

## 1. GENERAL INFORMATION

“Retos” is a bilingual scientific publication by the Universidad Politécnica Salesiana de Ecuador, which has been edited on a bi-annual basis since January 2011. The journal focuses on Development and trans-disciplinary issues including Public Administration, Social Economics, Marketing, Tourism, Entrepreneurship, Management, Administrative and Economic Science, etc.

It is an arbitrated Scientific Journal that uses an external evaluation system known as *peer-review*, employing *double-blind review*, in accordance with the American Psychological Association (APA) style rules. By using this system, the authors have access to an objective, impartial and transparent review process, which facilitates their publication being included in databases, repositories, and international indexed references.

“Retos” is indexed in the selective directory and catalog of the Online Regional Information System for Scientific Journals in Latin America, the Caribbean, Spain, and Portugal (Latindex), in the REDALYC Scientific Information System, the Directory of Open Access Journals in repositories, libraries, and specialized catalogs in Ibero-America.

The Journal is published with two different editions: printed (ISSN: 1390-6291) and electronic (e-ISSN: 1390-8618), in Spanish and English, and each article is identified with a DOI (Digital Object Identifier System).

## 2. SCOPE AND POLICIES

### 2.1. Themes

Original contributions in Development issues, as well as related fields: Public Administration, Social Economics, Marketing, Tourism, Entrepreneurship, Management...and all other disciplines related to the central thematic issue.

### 2.2. Contributions

“Retos” preferably publishes the results of empirical research about Development, written in Spanish and/or English, while reports, studies, and proposals are also accepted, as well as reviews of state-of-the-art literature.

All of the publications must be original, never have been published in any other journal, and not be undergoing any arbitration or publication processes. Contributions to the journal can include any of the following:

- **Research:** 5,000 to 6,500 words of text, including the title, abstracts, keywords, tables, and references.
- **Reports, Studies, and Proposals:** 5,000 to 6,500 words of text, including the title, abstracts, tables, and references.
- **Reviews:** 6,000 to 7,000 words of text, including tables and references. Justified, current, and selective references shall be evaluated, and should include around 70 publications.

“Retos” is published bi-annually (20 articles per year), in April and October, and each edition has two sections with five articles each, the first containing a **Monograph** theme edited by subject matter experts, and a second **Miscellaneous** section, made up of diverse contributions related to the publication’s theme.

### 3. PRESENTATION, STRUCTURE, AND SUBMISSION OF MANUSCRIPTS

Papers are to be presented with Arial 10 typeface, single line spacing, all justified, without indentation or blank spaces between paragraphs. A space is only to be included between the major sections (title, authors, abstracts, keywords, credits, and epigraphs). All margins on each page must be 2 cm.

The papers are to be presented in Microsoft Word format (.doc or .docx), and the file is to be anonymous in the File Properties such that the author(s) is(are) not identified.

Manuscripts are to be submitted only through the OJS (Open Journal System), in which all authors must first register. Original papers sent via email or another interface are not accepted.

#### 3.1. Manuscript Structure

For papers that are empirical research, the manuscripts are to follow IMRDC structure, while Notes and Contributions epigraphs are optional. Papers that constitute reports, studies, proposals, and reviews are afforded greater flexibility in terms of epigraphs, especially in relation to Materials

and Methods, Analysis and Results, and Discussion and Conclusions. All types of papers are required to include References.

- 1) **Title (Spanish) / Title (English):** Concise but informative, the first line in Spanish and the second, in English. Maximum 80 characters are accepted, including spaces. The Editorial Board is allowed to propose changes to the author's title.
- 2) **First and last names:** of each of the authors, organized in order of priority. Maximum three authors are accepted per original paper, although justified exceptions may be allowed, based on the theme, complexity, and length. The names are to be followed by the professional category, workplace, each author's email address and ORCID number. It is mandatory to include whether the author has a doctorate degree (Dr. before the name).
- 3) **Abstract (Resumen, Spanish) / Abstract (English):** This section can contain a maximum of 230 words, first in Spanish and then in English. The abstract shall concisely contain the following, and in this order: 1) Justification of the theme; 2) Objectives; 3) Methods and sample; 4) Main results; 5) Main conclusions. It should be written impersonally "This paper analyzes..." In the abstract, automatic translation is not accepted due to its poor quality.
- 4) **Keywords (descriptores, Spanish) / Keywords (English):** Six keywords are to be included for each language, and must be directly related to the paper's theme. This requirement shall be scored based on whether the keywords can be found in the UNESCO Thesaurus.
- 5) **Introduction and State of the Question:** The section proposes the question, the context of the issue surrounding it, justification, basis, and proposal for the study, using bibliographic references, including the most important up-to-date literature on the theme, both nationally and internationally.
- 6) **Material and Methods:** This is to be composed in such a way that the reader can easily understand how the research was performed. As appropriate, describe the method, sample, sampling, and refer to the type of statistical analysis used. If it is an original method, present the reasons for applying it, and describe any possible limitations.
- 7) **Analysis and Results:** This section should seek to highlight the most important observations, and without including any value judgments, describe the methods used. Throughout the text, es-

sential tables and figures shall be included in a logical sequence, without repeating any data.

- 8) **Discussion and Conclusions:** This section summarizes the most important findings related to any observations from relevant studies, pointing out contributions and limitations, without repeating data from other sections. The discussion and conclusions paragraph is to include inferences and new lines of research for the future.
- 9) **Contributions and acknowledgment (optional):** The Science Editors Board recommends that the author(s) specify the financing source for their research. Priority shall be given to work endorsed by competitive national or international projects. Regardless, for the manuscript to be scientifically evaluated, it is to be anonymized with an XXXX only for the initial evaluation, in order to avoid identification of any of the authors or research teams, which are to be named in the Cover Letter and later, in the final manuscript.
- 10) **Notes (optional)** are included, only if necessary, at the end of the article (before the references). They are to be included manually, since the Word footnotes are not recognized by the layout systems. Note numbers are to be included using superscript, both in the text and in the final note. Notes including simple bibliographic references (without comments) are not allowed, since these are supposed to be included in the references.
- 11) **References:** Bibliographic references are to follow the text references. Under no circumstances should references be included that have not been cited in the text. There should be enough references in order to contextualize the theoretical framework, and be based on criteria of contemporary relevance and importance. They are presented alphabetically, according to the author's last name (if the last name has more than one word, based on the first word of the last name).

### 3.2. Rules for references

## PERIODICAL PUBLICATIONS

**Journal article (one author)** Valdés-Pérez, D. (2016). Incidencia de las técnicas de gestión en la mejora de decisiones administrativas [Impact

of Management Techniques on the Improvement of Administrative Decisions]. *Retos*, 12(6), 199-203. <https://doi.org/10.17163/ret.n12.2016.05>

**Journal article (up to six authors):** Ospina, M.C., Alvarado, S.V., Fefferman, M., & Llanos, D. (2016). Introducción del dossier temático "Infancias y juventudes: violencias, conflictos, memorias y procesos de construcción de paz" [Introduction of the thematic dossier "Infancy and Youth: Violence, Conflicts, Memories and Peace Construction Processes"]. *Universitas*, 25(14), 91-95. <https://doi.org/10.17163/uni.n25.%25x>

**Journal article (more than six authors):** Smith, S.W., Smith, S.L., Pieper, K.M., Yoo, J.H., Ferrys, A.L., Downs, E.,... Bowden, B. (2006). Altruism on American Television: Examining the Amount of, and Context Surrounding, Acts of Helping and Sharing. *Journal of Communication*, 56(4), 707-727. <https://doi.org/10.1111/j.1460-2466.2006.00316.x>

**Journal article (with no DOI).** Rodríguez, A. (2007). Desde la promoción de salud mental hacia la promoción de salud: La concepción de lo comunitario en la implementación de proyectos sociales. *Alteridad*, 2(1), 28-40. (<https://goo.gl/zDb3Me>) (2017-01-29).

## BOOKS AND CHAPTERS OF BOOKS

**Complete books:** Cuéllar, J.C., & Moncada-Paredes, M.C. (2014). *El peso de la deuda externa ecuatoriana*. Quito: Abya-Yala.

**Chapters of a book:** Zambrano-Quiñones, D. (2015). *El ecoturismo comunitario en Manglaralto y Colonche*. En V.H. Torres (Ed.), *Alternativas de Vida: Trece experiencias de desarrollo endógeno en Ecuador* (pp. 175-198). Quito: Abya-Yala.

## ELECTRONIC MEDIA

Pérez-Rodríguez, M.A., Ramírez, A., & García-Ruiz, R. (2015). La competencia mediática en educación infantil. Análisis del nivel de desarrollo en España. *Universitas Psychologica*, 14(2), 619-630. <https://doi.org/10.11144/javeriana.upsy14-2.cmei>

All reference that have a DOI (Digital Object Identifier System) must be included in the References (which can be obtained at <http://goo.gl/gfruh1>). All of the journals and books that do not have a DOI are to appear with a link (to the online version, if available, shortened using Google Shortener: <http://goo.gl>) and the date of query in said format.

Journal articles are to be listed in English, except for those that are available in Spanish and English, in which case, both languages are to be included in brackets. All internet addresses presented are to be shortened

in the manuscript, except for the DOI, which are to be included in the established format (<https://doi.org/XXX>).

### 3.3. Epigraphs, Tables, and Graphs

The epigraphs in the article's body are in Arabic numbers. These are to avoid all capital letters, underlining, or bold text. Numbering should use maximum three levels: 1. / 1.1. / 1.1.1. A carriage return is to be used at the end of each epigraph.

Tables are to be included in the text in Word format, according to their order of appearance, with Arabic numbering and captioned with a description of their content.

Graphics or figures should be kept to a minimum and incorporated into the text, in accordance with their order of appearance, with Arabic numbers and captions with a short description. Quality should be no less than 300 ppp, if necessary, using TIFF, PNG, or JPEG formats.

## 4. SUBMISSION PROCESS

The papers are to be submitted in two files through the journal's OJS system:

- 1) **Cover letter and title page**, which includes the title in Spanish and English, first and last names of the authors (standardized format) with ORCID number, abstract in Spanish and English, keywords in Spanish and English, and a declaration that the manuscript constitutes an original contribution that has not been sent for evaluation in another journal, confirmation of the authorship, acceptance (as the case may be) of formal changes to the manuscript according to the rules, and partial transfer of copyright to the publishing house (use the official format).
- 2) **Completely** anonymized manuscript in accordance with the preceding rules.

All authors are to register on the OJS platform, even if only one of them will be in charge of correspondence. No author can submit two manuscripts simultaneously, with a penalty of not being able to participate in four consecutive editions (2 years).