

GUIDELINES FOR AUTHORS

Innovar Journal editorial policies consider the publication of studies in the disciplinary fields of Management and Accounting, as well as those of the Social Sciences with some relation to the study of organizations, from various epistemological and methodological perspectives and specific types of documents:

- **Research articles:** Present the original and unpublished results of systematic processes and research projects in a detailed and accurate way. The following structure for this type of article is suggested: introduction, literature review (theoretical framework), methodology, results, discussion, and conclusions.
- **Research-based reflection article:** present academic discussions based on the review of relevant literature and the development of a specific subject-problem. Analytical, interpretative, and critical perspectives on the specific subject-problem are accepted, as long as they contribute in an original, novel, and plausible way to the state of the art in a certain field or disciplinary subfield. The following structure is suggested: introduction, logical-argumentative development of the topic, original contribution by the author, implications, inferences, or conclusions.
- **Review article:** introduce the systematization of a methodical and rigorous literature review process under its various modalities. This type of article contributes to a specific disciplinary field by providing detailed and feasible analyzes of the state of the art on a given research subject-problem. An article will be considered within this typology if—and only if—it sufficiently and rigorously provides an account of the systematization of the available literature in a specific field. For this purpose, a minimum of fifty different sources should be examined and included in the review. The following structure is suggested: introduction, methodology, results, discussion, and conclusions.
- **Review:** documents that describe and discuss specialized literature products, generally books. Critical reviews of works that, preferably, have not been previously reviewed will be published; however, in case other reviews of such a document are available, the new proposal is expected to have a novel and persuasive approach. The author should address the objective, development, contributions, and limitations of the original work.

GENERAL RECOMMENDATIONS

Innovar Editorial Committee will consider the following aspects before accepting or rejecting any article or review eligible for publication in the first instance. Therefore, we suggest authors to consider these recommendations:

1. *Innovar* adopts ethical guidelines for scholarly work internationally accepted by the Committee on Publication Ethics (COPE) and Elsevier research ethics manual.
2. Only unpublished and original works will be considered for publication. Translations of articles or other documents already published in other media will not be accepted.
3. Articles submitted for evaluation in *Innovar* must not be simultaneously under evaluation in another publication. In case this malpractice is identified, *Innovar* and the institution authors belong to will be notified.
4. Authors must be researchers, experts in the field, or hold a graduate degree, at least. A maximum of five authors per document will be accepted.
5. The content of an article is the sole responsibility of its authors. The content of published works does not represent the opinion of *Innovar* nor that of the National University of Colombia.
6. Submissions must be delivered through *Innovar* Open Journal System (OJS) platform. All attached documents must be uploaded in an editable format (.doc, .xls, .ppt). In addition, the submission preparation checklist must be adequately and exhaustively addressed.

GUIDELINES FOR ARTICLES

Title: must be concise and correspond to the content of the article, without ceasing to specifically indicate the topic or subject studied. Titles must have between twelve and twenty words. The use of a non-numeric footnote is recommend-

ed to indicate any clarification about the submission (research project, funding, acknowledgments, among others).

Abstract: must have a maximum of 210 words in the original language the article was written. Abstracts should include the following: a brief introduction to the subject-problem, objective, methodology, results, and main contributions. Abstracts should present the above key elements accurately and briefly, without dwelling on unnecessary data. They should not contain tables, figures, or references. Its purpose is to accurately depict the content of the article.

Keywords: a minimum of five keywords must be included. We suggest these words be included in the title or abstract.

JEL Codes: three codes from the Journal of Economic Literature classification (JEL Classification) must be provided. Referred codes must contain one alphabetic character and two numeric characters, e.g. M41. This classification can be searched at <http://www.aeaweb.org>.

CONTENT GUIDELINES

Length: articles must have a minimum length of 6,000 words and do not exceed 10,000 words, including references, footnotes, and tables.

Introduction: must briefly define the research subject-problem. A review of background information must be carried out in order to show the novelty of the authors' contributions and justify the importance of their work for the associated discipline. We suggest including the research question and objective, as well as a paragraph describing the structure of the article.

Theoretical framework or literature review: there must be a logical sequence that introduces the background of the research subject-problem. A relevant and topical bibliographic review should be sought.

Methodology: must present and justify the methods, techniques, and sources used.

Results and discussion: must clearly show a relationship between background information and research results. An analytical presentation of results that allows establishing a discussion based on the contributions of the research is suggested.

Conclusion: should emphasize the contributions of the research to its related field of knowledge, as well as recognize the limitations of the study and propose future research lines.

References: the American Psychological Association (APA) style, seventh edition, must be used for citation and referencing. Citations within the text must use the parenthetical system (surname, year, and page [only direct citation]). The list of references in alphabetical order should be included at the end of the text. There must be a correspondence between citations and the sources included in the references. A DOI number must be included for all sources. In case they do not have a DOI number, authors could add an online link directing to the source.

Other items: graphs, tables, images, and other graphic elements must be included in the body of the text in an editable format and attached in its original or an editable format (.jpeg, .png, .ppt, .xls). They must be included in grayscale. The title and source must also be inserted. These resources should be mentioned within the body of the text. We suggest indicating the hierarchy of titles through numbers (1, 1.1, 1.1.1) in order to facilitate the editing work, although this will be eliminated during proofreading.

Footnotes should be kept to a minimum. All major comments must be included within the text.

GUIDELINES FOR REVIEWS

Length: must not exceed 3,000 words, including references.

Format: must be submitted in an editable file, along with the cover of the book or publication being reviewed (.jpg at 300 dpi).

Approval: reviews will be submitted for approval by an expert reader appointed by *Innovar* Editorial Committee.

EVALUATION PROCESS

Double-blind peer-reviewing: authors will not be aware of the identity of reviewers, nor will reviewers acknowledge the identity of authors. Submissions will be subject to eval-

uation by two experts on the subject, who will independently conceptualize on the assigned work. In case there is not an agreement between these two reviewers, a third evaluator will be called upon to resolve the conflict.

Evaluation criteria: reviewers will consider criteria such as the topicality of the research topic, its contribution to knowledge, conceptual soundness, relevance and mastery of the referred sources, methodological robustness, relevance of the discussion of results, and its conclusions, among others. All reviewers must issue their concept in the format defined by *Innovar*.

Confidentiality: *Innovar* will ensure the confidentiality of any data related to authors and reviewers. The details and results of the reviewing process will only be informed to those directly involved (authors, reviewers, and editors). Authors are asked to avoid excessive self-citation or add any type of data in the text that may offer hints about their identity.

Evaluation time: an average time of six to twelve months should be expected between the time peer reviewers are invited, their acceptance, and the delivery of their evaluation concepts. However, this timeframe may be shortened or extended, depending on the availability of reviewers and other factors that could delay or accelerate the process.

Editorial decision: *Innovar* will only send an official communication about submissions once a decisive result on their approval without changes, approval with slight or major changes, or rejection has been achieved.

Submission of corrections: in case reviewers suggest modifications to an article, authors will have three to five weeks to make the amendments. The new version of the article must be accompanied by an anonymous reply letter addressed to each reviewer, describing the changes made in accordance with their comments.

Editorial comment on the evaluation process: the purpose of the reviewing process, in addition to evaluating the contributions of submissions to their corresponding disciplinary field, is to offer authors the opportunity to improve their proposals and enhance their approaches toward the construction of high-quality articles. Therefore, *Innovar* expects that authors receive the comments made by reviewers as an opportunity to improve the quality of their work when their submission is not accepted for publication, to later send their article to another journal.

NOTES OF INTEREST

- The submission of a document does not oblige *Innovar* Editorial Committee or its Editors to ensure or carry out its publication.
- Articles and reviews will be received all year round, unless otherwise indicated.
- If *Innovar* editorial team does not provide confirmation on the reception of a submission within the deadlines stated in the OJS, or if you have not received a response to any type of message within that period, please redirect your message to the following e-mail address: coord_innovar@unal.edu.co.
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