



Guide for Authors

The Revista Colombiana de Química invites students, research groups, professors, independent researchers, and experts with recognized research experience to publish articles related to various areas of chemistry in our journal.

We receive manuscripts in English and Spanish, both **scientific articles** and **review articles**. The latter should be critical reviews reflecting the authors' rigorous analytical interpretation of the results summarized in the review, establishing an independent contribution to the area of interest. Review articles that merely present a description of results will be rejected without further evaluation.

Manuscripts submitted to the Revista Colombiana de Química must be unpublished, meaning they must not have been previously published elsewhere or simultaneously submitted to any other print or online journal. The authors are responsible for the opinions, ideas, and information expressed in the manuscript, including figures and tables, and are responsible for ensuring the authenticity of the data presented. Likewise, it is the author's responsibility to have authorization from the copyright holder to reproduce content not their own (tables, figures, data, procedures, etc.), in case it exists in the article. In the event of any intellectual property dispute, all responsibility rests with the authors and not with the Revista Colombiana de Química or the Universidad Nacional de Colombia.

By submitting a manuscript to the Revista Colombiana de Química, the authors agree to:

- » Provide true information about authorship.
- » Submit an original text, free of plagiarism or fraudulent results, that acknowledges its sources and has an appropriate citation.
- » Obtain permission to reproduce material from other sources, if necessary.
- » Avoid duplicate, redundant, or concurrent publication.
- » Provide research results that do not compromise animal or human health or contribute to environmental pollution.
- » Report any conflicts of interest, if necessary.

In return, the Revista Colombiana de Química undertakes to provide the authors:

- » Confidentiality, objectivity, and efficiency.
- » Quality in refereeing and during the editorial process.
- » Report any conflicts of interest, if necessary.

Publication process

Once a manuscript is received, it will be reviewed by the Editorial Committee. The manuscript will be returned to the authors without going through the review process in any of the following cases:

- » An initial review indicates that it is not within the scope of the journal.
- » Does not follow the format established in this guide.
- » The Authorship letter is not properly completed.
- » The Editorial Committee detects issues of plagiarism or fraudulent activity by performing a similarity analysis using Turnitin. An article cannot have more than 20% similarity. If the similarity exceeds this percentage, the Editorial Committee will evaluate the case and take the appropriate action: reject the article or ask the authors to make the necessary corrections.
- » The Editorial Committee identifies the use of AI for the generation of data, results, or manuscript text, or for the manipulation of original data.
- » In the opinion of the Editorial Committee, the manuscript is not of sufficient quality to be considered a scientific article.

Only after the Editorial Team verifies that the manuscript fits the requirements, it is sent to at least two reviewers for their opinions. To ensure the quality, reliability, and integrity of the evaluation, the Revista Colombiana de Química uses a double-blind peer review system. This system maintains the anonymity of the authors and reviewers throughout the editorial process.

After receiving at least two evaluations, the Editorial Committee reviews the concepts and the editor may decide:

- » Accept with minimal changes: Authors must submit a new version to the journal. Once the editor verifies that the changes were made (authors must send a detailed list of the changes made or the reasons for the changes not made), the article is accepted.
- » Accept with major changes: Authors must submit a new version to the journal, which will be subject to evaluation by the Editorial Committee (authors must send a detailed list of changes made or the reasons for not making changes).
- » **Rejection**: Authors decide whether to submit a new version to the journal, which will be treated as a new submission.

The authors will be informed of any of these decisions. If the article is rejected and the authors wish to submit a new version, they must highlight all the changes made in the new version they are submitting. They must also write a letter detailing the changes made and explaining why the new submission could be accepted based on the criteria and reasons for rejecting the first submission. If the article is accepted, the authors must submit a second version of their text, which will then be published, after the Editorial Committee has verified that the changes requested by the reviewers have been included.

General submission requirements

- » Manuscripts will only be received through the journal's online platform: Open Journal System (OJS).
- » A maximum of 7 authors per manuscript is accepted.
- » The corresponding author must be registered with the OJS.
- » The document format must follow the specifications in this guide and the article template.
- » The Authorship letter must be sent with the manuscript. It must specify the role of each author in the research and preparation of the manuscript; any potential or existing conflicts of interest, whether financial, personal, academic, or otherwise, must be disclosed; and any previously published work related to the submitted manuscript must be declared through citation. This includes abstracts, posters, preliminary publications, or preprints that may overlap with the submitted work. Additionally, at least four potential reviewers must be listed with their respective contact information; all reviewers must be external to the authors' institution. This letter must be signed by all authors. By signing, the authors declare that they are responsible for the preparation of the document, and the information provided is assumed to be true. Therefore, the authors are personally responsible for any errors or inaccuracies.
- » The submitted version of the manuscript should **NOT** include any authorship information, institutional affiliation, or acknowledgments, to ensure anonymous review. These details must be included in the OJS submission form and must also be attached in a supplementary file.
- » Figures and tables should appear in the document in the correct order to facilitate the review process. Since Word reduces the resolution of images, they must be attached as separate files, in PNG or JPEG format, with a minimum resolution of 300 dpi. If the graphs are from Excel or Word files, they must be submitted in those programs, not as images but in editable files.

Manuscript format

The document must be submitted as a .doc or .docx file, letter size, with 1.5 line spacing, top and bottom margins of 2.54 cm and side margins of 1.91 cm, Times New Roman 12 font, page numbered from start to finish, and text in a single column. The document must include line numbers to facilitate editing and peer review. To make your work easier, you can download the article template.

- » Manuscripts are accepted in Spanish or English. However, the title, abstract, and keywords must always be submitted in Spanish, English, and Portuguese.
- » Your work must be classified in one of the three sections of the journal: Organic and Biochemistry, Applied and Analytical, or Physical and Inorganic Chemistry.
- » The following subtitles should be used: Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusions, Acknowledgments (optional), and References.
- » The article **title** must appear in Spanish, English, and Portuguese in Times New Roman 16-point font, bold, and centered. It should be concise and informative and no longer than 100 characters, including spaces.

- » The **abstract** should not exceed 200 words. It should mention the purposes of the research, the materials and methods, the relevant results (providing specific data and, if possible, their statistical significance), and the main conclusions without including bibliographic citations. Emphasis should be placed on new and important aspects of the study. A descriptive abstract (where no data are presented) should be avoided; instead, an analytical abstract (where the relevant data obtained in the research are presented) should be presented. The abstract should always be presented in English, Spanish (Resumen), and Portuguese (Resumo), regardless of the language of the article.
- » Three to six **keywords** should be listed, separated by semicolons. Words used in the manuscript title should not be used.
- » In the Introduction, the logical basis for the work developed should be presented. Only strictly relevant references should be included, and no data or conclusions from the work being published should be included. The contribution that the research makes to knowledge in the field should be mentioned, and the objective of the work should be presented at the end.
- » Materials and Methods section should include the equipment used, including the manufacturer's name and country. Procedures should be sufficiently detailed to allow other professionals to reproduce the research. New or substantially modified methods should be described, justifying their use and assessing their limitations. References to the methodology and statistical methods should be included.
- » Results and Discussion section is a single section. However, if you find it appropriate to divide it into two sections, one containing the results and the other the discussion, you may do so. The results should be presented in a logical order consistent with the order of the methods. Results that contribute to the generation of new knowledge should be highlighted. Information contained in tables should not be repeated in figures and vice versa. The discussion should highlight new and relevant aspects of the study and avoid repeating information already provided in the Introduction. It is recommended to evaluate possible relationships between the results obtained, evaluate them in relation to those obtained by other authors, and propose hypotheses that explain the data obtained.
- » Tables and figures must be included in the body of the article, in the corresponding order of appearance. Both tables and figures must be self-contained (able to be interpreted without referring to the body of the article). Therefore, the figure legend, title, or footnote should contain the keys, abbreviations, and other necessary explanations. If the keys from a previous table or figure are repeated, this must be noted. The label for each table should appear at the top of the table, for figures it should appear in the footnote.
- » **Figures** created in Excel or Word must be submitted in those programs (editable). Figures must have a minimum resolution of 300 dpi and must be legible. The journal will not edit figures; this is the responsibility of the authors.
- » If an article contains reproduced **tables** or **figures** (even if they are from the same author), it is mandatory to acknowledge the source and obtain permission to use them. They must be cited with

a numeric reference at the end of the title. The complete reference must be included in the article's **References** section. If they are original works, it is not necessary to cite them, as this is assumed in the absence of a reference.

» The **Conclusions** must include at least one paragraph detailing the conclusions, which must be linked to the study's objectives. It is not appropriate to present the conclusions as a list of single sentences. Statements in the conclusions must be fully supported by the data. If acronyms are used in the conclusion and have already been defined in the text, there is no need to redefine them.

Units

- » Statistical terms, abbreviations, acronyms, and symbols should always be defined the first time they are used in the article.
- » For units of measurement, the international system of units must be used.
- » In manuscripts written in Spanish, decimal figures must be separated by a comma (,) and in English by a period (.).
- » Whole numbers up to ten (when not followed by units) are written as words (one, two, ten), and those greater than ten are written as numbers (11, 12, 102). Four-digit numbers are written without a period or comma: 3000. Numbers with five or more digits are separated by a period for Spanish manuscripts: 36.700, 546.000, 1.000.000, and by a comma for English manuscripts: 10,000; 50,000.
- » When numbers are followed by their units, a space must be left between the number and the unit: 100 m, 50 mL. Except when they are followed by a percentage (80%) or degrees alone (27°), not Celsius (27 °C).
- » For time units, do not use the complete word, but rather its abbreviation, without a period at the end: 3 h, 5 s, or 27 min.
- » If a percentage range is written, and half of the numbers are missing information, the symbol is left alone in the second: "It increased from 72 to 78% after the acid was added". The same goes for temperature, degrees, or similar: "The temperature range is 300 to 360 °C", and "the mixture was left to stand for 5 to 10 min".
- » The percentage type indicated (w/w, w/v, etc.) must always be expressed unless it is a dimensionless ratio.
- » For dividends, superscripts or hyphens (mg·L⁻¹ or mg/L) may be used; however, consistency is important: if a superscript is used, the unit must be expressed in the same form every time it appears in the same article. Except for wavelengths, for which –1 is always used.
- » Scientific notation should be used, expressing your results accompanied by a power of ten: 1.85×10^{-2} instead of 1.85E-2.
- » For formulas and formula text callouts, a space must be left between letters or numbers and symbols: Pa x s, 3 + μ , l-m². Except when the symbol "/" is used, in this case, callouts in the text and units must be left unspaced: $3/\mu$, ρ/ρ_d , m^2/s^3 , except for standard deviation: 3.45 \pm 0.56.

- » For relationships, you can write them with or without parentheses: 1:2 or (1:2), but the one you decide to use must be uniform throughout the article.
- » If a device or procedure is protected by the use of a Registered Sign ([®]) or Trademark ([™]), the corresponding symbol must be displayed. This applies primarily to equipment such as chromatographs, spectrophotometers, balances, etc.

Citation

The journal uses the IEEE (Institute of Electrical and Electronics Engineers) citation format. All information external to that obtained through this study, whether owned by third parties or the authors, must be appropriately cited in the body of the text (journals, books, book chapters, conference proceedings, websites, legal regulations, theses, etc.). The following quality criteria must be taken into account:

- » If the article is in Spanish, the reference format must be in Spanish; if the article is in English, it-must be in English.
- » All citations must be in the **References** section and all references must have been used as a citation in the body of the text.
- » Do not include additional material that you have not cited.
- » Manuscripts must have a minimum of 25 references.
- » Of the book and magazine references, at least 50% must be from the last 5 years and 30% from the last 2 years.
- » National references should be restricted to a maximum of 20% of total references.
- » All references that have a DOI must include it (you can search for it by the article title at https://www.crossref.org/).
- » Download the template with citation examples here.

Supplementary file

Author information, affiliation, and acknowledgments should be submitted in a supplementary file to ensure the anonymity of the review.

- » The information provided for each author must include their full name, most recent professional title, institution where they work, city and country of residence, and email address.
- » The **Acknowledgments** should mention the sources of funding for the research projects or the support received for the study (grants, equipment, reagents, etc.). Individuals who provided intellectual support to the work, but whose contributions do not justify authorship, may be named, describing their contributions, for example, "technical support", "critical review of the manuscript", and "sample collection", among others.

Declaration of Ethics

Before submitting a manuscript, authors are encouraged to review the Ethics Policy. Once a manuscript is submitted, it is assumed that the authors are familiar with and agree to the procedures and statements specified in this policy.

We follow the authorship criteria established by the International Committee of Medical Journal Editors (ICMJE), which require authors to meet the following criteria: substantial contributions to the conception and design of the work, the acquisition, analysis, and interpretation of data; drafting of the work or revising it critically for intellectual content; and final approval of the published version. All authors must agree to be accountable for all aspects of the work. Authorship of contributions made by artificial intelligence is not permitted.

To ensure compliance with the authorship criteria, we request that authors submit an Authorship letter. This letter details the information and affiliation of each author and must be signed by each author. The Editorial Committee, based on the principle of good faith, assumes that the information provided by the authors is true. However, if any doubt arises, the Committee may verify the information stated in the letter and take the necessary measures to ensure its validity. In addition, the letter must include a contribution statement specifying the role of each author in the research and writing of the manuscript.

The use of artificial intelligence (AI) tools for generating data, results, or manuscript text, or for manipulating original data, is completely restricted for manuscripts submitted to the journal. The journal only permits the use of AI tools to enhance the writing of the manuscript; in this case, authors are required to declare that they used this tool.

Modifications during the editing process: If during the editing process, you wish to make any modifications to the authors' information or wish to update their conflict of interest declarations, you must send to the Editorial Committee a request that includes a letter explaining the reason for the modification and the Authorship letter with the corrected information. Changes to the authorship are only permitted with adequate justification and must have the explicit consent of all involved parties. The review and approval of such changes are under the authority of the journal's Editorial and Ethics Committee.

All authors must disclose any potential or existing conflicts of interest, whether financial, personal, academic, or otherwise, that may influence their work. Authors are encouraged to declare their research funding sources. They must also declare any previously published work related to the submitted manuscript. This information should be included in the Authorship letter at the time of submission and should be updated if the situation changes.

If the authors disagree with any of the decisions made by the journal's editorial team at any stage of the editorial process, they must write and sign a letter stating the reasons for their disagreement. The editor and the Editorial Committee will reconsider the decision and inform the authors within a maximum of 15 days.

Financing model

The Revista Colombiana de Química is an open-access publication, free for authors (APC). The resources that support the journal's editorial activities are sponsored by the Department of Chemistry, the Faculty of Sciences, and the Journals portal of the National Library Directorate of the Universidad Nacional de Colombia.

Copyright Notice

Authors retain their copyright and grant the journal the right of first publication of their work, which will be simultaneously subject to <u>Creative Commons Attribution 4.0</u>, which allows third parties to share the work provided that the author and its first publication in this journal are acknowledged.

Authors may adopt other non-exclusive license agreements to distribute the published version of the work (e.g., deposit it in an institutional electronic archive or publish it in a special issue) provided that the initial publication in this journal is indicated.

Authors are encouraged to include a data availability statement, indicating where and how the data can be accessed. This practice promotes transparency and facilitates research replication. Furthermore, authors are encouraged to deposit their data in public repositories whenever possible, in order to promote transparency, replicability, and access to scientific information.

Authors are permitted and encouraged to publish their work online (e.g., in institutional electronic archives or on their website) before and during the submission process. This can lead to interesting exchanges and increase citations to the published work.

Personal data processing policy

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be available for any other purpose or to any other person.