

Publication Guidelines of «Alteridad»

1. General information

«Alteridad» is a bilingual scientific publication of the Salesian Polytechnic University of Ecuador (UPS), published since January 2006 uninterruptedly, on a semi-annual basis (January-July).

It is an arbitrated scientific journal, which uses the peer-review system under the double-blind review, in accordance with the publication standards of the American Psychological Association (APA). The compliance with this system ensures authors an objective, impartial and transparent review process, making it easier for authors to be included in reference international databases, repositories and indexes.

«Alteridad» is indexed in the Web of Science's Emerging Sources Citation Index (ESCI), at the Scientific Electronic Library Online (SciELO), in the REDALYC Scientific Information System, in the directory and selective catalog of the Regional Online Information System for Scientific Journals of Latin America, the Caribbean, Spain and Portugal (Latindex), in the Directory of Open Access Journals (DOAJ), in the European Reference Index for the Humanities and Social Sciences (ERIHPLUS), in the Ibero-American Network of Innovation and Scientific Knowledge (REDIB), on the Dialnet Portal; it is evaluated in the Information Matrix for Journal Analysis (MIAR), the Integrated Classification of Scientific Journals (CIRC), and the Qualis review system for CAPES journals. In addition, it is in repositories, libraries and specialized catalogs around the world.

The journal is published in two versions: electronic (e-ISSN: 1390-8642) and printed (ISSN: 1390-325X) in Spanish and English; each manuscript is identified with a Digital Object Identifier System (DOI). All articles published in «Alteridad» have the Creative Commons Attribution-Non-Commercial-Share Equal license (RoMEO blue journal).

2. Scope and policies

2.1. Topics

«Alteridad» is a journal specialized in Education and its transdisciplinary lines such as Didactics, Public Policies, School Management, Edu-communication, ICT, Social Pedagogy, among others; and all those disciplines related to the main topic.

2.2. Sections

The journal has a semi-annual periodicity (20 articles per year), published in January and July and has two sections of five articles each by number; the first referring to a **Monographic** topic prepared in advance and with thematic topic and the second, a section of **Miscellaneous**, composed of varied contributions within the theme of the publication.

2.3. Contributions

All manuscripts must be original, and must not have been published in any other journal or must not be in the arbitration or publication process in another journal. Empirical research results are published in Spanish, Portuguese or English, and studies and state-of-the-art are also admissible:

- **Researches:** 5000 to 6500 text words, including title, abstracts, descriptors, tables and references. Particular assessment will be made of research results, methodological rigor, the relevance of the subject, the quality of scientific discussion, the variety, timeliness and richness of bibliographic references (preferably publications indexed in JCR and Scopus). At least 35 references are expected.
- **Literature studies and reviews:** 6000 to 7000 text words, including tables and references. The debate generated, the relevance of the subject, the originality, current and selective contributions and

references of around 70 works (preferably from publications indexed in JCR and Scopus) will be particularly valued.

3. Editorial process

3.1. Submission of manuscripts

Manuscripts must be submitted only and exclusively through the Open Journal System (OJS), in which all authors must register in advance, although only one will be responsible for the correspondence. No author may submit or review two manuscripts simultaneously, estimating a time of four consecutive numbers (2 years). An article may have a maximum of 3 authors, although if justified depending on the size of the study, there may be up to 5.

«Alteridad» informs the reception of the manuscript submitted by the authors; the information related to the acceptance or rejection of the manuscript is sent by email and the platform; and in the case of acceptance, the author is also informed of the editing process.

In the website of the journal, in the Guidelines section, are presented the Guidelines for the Authors, the format of the structure of the articles, the cover page and cover letter, the pre-submission list, the evaluation forms by the external reviewers and a guide for the submission of the article through OJS. Before the submission, it is strongly recommended that the manuscript be checked with the Pre-Check Protocol. Two documents should be sent simultaneously:

- a) Cover page and cover letter (use the official model), on which will appear:
 - Cover page (Title, Abstract and key words provided in the Manuscript).
 - Full name of each of the authors, organized in priority order; followed by the professional category, institution, email of each author and ORCID number. It is mandatory to indicate if the authors have a PhD academic degree (include Dr. before the name).
 - A **Cover letter** will also be included indicating that the manuscript is an original contribution, has not been sent or evaluated in another journal, with the signature of the authors, and acceptance (if applicable) of formal changes to the manuscript compliant with the rules and partial transfer of rights to the publisher.
- b) Fully anonymized **manuscript**, in accordance with the rules referred to in section 4.

3.2. Revision process

Upon having received the document and in a maximum period of 30 days, the correspondence author shall receive a notification, indicating whether the manuscript is estimated or dismissed for the arbitration process by the scientific reviewers. In the case that the article has formal problems, or does not address the educational subject, or has a high similarity percentage to another document(s), the editorial board shall dismiss the work without the option to return it. Conversely, if it has superficial problems, it will be returned to the author for the corrections before starting the evaluation process. The submission date of the article will be considered based on the final submission when the article is presented with the corrections.

The articles will be scientifically evaluated by an average of three experts of the topic. Reports will indicate the following recommendations: Accept the Submission, Publishable with Modifications, Sent the manuscript back for its Review, Not Publishable. The acceptance or rejection of the manuscript for its publication will be decided from the analysis of external reports. In the case of dissenting results, it shall be forwarded to a new opinion, which shall be final. The protocol used by reviewers is public (researches; studies and state-of-the-art).

In general, once the external scientific reviews are taken into view, the criteria justifying the decision on the acceptance/rejection of the manuscript by the Editorial board are:

- Current and novelty.
- Relevance and significance: advancement of scientific knowledge.

- Originality.
- Reliability and scientific validity: proven methodological quality.
- Organization (logical coherence and formal presentation).
- External support and public/private funding.
- Co-authoring and internationalization degree of the proposal and the team.
- Presentation: good writing.

The timeline for the scientific evaluation of manuscripts, after the previous estimation procedures by the Editorial Board is a maximum of 100 days. In relation to the manuscripts sent for Calls for papers, their scientific review dates begin once the call finishes. Manuscripts that are positively evaluated and require modifications must be sent with the changes, within the next 15 days.

3.3. Editing and publishing of the manuscript

The edition and layout processes of the accepted articles is performed by the Technical Board of the journal in coordination with the Abya-Yala Editorial. «Alteridad» reserves the right to make style corrections and editorial changes if necessary to improve the manuscript. A proof of printing in PDF format will be sent to the authors for the correction of typography and spelling in a maximum of three days.

Abya-Yala Editorial will carry out, free of charge for the authors, the professional translation of the final version of the manuscript into the English language (or Spanish, according to the original version), which will guarantee the consultation and international dissemination of the manuscript. The articles will be published on the journal's platform in a timely manner. All articles, in their two language versions (Spanish and English), are published in PDF, HTML, EPUB and XML-Jats format.

3.4. Promotion and dissemination of the published article

The authors are committed to give maximum diffusion to their article published in «Alteridad». In this sense, they are encouraged to promote their published article on academic networks (Academia.edu, ResearchGate, Mendeley, Kudos), social (Twitter, Facebook, LinkedIn, also publishing the DOI), institutional repositories, web or blog staff, among others. Authors are also encouraged to share the published article through email lists, research groups and personal contacts.

«Alteridad» has a Metric Measurement System (PlumX) that allows verifying the compliance with this commitment. For the submission of future articles by authors of «Alteridad», the impact of previous works will be taken into account.

4. Structure of the manuscripts

The manuscripts shall be submitted in typeface Arial 10, simple spacing, fully justified and without tabs or white space between paragraphs. Only large blocks (title, authors, abstracts, key words, credits, and captions) will be separated with white space. The page must be 2 centimeters in all its margins. Manuscripts must be submitted in Microsoft Word document (.doc or .docx), requiring the file to be anonymized in File Properties to avoid the information related to the identification of the author/s.

4.1. Cover page

Title (Spanish and English): Concise but informative, in Spanish on the first line and in English in the second, consisting of as many significant terms as possible. The title is not only the responsibility of the authors, and changes can be proposed by the Editorial Board. A maximum of 80 characters with space are accepted.

Abstract (Spanish and English): It must be presented in a concise way and in this order: justification, objectives, methodology used (approach and scope), more relevant results, discussion and main conclusions. It must be written impersonally "The present work analyzes...". In the case of the Abstract, the use of automatic translators will not be accepted because of their poor quality. It will be between 220/230 words.

Key words (Spanish and English): 6 keywords must be presented for each language version directly related to the topic of the manuscript. The use of the keywords presented in UNESCO's Thesaurus will be positively valued (<http://bit.ly/2ppX3iw>).

4.2. IMRDC Structure

For those works involving empirical research, the manuscripts will strictly respect the IMRDC structure, with the headings of Economic Supports and Notes being optional. The works involving Literature Studies and Revisions may be more flexible under their headings, especially in Methodology, Results and Discussion. In all types of works, bibliographic references are mandatory.

1. **Introduction and state of the play:** It should include the theoretical foundations and purpose of the study, using bibliographic citations, as well as the review of the most significant literature of the topic at the national and international level. The use of high-impact references (JCR and Scopus) will be positively valued.
2. **Methodology:** It must be written in a way that the reader can easily understand the development of the research. It should contain the explanation on the approach (quantitative, qualitative or mixed) and the scope (exploratory, descriptive, correlational or explanatory). When appropriate, it shall describe the sample and the sampling form, as well as it must refer to the type of statistical analysis applied. If it is an original methodology, it is necessary to set out the reasons that have led to its use and describe the possible limitations.
3. **Results:** Efforts will be made to highlight the most relevant results and observations of the investigation, describing, without making judgments, the material and methods used for the analysis. The results will be presented in figures or/and tables according to the journal's standards (See section 4.4). They will appear in a logical sequence in the text, tables or figures, avoiding data redundancy.
4. **Discussion and conclusions:** Discussion and conclusions: It will summarize the most important findings, relating the observations with interesting studies, pointing to contributions and limitations, without resulting in data already commented in other sections. In addition, the discussion and conclusions section should include deductions and lines for future research.

4.3. Economic support and notes

Economic support (optional): Council Science Editors recommends that authors specify the source of funding for the research. Works on the endorsement of competitive national and international projects will be considered a priority. In any case, for the scientific assessment of the manuscript, it must be anonymized with XXXX only for its initial evaluation, in order not to identify authors and research teams, which must be set out in the Presentation Letter and subsequently in the final manuscript.

Notes (optional) will go, only if necessary, at the end of the article (before references). They should be used to clarify terms or make marginal annotations. Note numbers are placed in superscript, both in the text and in the final note. Notes collecting simple bibliographic citations (without comments) are not allowed, as these should be in the references. If it contains a cite, the reference must also be found in the Bibliography section.

4.4. Bibliography

Bibliographical citations should be reviewed in the form of references to the text. Bibliography that is not cited should not be included in the text. Its number must be sufficient and necessary to contextualize the theoretical framework, methodology used and research results in an international research space: minimum 35 for empirical research manuscripts, and around 70 for literature studies and reviews.

They will be presented alphabetically by the author's first last name (adding the second one only in case the first one is very commonly used, and joined with a hyphen). The quote should be extracted from the original documents, preferably journals and to a lesser extent books. Given the significance of citation indices and impact factor calculations, the use of references from indexed publications in JCR and/or Scopus and the correct citation following APA 7 norms is valued (<http://bit.ly/35FNGvN>).

It is mandatory that quotes with DOI (Digital Object Identifier System) be reflected in the References (can be obtained on <https://search.crossref.org/>). All journals and books without DOI must contain a link (in its online version, if applicable, and in a shorten version using Bity: <https://bitly.com/>), and the websites must include the consultation date using the format provided.

Journal articles must be presented in English, with the exception of those in Spanish and English, in which case they will be presented in both languages using square brackets.

Norms for the references

a) Periodic publications

- **Journal article (one author):** Ochoa Cervantes, A. (2019). El tipo de participación que promueve la escuela, una limitante para la inclusión. [The type of participation promoted in schools is a constraint factor for inclusive education]. *Alteridad*, 14(2), 184-194. <https://doi.org/10.17163/alt.v14n2.2019.03>
- **Manuscript from a journal (up to six authors):** Espada Chavarría, R. M., Gallego Condo, M., & González-Montesino, R.H. (2019). Diseño Universal del Aprendizaje e inclusión en la Educación Básica. [Universal Design of Learning and inclusion in Basic Education]. *Alteridad*, 14(2), 207-218. <https://doi.org/10.17163/alt.v14n2.2019.05>
- **Manuscript from a journal (more than six authors):** Guarderas, P., Larrea, M., Cuví, J., Vega, C., Reyes, C., Bichara, T., Ramírez, G., Paula, Ch., ... Arteaga, E. (2018). Acoso sexual en las universidades ecuatorianas: validez de contenido de un instrumento de medición. [Sexual harassment in Ecuadorian universities: content validation for instrument development]. *Alteridad*, 13(2), 214-226. <https://doi.org/10.17163/alt.v13n2.2018.05>
- **Manuscript from a journal (without DOI):** López Hernández, L., y Ramírez-García, A. (2014). Medidas disciplinarias en los centros educativos: ¿suficientes contra el acoso escolar?. *Perfiles Educativos*, 36(145), 32-50.

b) Books and chapters of books

- **Complete books:** Cuéllar, J.C., & Moncada-Paredes, M.C. (2014). *El peso de la deuda externa ecuatoriana*. Abya-Yala.
- **Chapter of books:** Padilla-Verdugo, J. (2014). La Historia de la Educación desde los enfoques del conocimiento. En E. Loyola (Ed.), *Ciencia, Tecnología y Sociedad (CTS). Miradas desde la Educación Superior en Ecuador* (pp. 107-128). Abya-Yala. <https://goo.gl/HNcPxh>

c) Electronic means

- Aunión, J. (2011, marzo 12). La pérdida de autoridad es un problema de toda la sociedad, no es específico del aula. *El País*. <https://goo.gl/YzRBYT>

Guidelines for headings, tables and figures

The headings of the article shall be numbered in Arabic. These will be without full case of capital letters, no underscores, no bold ones. The numbering must be at most three levels: 1. / 1.1. / 1.1.1. A carriage return will be established at the end of each numbered heading.

Tables and figures must be presented in the text in Microsoft Word® located on the place where the authors consider they should be. They shall be used only when necessary and suitable, their use should be limited for reasons of spaces (maximum 6 between tables and figures). Both must be listed in Arabic and titled with the description of their content. If the source of the table or figure is not of its own elaboration, the authors must incorporate the source consulted below the table [for example, Source: Romero-Rodríguez (2016, p. 32)].

Tables must be elaborated in Microsoft Word document, thus tables cut and pasted from other documents that cannot be edited in the diagramming process will not be accepted. The figures, in addition to being incorporated in the Microsoft Word document®, must be sent as supplementary material during the submission in the «Alteridad» OJS, with a quality greater than 600 dpi, in TIFF, JPEG or PNG files.

5. Fees and APC

«Alteridad» is an Open Access journal, included in the Directory of Open Access Journals (DOAJ) that offers all its production online for the entire scientific community. It also does not set any economic fees throughout the editorial process for the publication of the articles, including scientific review, layout and translation thereof. There is no publication fee, no Article Processing Charge (APC) associated with this publication, neither for authors nor for readers. The journal is also licensed by Creative-Commons Attribution-Non-Commercial-Share Equal (RoMEO blue journal), which allows free access, download and archive of published articles. All expenses, inputs and financing of «Alteridad» come from the contributions made by the Salesian Polytechnic University.

6. Ethical responsibilities

Each author shall submit a responsible statement of authorship and originality, as well as their ethical responsibilities.

- **Originality:** The works must be original and should not be evaluated simultaneously in another publication, being the responsibility of the authors to comply with this standard. The opinions expressed in the published articles are the responsibility of the author/s «Alteridad» as CrossRef®'s international partner, uses the CrossCheck® and iThenticate® anti-plagiarism tool to ensure the originality of the manuscripts.
- **Authorship:** The list of signatory authors should include only those who have contributed intellectually to the development of the work. Collaborating in data collection is not sufficient criteria of authorship. «Alteridad» rejects any responsibility for possible conflicts arising from the authorship of the manuscripts published.
- **Transmission of copyright:** the transfer of rights of the manuscript published in «Alteridad» will be included in the cover letter. The Salesian Polytechnic University (the publisher) has the copyright of published articles; it favors and allows the reuse of these under the license of use indicated above.