código único que será solicitado aquando da submissão do documento à revista *Cuadernos de Economía*, através do sistema OJS.

The personal data registered in this form will be used exclusively for the purposes indicated by *Cuadernos de Economía* and will not be available for any other purpose or person. In addition, *Cuadernos de Economía* complies with Colombian regulations regarding the privacy of personal data. / Los datos personales registrados en este formulario se usarán exclusivamente para los fines declarados por *Cuadernos de Economía* y no estarán disponibles para ningún otro propósito o persona. Además, *Cuadernos de Economía* se ciñe a las normas colombianas en materia de manejo de datos personales. / Os dados pessoais registrados neste formulário serão utilizados exclusivamente para os fins indicados pela *Cuadernos de Economía* e não estarão disponíveis para nenhuma outra finalidade ou pessoa. Além disso, *Cuadernos de Economía* cumpre as normas colombianas relativas à privacidade dos dados pessoais.

revcuaeo_bog@unal.edu.co [Cambiar cuenta](#)

No compartido

Siguiente Borrar formulario

Once the '[Authors' Form](#)' has been filled out, a consecutive number will be sent to your e-mail address, which you should indicate in the 'Comments for the editor' field:

Comments for the Editor

Acknowledge the copyright statement

The author gives up publication rights in the Escuela de Economía de la Facultad de Ciencias Económicas de la Universidad Nacional de Colombia. *Cuadernos de Economía* reserves the right to publish in print, electronically and in any other class, in all languages. *Cuadernos de Economía* through the Libraries Division of the Universidad Nacional de Colombia promotes and guarantees open access to all its contents. The articles published by the journal are available globally with open access and licensed under the terms of Creative Commons Attribution-NonCommercial-No_Derivatives 4.0 International (CC BY-NC-ND 4.0), which implies the following:

Finish the first step by selecting the 'Save and continue' option:

Yes, I agree to abide by the terms of the copyright statement.

Yes, I agree to have my data collected and stored according to the provisions of [Statutory Law 1581 of 2012](#), the implementation of the Personal Data Processing Policy, through [Resolution 207 of 2021](#) of the Rector of the Universidad Nacional de Colombia and our [Personal Data Processing Policy](#).

[Save and continue](#) [Cancel](#)

* Denotes required field

Step 2: Uploading of documents

Select the 'Upload file' option, upload the document to submit and select its type:

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files [Add File](#)

Upload any files the editorial team will need to evaluate your submission [Upload File](#)

[Save and continue](#) [Cancel](#)

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files [Add File](#)

Prueba.docx [Edit](#) [Remove](#)

What kind of file is this? [Article or review initial submission](#) [Editable figures and tables](#) [Annexes](#) [Article adjusted in evaluation rounds](#) [Other](#)

[Save and continue](#) [Cancel](#)

Once the typology has been chosen, complete the second step by selecting the 'Save and continue' option:

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files

Prueba.docx

Article or review initial submission Edit Remove

Save and continue Cancel

Step 3: Enter metadata and associate co-authors:

Select the option 'Add Contributor' and enter the information of all the co-authors of the document. This information must match the information filled out in the '[Authors' Form](#)'.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

List of Contributors

Name	E-mail	Role	Primary Contact	In Browse Lists
No Items				

Add Contributor

Add Contributor

Name

Given Name * Family Name *

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Country *

Sex

Male

Female

Other/Prefer not to answer

User Details

Homepage URL ORCID ID

Affiliation *

Enter the title, abstract and additional metadata requested by the platform:

The screenshot shows a form with two main input areas. The first is labeled 'Title *' and contains the letter 'a'. Below it is the 'Abstract *' section, which includes a rich text editor toolbar with icons for bold, italic, underline, list, link, and image, and a large text area containing the letter 'a'. At the bottom of the form, there is a section for 'Additional Refinements'.

Enter the references and finish the third step by selecting the 'Save and continue' option:

The screenshot shows a section titled 'References *' with the instruction 'Enter each reference on a new line so that they can be extracted and recorded separately.' Below this is a large text area labeled 'References' which is currently empty. At the bottom right of the form, there are two buttons: 'Save and continue' and 'Cancel'.

Step 4: Confirmation

Verify that the uploaded information is complete and corresponds to your document's application and select the 'Finalize Submission' option:

The screenshot shows a progress bar at the top with five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The '4. Confirmation' step is currently selected. Below the progress bar, a message states: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' At the bottom right, there are two buttons: 'Finish Submission' and 'Cancel'.

Step 5: Next steps

Once you have completed step 4, we will send you an email confirming receipt of your submission. You will be able to check your submission in OJS:

The screenshot shows the OJS submission interface. At the top left, it displays '110565 / / a' and a 'Library' button at the top right. The main navigation includes 'Workflow' and 'Publication' tabs. Under 'Publication', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Submission' tab is active, showing a section for 'Submission Files' with a search icon and a list of files. One file is listed: '654219 Prueba.docx' with a date of 'August 13, 2023'. Below the file list is a 'Download All Files' button. At the bottom, there is a section for 'Pre-Review Discussions' with an 'Add discussion' button. A table header is visible at the very bottom with columns: 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'.

Initial review of postulated documents

Initial review (Editorial team)

The editorial team will read the submitted document through OJS and evaluate compliance with the guidelines for authors. In addition, they will evaluate the coherence of the submission with the objectives and scope of the journal; the clarity of the writing and presentation of arguments; the appropriate use and management of the citation and bibliography, and the clarity of the presentation of the methodological design (for research and review articles). Authors can consult the initial review format [here](#).

The editorial team will send the authors the initial review form duly completed with the recommendations for improvement of the document and the decision on the application after the initial review process. There are three options for the editorial decision in the initial phase:

1. The article does not meet the quality standards expected by the journal, so the article is rejected.
2. The article must meet the modifications indicated by the editorial team in the initial review form to be formally accepted in the editorial process.
3. The article complies with all the quality characteristics expected by the journal and is therefore accepted.

In any case, the editorial team will notify the authors of the editorial decision. If the paper is rejected, the authors are invited to receive the comments as an opportunity to improve the quality of the paper and submit it to another channel of academic dissemination. If the document must be adjusted according to the considerations of the editorial team, the authors have one month to make them and send the corrected version of their article as a response to their postulation by OJS. If the document is accepted without any modification, the peer review process begins.

First originality filter (Editorial team and authors)

The editorial team will upload the document to the [Turnitin](#) content contrasting tool to verify its similarity and originality through the reports generated in the platform. If the document has problems of similarity, originality, uneditedness or if it does not comply with the journal's ethical standards for publication, the editorial team will contact the authors. On the contrary, if the document does not have problems of this nature, it will be formally accepted to the editorial process and the authors will be notified through OJS.

Adjustments to the first version submitted to the editorial process (Authors)

Authors must take into account the comments made in the initial review form filled out by the editorial team that they consider pertinent. If the authors decide not to attend to any comment, as long as this does not imply non-compliance with the minimum editorial quality criteria described in the [Submission Preparation Checklist](#) and presented in the [template for submissions](#), they must justify the reasons for their decision and communicate them to the editorial team. The *Cuadernos de Economía* team will identify the changes incorporated in the corrected version of the document as well as the compliance with the guidelines for authors and will make an editorial decision. Editorial decisions will be made:

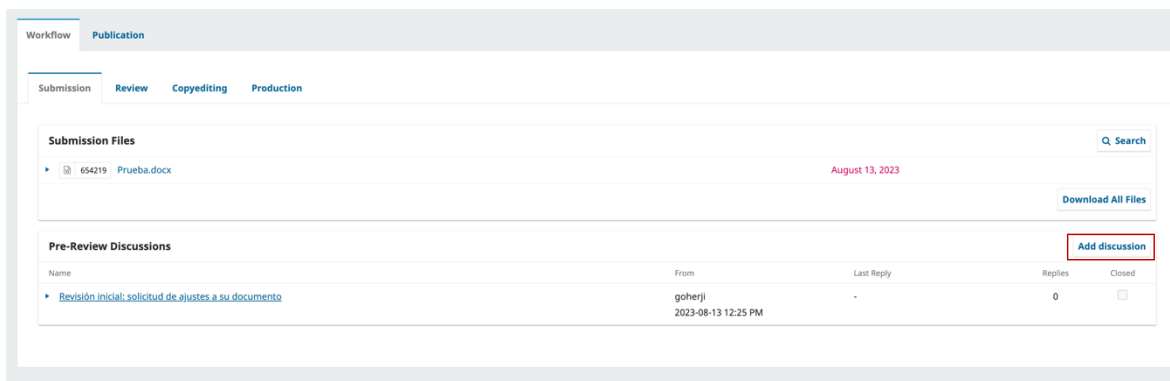
1. Despite the incorporation of modifications to the first version of the document, it is identified that it still does not meet the quality standards expected by the journal and, consequently, it is rejected.
2. Despite the incorporation of modifications to the first version of the document, it partially complies with the quality standards expected by the journal and, therefore, the comments that must be addressed to consider the article in the editorial process are reiterated.
3. The corrected version of the document complies with all the quality characteristics expected by the journal and continues in the editorial process.

If the editorial decision is to reject the document or reiterate the comments that must be addressed by the authors, the editorial team will notify them through OJS. If the corrected version of the document meets the characteristics expected by the journal, it will continue to the verification of the second originality filter.

Upload corrected version of initial review in 2 steps (Authors)

Step 1: Add discussion

Select the 'Add discussion' option in your OJS:



The screenshot displays the OJS interface for a submission. The top navigation bar includes 'Workflow' and 'Publication'. Below this, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Submission Files' section shows a file named '654219 Prueba.docx' with a date of 'August 13, 2023' and a 'Download All Files' button. The 'Pre-Review Discussions' section contains a table with one entry: 'Revisión inicial: solicitud de ajustes a su documento' by 'goherji' on '2023-08-13 12:25 PM'. The 'Add discussion' button is highlighted with a red box.

Name	From	Last Reply	Replies	Closed
Revisión inicial: solicitud de ajustes a su documento	goherji 2023-08-13 12:25 PM	-	0	<input type="checkbox"/>

Step 2: Upload documents

Select the 'Upload file' option in your OJS:

Add discussion ×

Participants

Revista Cuadernos de Economía, Section editor

Subject *

Message *

Attached Files Q Search **Upload File**

No Files

* Denotes required field

OK Cancel

Select the option 'Adjusted article in initial review' and upload the corrected document using the option 'Upload file':

Upload a Discussion File ×

1. Upload File 2. Review Details 3. Confirm

Article Component *

- ✓ Select article component
- Article or review initial submission
- Editable figures and tables
- Annexes
- Initial review concept
- Article adjusted in initial review**
- Article adjusted in evaluation rounds
- Anonymous letters-replies for reviewers
- Document with authors' metadata
- Originality report
- Other documents
- Source Texts (supp. file)
- Other (supp. file)

Upload a Discussion File ×

1. Upload File 2. Review Details 3. Confirm

Article Component *

Article adjusted in initial review

Drag and drop a file here to begin upload **Upload File**

[How to ensure all files are anonymized](#)

Continue Cancel

Peer review process of submitted documents

Peer review (Editorial team)

The average evaluation time for *Cuadernos de Economía* ranges from six to twelve months. This time interval may be shorter or longer depending on the availability of reviewers and other factors that may delay or accelerate the process. It should be noted that the journal does not charge authors for the submission of their papers and does not remunerate peer reviewers.

Peer reviewers will evaluate some aspects of the quality of the document such as: the interest and timeliness of the research topic; the contribution to knowledge and conceptual and theoretical soundness; the relevance and mastery of the bibliography; the rigor in the methodological design, the application of research techniques and their coherence with the study; the relevance of the discussions of the results for the disciplinary field in which the article is located and the conclusions. Authors can consult the evaluation form [here](#).

Editorial decision (Editor)

The editor of *Cuadernos de Economía* will consider the evaluation concepts submitted by peers according to their quality in order to make an editorial decision. Concepts with low argumentative quality for approving or rejecting a paper will not be taken into account by the editor in order to avoid unnecessary replications and delays in the evaluation process. The options for making an editorial decision after peer review of the submitted papers are:

1. Accepted without modifications: the article meets all quality criteria and can be accepted for publication.
2. Publishable with minor modifications: the article has the possibility of being published as long as the authors incorporate some modifications, mainly related to the way in which the arguments are presented.
3. Publishable with major modifications: the article is interesting and relevant to the disciplinary field, but due to its quality characteristics, the authors must incorporate substantive modifications in the structure or argumentation in order for it to be considered by the journal.
4. Rejected: the document lacks the minimum quality criteria required to be published in an academic journal.

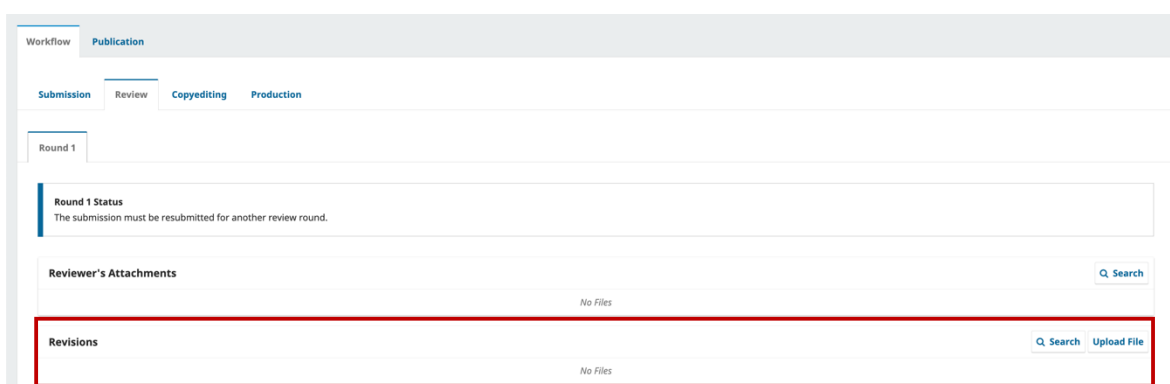
The editorial team will notify the authors of the editorial decision taken. If the article is considered publishable with some kind of changes, the authors will have three to five weeks to incorporate the modifications suggested by the evaluators.

Once the authors upload the new version of their article to OJS, the editorial team will send the document to the reviewers for their opinion on the new version. If the reviewers consider that further changes need to be made to the document, a new round of evaluation will be carried out. On the other hand, if the evaluators approve the document for publication, it will be included in the list of articles eligible to be selected for publication by the editor.

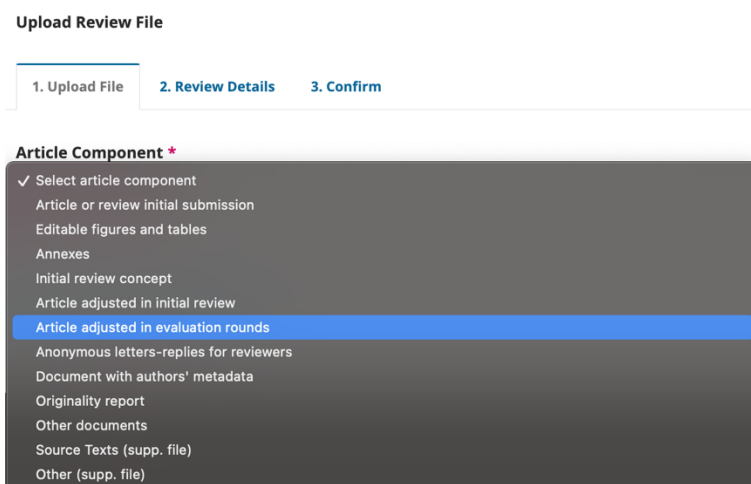
Upload corrected peer review version in 1 step (Authors)

Step 1: Add discussion and upload documents

Select the 'Upload file' option in the 'Revisions' option of your OJS submission:



Select the options 'Adjusted article in evaluation rounds' and 'Anonymous letters-replies for reviewers' and upload the corresponding documents:



If you have any doubts about the submission process to *Cuadernos de Economía*, do not hesitate to consult the process in our OJS portal or write to us at revcuaeco_bog@unal.edu.co.

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