

## INSTRUCTIONS FOR AUTHORS

Inquietud Empresarial is a biannual scientific journal published by the Universidad Pedagógica y Tecnológica de Colombia's School of Business Administration, Faculty of Economics and Administrative Sciences. It is oriented to academics, researchers, entrepreneurs, public and private officials, undergraduate and graduate students as a space for expression of thought of Management, Economics, Accounting and Political Sciences.

It aims at disseminating progress and research results developed by teachers and students of the School of Business Administration and members of these research groups, among others: "Competitividad y Desarrollo Local" – CODEL, "Investigadores para el desarrollo empresarial y agroindustrial sostenible" – IDEAS, "Proyectos organizacionales para el desarrollo empresarial de la región" – PODER, "Grupo de gerencia del valor y finanzas" – GEVA, "Laboratorio de Empresa" y "Observatorio Regional de Gestión Empresarial" – MIPYME.

Articles submitted to the Editorial Committee of Inquietud Empresarial must be original and unpublished and may not be subject to simultaneous evaluation in another journal; hence, those texts published in other journals will not be accepted.

Articles submitted to Inquietud Empresarial must be in accordance with established techniques published by the journal. The first stage of the evaluation process is done by the Editor who will select the manuscripts that meet the methodological criteria and thematic content of the magazine. If materials sent meet these standards will be subject to review and evaluation by peer reviewers, one internal and another external to the Universidad Pedagógica y Tecnológica de Colombia specialized in the respective subject area. Once the evaluation is done, peer reviewers will send their suggestions through the journal's e-mail address. The article evaluated may have three (3) results: publishable, publishable with adjustments, not publishable; If it is considered as publishable with adjustments, the author will be informed and he/she will decide whether to agree to make them or not. If not, the author must make his/her decision known to the Editorial Committee in written form. The evaluation process of the article will take a maximum of three (3) months from the date of receipt, and jurors will have a maximum of two (2) calendar months to conceptualize on its quality. The Editorial Committee will make the final decision on the publication or not of the articles and the issue in which they will be included. It is clear that when divergent views arise between the peers reviewers, the article will be sent to a third one in order to settle the dispute.

These instructions which contain the evaluation process will be known in advance by the author, who will be also told in written form that the evaluation process will keep his/her article strictly anonymous; it means that neither the author nor the peers know the identities of the article's author or peer reviewers (double-blind peer review system). On the other hand, the Editorial Committee provides a form ("Authorization for publication of the article-copyright" -), the author must fill it out and commits, by signature, to assign its rights to the journal Inquietud Empresarial.

Those interested in submitting their articles should write to the journal's e-mail address: [inquietud.empresarial@uptc.edu.co](mailto:inquietud.empresarial@uptc.edu.co) and follow the instructions of formalization of data, attachment of the article and figures (if any) and send the information in Word format, unprotected. It is important to clarify that receiving an article does not imply commitment by Inquietud Empresarial for publication; this will be done once the reviewers and the Editorial Committee issue favorable concepts.

The article accepted with comments according to criteria of the reviewers, shall be returned to his/her author to correct mistakes. Once corrected, it must be submitted to the Editorial Committee for a period no longer than (10) calendar days. If it exceeds the deadline, the article will be received and published in a subsequent issue. The article not accepted will be returned to his/her author with appropriate observations and cannot be reviewed again.

The Editor has powers for the improvement of the article regarding previous requirements. He/ she must inform the author about changes carried out. If an article is declined, the Editor will inform the author in written form of the reasons for non-approval; however. Declined articles may be sent to another evaluator at the request of the author.

The authors of the articles published are allowed to receive a copy of the respective issue.

The Editorial Committee describes as follows the set of requirements and characteristics that must contain the articles submitted for possible publication. They must meet the following parameters:

#### **Classification of articles**

The articles received by the Journal *Inquietud Empresarial* are classified as original articles type 1, 2 and 3 as established by Colciencias:

- 1) Scientific and technological research article: presents finished research projects in detail. The body of the paper generally contains four sections: introduction, methodology, results and conclusions.
- 2) Reflection article: Clarifies the results of completed research, from an analytical, interpretative or critical perspective, about a specific topic, using original sources.
- 3) Review articles: Analyze, systemize and integrate the results of published or unpublished research studies about a field of science or technology in order to describe advances and trends on the development of the Administrative, Economic, Accounting and Political Sciences. They present a detailed literature review of at least 50 references.
- 4) Editorial. Text written by the editor, an Editorial Committee member or a guest researcher. It contains the thematic domain of the journal.

#### **Formal standards for the presentation of articles:**

Authors must follow these instructions about the style and presentation of the articles:

1. The first part of the article should contain:
  - Title of the article: no more than 15 words avoiding the use of abbreviations, symbols and abbreviations.
  - Name(s) of the author(s), and e-mail address(es). The following must be included in a footnote:

- Type of article
- Name of the author
- Brief CV (academic titles and country home of the institution each author belongs)
- Name of the research group, if it applies.
- Institutional affiliation of the author.
- Origin of grants or other funding, if any.

2. The second part will contain: Summary, keywords, abstract, key words. In the abstract it is necessary to present the objectives of the article, brief content and results; it must also include a minimum of 100 and maximum of 200 words in Spanish and English. Keywords are short phrases with semantic content and relevant topics or issues of the dissertation, the number will be between 5-7 words.

3. From the third page onwards, should appear: introduction, structure of the paper (methodology, results), conclusions and references.

Writing with style is recommended, written in third person, observe the general spelling rules and the accent for uppercase; expressions in another language or foreign words are in italics (eg, ad honorem.) The quotes are verbatim transcriptions of quotes. The body of the manuscript should mandatorily comply with sections set out for each mode as explained below:

The article length should be between 15 and 30 pages in letter format. The font and font size are: Arial 12, 1.5. Long textual quotations are indented as an entire paragraph and written using 1.0 interline spacing, Arial font, size 10, and margins on all sides of 3cm.

All paragraphs should be 5-point indented; it is necessary to leave a space between each other, and between different sections of the article. Titles and subtitles will be marked with Arabic numbers. Italics are used to write words in a foreign language.

Footnotes should appear in Arabic numbers; these are used to clarify, explain or extend concepts or material that the author considers must be placed outside of the text. Footnotes using asterisks (\*) will be used for type of article, author's data (CV), country home and research group he/she belongs.

Order of the manuscript. 1 Head of the article: title, abstract and key words in the original language with translation into English or Spanish as the case; 2. Body of the Text; 3. Tables, charts, graphics and figures are at the end with their respective citation within the text; . 4. Annexes; 5. Bibliography or reference list in alphabetical order.

Attachments. 1. Letter of certification of originality and copyright assignment; 2. Layout authors; 3. Article data format.

## **References**

The technical norms adopted by the journal for citation and referencing of sources of information are those of the American Psychological Association APA (sixth edition). References should be listed in alphabetical order at the end of the document. For references of journals and / or books, should be included, in order: author's last and first name, year of publication, title of the article (in bold face), place of publication

(followed by a colon), name of the magazine and / or book in italics (volume and page in the case of journals), for example:

#### **For articles**

Alhama, R. (2006). "Organizaciones en aprendizaje y gestión del conocimiento". *Revista sobre complejidad*. Vol. 2, No 3.

#### **For books**

Pyzdek, T. y Berger, R. (1996). "Manual de control de calidad en la ingeniería". McGraw Hill.

#### **For sources taken from internet**

Should be included, in order: title or description of the document. Date (publication, update or recovery). (URL "Uniform Resource Locator"). If possible, identify the authors; eg

Armistead, C. (1999). "Knowledge Management and Process Performance". *Journal of Knowledge Management*. Vol. 3, No. 2. pp. 143-154. Recovered 23/06/2013 from: <http://www.bases.unal.edu.co:2104/journals.htm?issn=13673270&volume=3&issue=2&articleid=883677>

It is important that all references cited in the body text are commensurate with the literature. There should be inserted in the "References" sources that were not mentioned. The journal's Editorial Committee should include in the "References" several current sources.

#### **Citations**

Italics will not be used for citations. However, when appearing on a citation it must be indicated if the emphasis belongs to the original or the author.

The quotes in less than 40 words should be incorporated into the text and enclosed in English quotation marks. In the text, only the author's name, the date of publication of the book and / or magazine and the page number are registered. An example of each one of the ways of citing:

Carvajal and Zapata (2012) state that "Individuals often see what they expect to see and perceive the products and their attributes according to their own expectations." (P. 112).

[...] "Individuals often see what they expect to see and perceive the products and their attributes according to their own expectations." [...] And Zapata Carvajal (2012, p. 112).

Carvajal and Zapata (2012, p. 112) state that "Individuals often see what they expect to see and perceive the products and their attributes according to their own expectations". About it ...

The quotations of 40 or more words are placed in a line or row, in a separate block in the same position as a new paragraph (five spaces from the left margin in all lines

of quote), as already noted in Arial font 10, 1.0 spacing without quotes. Example:

It is also observed in some cases, by consumers, the lack of clarity about the reasons why they do not find suitable drinking alcohol. This is supported, for example, recently there have been campaigns that have sought to prevent the consumption of alcohol, highlighting dramatic or tragic situations like accidents, deaths, among others; ie blocks so that consumers of alcohol increase their level of awareness of the negative effects it can pass on to lead the practice. (Carvajal and Zapata, 2012, p. 122).

Thus, Carvajal and Zapata (2012, p. 122) state that:

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If there are two or more publications by the same author in the same year, add lower case letters after the date of publication; for example, Stiglitz (2007a), Stiglitz (2007b).

Finally, it is clarified that the above guidelines allow uniformity of style and aesthetics in the presentation of the magazine. Moreover, they constitute an evaluation parameter of the item.