

Guidelines for Authors and Peer Review Process

Last update: September 2021

Ciencia Política (CP) only takes under its consideration unpublished well-prepared manuscripts, ethically outline and relevant to the development of the knowledge of Political Science studies. We have a special interest in articles that provides investigation results, bibliographic reviews, or theoretical reflections. Likewise, analytic reviews of books are welcome. Permanently, we receive investigations for *Other Research* and reviews for *Recensions*. If you like to submit an article to the *Central Theme* of CP, you shall go to the “Call for paper and Announcements” menu on our OJS portal: <https://revistas.unal.edu.co/index.php/cienciapol/>. For submission, you shall follow the subsequent instructions.

Manuscript Formatting for First Review

It is highly desirable to submit an article in the right formatting. This will be the first thing to evaluate by the Editorial Team. If the manuscript does not fulfil these outlines, it will be sent back to the authors for they to make proper corrections.

1. Manuscripts shall be sent in .docx format (Microsoft Office Word™).
2. It must have a main descriptive title between 10 and 20 words in its original language, Spanish and English. The title should not be written with all capital letters. The main title shouldn't be numbered. It is advisable to number subtitles within the article with Arabic numbers (1, 2, 3), without mixing letters with numbers and without using these types of characters: “i, ii, iii”.
3. In the first page, you should include your complete name, your current institutional affiliation, e-mail (institutional one) and ORCID identifier. Also, you should mention if the article is part of a research project or if it has been financed (include title of the project, group number or institution).
4. The second page shall include a descriptive abstract written in the third person. You should translate your abstract to English and Spanish. Abstracts must give an account of the structure of the article (central objective, methodology and conclusions reached). They must not exceed

200 words and must include a maximum of 7 keywords in English and Spanish.¹

5. The extension shall be between 7000 and 12 000 words, including abstracts and a list of references.
6. Font should be 12 points for text and 11 points for indented cites and footnotes. Everything should be double-spaced (including text, footnotes, references, figures, graphics, and tables).
7. Identification and the bibliographic reference of the graphic components, such as tables, graphs, photographs and illustrations should be easy to understand.² If they are from your authorship, you should indicate it. If the image has reproduction restrictions, you must request authorization and send us the documentation that shows the copyright agreement. Graphic pieces must follow this format:

Table 1. Graphic example.

Information 1	Comparison 1	Results 1
Data 1	Data 3	Data 5
Data 2	Data 4	Data 6

Note. In this space you can describe the context of the graphic piece, abbreviations, references such as author and elaboration date. If you are the author of the piece, you shall indicate it. Also, you can display complementary information.

This formatting can be used for graphics, images, diagrams and so on. Remember that *CP* does not use annexes. All the information must be in the body of the text.

8. Footnotes are only used for supplementing information, briefly explaining, or commenting an idea. No reference should be included in footnotes. Arabic numerals should be used, not asterisks or letters.
9. The manuscript should be under the American Psychological Association (APA) citation system. Following APA, the manuscript must avoid *ibíd.*, *id.*, *cf.*, *cit. en.*, *op. cit.* abbreviations. The list of reference must be in alphabetic order. If there are several works by the same author, they

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- 1 We recommend keywords different from the main title. They should be part of UNESCO, the International Labor Organization (ILO), or the Organization for Economic Cooperation and Development (OECD) thesauri to give greater visibility to the article and facilitate the search.
 - 2 These pieces must be sent in a separate file listed in order of appearance. A resolution higher than 300 dpi is recommended for images to be published.

must be arranged chronologically and differentiated with letters (a, b, c...) in case of having the same year of publication. Down below you will find citation examples that are common in *CP*.

The documents must be sent fulfilling the previous criteria through: <https://revistas.unal.edu.co/index.php/cienciapol> in the button "Submit an article". OJS portal offers the possibility of following the article review process, making comments and opening discussions with the editor, as well as free access to all *CP* content. The portal requests some metadata of the article and personal data for strict use of communication with the Editorial Team.

Citation Criteria

You may check APA guide by University of Alberta in case of doubt: <https://guides.library.ualberta.ca/apa-citation-style>.

All textual and indirect citations must be properly referenced even if they are from your authorship. Do not include non-cited material in the list of references. When they exceed 40 words, the cite must be indented (block quote). In these citations, quotation marks or italics are not used (if the quotation is in a different language, italics must be used). The original punctuation of the citation is placed before the parentheses.

Parenthetical citations must follow Authors-Date system: (Author, year, pages). If the citation is indirect, the expression "as cited in" must be added; example: (Monclús, as cited in Mariño, 1996, p. 11).

Bibliographic review articles must have more than 50 references to be considered as such. These types of articles usually have many electronic citations, so it is recommended to check the links before submitting the article and include DOI whenever possible. Reflection and research articles must cite at least 15 references.

Example of common references in *CP*

Books

Agamben, G. (2006). *La comunidad que viene* [Trans. J. L. Villacañas]. Madrid: Pre-textos.

Citation: (Agamben, 2006).

Foucault, M. (2007). ¿Qué es la crítica? In *Sobre la Ilustración* (pp. 3-52). Madrid: Tecnos.

Citation: (Foucault, 2007).

Gómez, S., Moore, C. y Múnera, L. (Eds.). (2018). *Los saberes múltiples y las ciencias sociales y políticas* (Vol. II). Bogotá: Universidad Nacional de Colombia. **Citation:** (Gómez, Moore y Múnera, 2018).

Pecheny, M. (2010). Political Agents or Vulnerable Victims? Framing Sexual Rights as Sexual Health in Argentina. In Aggleton, P. y Parker, R. (Eds.), *Handbook of Sexuality, Health and Rights* (pp. 359-369). New York: Routledge. DOI: <https://doi.org/10.4324/9780203860229>.

Citation: (Pecheny, 2010).

Comité de América Latina y el Caribe para la Defensa de los Derechos de la Mujer, CLADEM Paraguay. (2008). *Contexto Nacional*. Retrieved from** <http://www.cladem.org/america-y-el-caribe/70-cladem-paraguay>. **Citation:** the first time, Comité de América Latina y el Caribe para la Defensa de los Derechos de la Mujer (CLADEM, 2008). The following: (CLADEM, 2008).

* It is important to indicate the name of the translator of any book who is not edited in its original language. If authors by their own means translate any given quotations, it has to be credited within the parenthesis as follows: (Agamben, 2006, p. 34, *translation is mine*).

** You use “retrieve from” only in cases in which the web page update constantly its content (Sánchez, 2020a). It is recommended to add DOI including “https” for the link to work.

Journal

Cano, C., Escobar, J., Pérez, R. y Silva, S. (2021). Proyectos valiosos: emociones políticas en la pandemia. *Ciencia Política*, 16(31), 157-179. DOI: <https://doi.org/10.15446/cp.v16n31.98331>.

Citation: first time, all the names, followings: (Cano, et al., 2021).

Newsletters

Gardeazábal, J. (septiembre 12, 2001). Miedo, la cuota del patriotismo. *El Espectador*. Citation: (Gardeazábal, 2001).

Lilian Soto a favor del aborto y el matrimonio igualitario en Paraguay. (April/May, 2013). *Ultima hora*. Retrieved from <http://www.ultimahora.com/lilian-soto-favor-del-aborto-y-el-matrimonio-igualitario-paraguay-n612223.html>. Citation: (“Lilian Soto a favor”, 2013).

* When the reference has no date: n.d.

Interviews

Since it is often to see interviews in CP’s articles, we consider valuable to explain how to cite them correctly. Interviews may have information retrievable from online or print sources (published audios, transcripts, etc.). But very often interviews were outline for the research and have not been published by any means. In this latter case, it is advisable to consider this work as a personal communication and, for that reason, is not necessary to add it to the list of references. Nevertheless, it is recommended to explain the interview

methodology as well as the authorization for publishing the information. Parenthetical citations should be included with the names, pseudonyms or initials of the interviewees to identify different sources. The same indented citation rules should be used starting at 40 words and in quotation marks when lower.

If the interview does have some means by which the readers can retrieve the content, it must follow the citation format of a web page, journal, or book (Sánchez, 2020b).

Example: Escobar, J. (21 de marzo de 2020). ¿Cómo llegar a ser independiente? / Interview by Santiago Mateo Roa. *Revista Azul de América*. <http://www.RAA.com/entrevista>. **Citation:** (Escobar, 2020).

Conferences

Bareiro, L. y Echaury, C. (junio, 2009). *Mecanismos para el cambio político. Sistemas electorales y representación política de las mujeres*. Work document presented in Encuentro de Mujeres parlamentarias de América Latina y el Caribe, España, Madrid. **Citation:** (Bareiro y Echaury, 2009).

Thesis

Aureano, G. (1998). *La construction politique du toxicomane dans l'argentine post-autoritaire. Un cas de citoyenneté à basse intensité*. (PhD. Disertation). Université de Montréal, Montreal, Canada.

Laws

Colombian laws must follow this format:

Law or Colombian ordinance: Organism who rule the law. (Day, month, year). Law Title. [number]. DO: [Oficial Journal]. <https://enlace.es>. **Example:** Congreso de la República de Colombia. (29, January, 2003). Disposiciones sobre regímenes pensionales. [Ley 797 de 2003]. DO: 45079. **Citation:** (Ley 797, 3003).

Article from a law: Organism who rule the law (day, month, year). Article. [Number and title]. Law Title. [Law number]. DO:. **Example:** Congreso de la República de Colombia. (9, April, 2003). Reglamentación del artículo 58. *Ley 794 de 2003*. [Decreto 890 de 2003]. DO: 45155.

Other Manuscripts Criteria

Reviews must not exceed 2500 words and must meet the above criteria. In addition, only recent and relevant books will be taken under consideration (two years old at the date of publication). The title of the reviewed book must be the main title and all the editorial information must be included: authors, year, title, city, publisher, and the total number of pages. Authors must

include their full name, email, and recent institutional affiliation in a footnote. **Translations** must have the authorization of the publisher and author of the original article. This authorization must be sent to *CP* editors, as it will be published in a footnote. They must also have the author data.

Peer Review Process

CP is concerned with the integrity and efficiency of peer review process. We follow the “Ethical guide for reviewers” by the Committee on Publications Ethics, COPE. The review process does not imply any cost or fee for any of the journal’s collaborators. Any manuscript submitted for publication will be treated with equality and confidentiality.

Submission may be rejected by an inhouse Editor from the Editorial Team or Committee if they do not comply with the Manuscripts Formatting, or they are not ethically or subject suitable. Rejected articles will be archive and the author will be informed. Articles that are not rejected will be considered for the double-blind peer review process.

The article approved will be reviewed by two (or more) peers commonly external to the institution and experts on the subject. Possible results of these evaluations can be **published, published under modifications, or not published**. These evaluations will be sent to the author, without the reviewer’s name, for they to make the pertinent corrections, or know the final decision. In some cases, when required modifications are important, the manuscript is forwarded to a member of the Editorial Committee for their final opinion. The Committee can reject articles that persist in the problems identified by the peers. The estimated time for this process is four months.

Reviews, Translations and other document are reviewed by Editorial Team or Committee within a span from two to three months after the submission. For those to be published, they must meet the formatting and cited criteria and be suitable for *CP*’s interests. We reserve the right to publish this type of document.

Evaluation system

All review processes, from the Editorial Committee to the peer reviewers, use the “double-blind” evaluation system. Evaluations must be delivered respecting confidentiality criteria so none of the people involved in the process know their data. We ask the reviewers to use the document only for evaluation purposes and not to copy or reproduce its content.

Evaluation criteria

Precision in the analysis, originality, relevance, logical-expository coherence, a theoretical framework, use of the bibliography and the quality of the content, will be the main criteria to consider in the reviewing. The correct citation will be also a matter. CP has disposed their evaluation form publicly in OJS portal for more information about the peer review criteria: <https://revistas.unal.edu.co/index.php/cienciapol/procesoderevision>.

Conflict of Interests and Controversies

Due to our commitment with objectivity, a conflict-of-interest section is included in the form. We ask to reviewers if they believe they could have a conflict of interest with the reviewed article. Peers are selected from a database that is constantly updated from Scielo, Redalyc, Scopus, Dialnet and Redib. The selection is made based on excellence and expertise and not on subjective criteria that could create conflicts of interest. CP provides the list of the reviewers once the articles have been published. In any case, the Editorial Committee undertakes to respond cases of controversy and verify possible conflicts in the evaluation.

References

- Sánchez, C. (05, February, 2020a). ¿Cómo citar una Página Web? *Normas APA (7ma edición)*.
<https://normas-apa.org/referencias/citar-pagina-web/>
- Sánchez, C. (05, February, 2020a). ¿Cómo citar una Página Web? *Normas APA (7ma edición)*.
<https://normas-apa.org/referencias/citar-pagina-web/>