

Publication Guidelines of «Alteridad»

1. General information

«Alteridad» is a bilingual scientific journal 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, with peer-review system under the double-blind review, following the publication standards of the American Psychological Association (APA). 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), 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 topics such as Didactics, School Management, Edu-communication, Educational Technology, Social Pedagogy, among others, all related to the main topic.

2.2. 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 allowed:

- a) **Research:** 5000 to 7500 words, including title, abstracts, descriptors, tables, and references. 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 must be included.
- b) **Studies and literature reviews**
 - Studies: 5000 to 7500 words of text, including tables and references. The debate, the relevance of the topic, the originality of the contributions and the bibliographical references (preferably of publications indexed in JCR and Scopus) will be especially valued. Expected 35 references minimum.
 - Literature reviews: 6000 to 8500 words of text, including tables and references. An exhaustive review of the state of the art of a current research topic will be considered, with justified and

selective references of approximately 70 works (preferably from publications indexed in JCR and Scopus).

2.3. 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 related with educational topics.

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 study, there may be up to 5.

«Alteridad» informs by email 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.

The Guidelines for the Authors are on the website of the journal, in the Guidelines section, as well as the template for writing the paper (LaTeX/ Overleaf or Word), the cover page and cover letter, the review protocol, the pre-submission list, the evaluation forms by the external reviewers and a guide for submitting the article through OJS. Before the submission, it is strongly recommended that the manuscript be checked with the Pre-Check Protocol. Two files should be sent simultaneously:

- a) **Cover page and cover letter** (use the official model), which must include:
 - **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. Review 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 considered or dismissed for the arbitration process by the scientific reviewers. In 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 reject the paper without the option to send it back. Conversely, if it has superficial problems, it will be returned to the author for 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 up to 100 days. As for 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 along 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 correcting typography and spelling, and its review and comments must be sent within three days. The Editorial provides authors a free professional translation of the final version of the manuscript into English (or Spanish, according to the original version), guaranteeing its international consultation and dissemination. Articles will be published on the journal's platform in both versions (Spanish and English) and in the following formats: PDF, HTML, EPUB and XML-Jats.

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 two centimeters in all its margins. Manuscripts must be submitted in Microsoft Word document (.doc or .docx), (https://alteridad.ups.edu.ec/pdf/alteridad/Microsoft_Word_Template.docx) o LaTeX/ Overleaf (.tex) (<https://www.overleaf.com/latex/templates/revista-alteridad-ecuador/svjcbgmcrv>), 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 in 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, hence changes can be proposed by the Editorial Board. A maximum of 80 characters with space are accepted.

Abstract (Spanish and English): It must be concise and must follow 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 (in the other language), the use of automatic translators will not be accepted. It will be between 220/230 words.

Key words (Spanish and English): 6 keywords must be presented for each language, and must be directly related to the topic of the manuscript. The use of the keywords presented in UNESCO's Thesaurus is recommended (<http://bit.ly/2kIgn8l>). New terms would be accepted only in exceptional cases if they present a standardized scientific nature.

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. Literature Studies and Reviews may be more flexible under their headings, especially in Methodology, Results and Discussion. In all types of works, bibliographic references are mandatory.

1. **Introduction:** 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:** The approach and methodology used 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, and 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 and/or 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:** 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, this 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 Cover Letter and subsequently in the final manuscript.

Notes: if necessary, notes will be 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). The quote should be extracted from the original documents, preferably journals and to a lesser extent books. Given the significance of citation indexes 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 references with DOI (Digital Object Identifier System) be written 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 Bitly: <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, A. (2019). The type of participation promoted in schools is a constraint factor for inclusive education. [El tipo de participación que promueve la escuela, una limitante para la inclusión]. *Alteridad*, 14(2), 184-194. <https://doi.org/10.17163/alt.v14n2.2019.03>
- **Manuscript from a journal (until twenty authors):** Guarderas, P., Larrea, M., Cuvi, J., Vega, C., Reyes, C., Bichara, T., Ramírez, G., Paula, Ch., Pesantez, L., Íñiguez, A., Ullauri, K., Aguirre, A., Almeida, M., & Arteaga, E. (2018). Sexual harassment in Ecuadorian universities: content validation for instrument development. [Acoso sexual en las universidades ecuatorianas: validez de contenido de un instrumento de medición]. *Alteridad*, 13(2), 214-226. <https://doi.org/10.17163/alt.v13n2.2018.05>
- **Manuscript from a journal (without DOI):** López, L., & Ramírez-García, A. (2014). Medidas disciplinarias en los centros educativos: ¿Suficientes contra el acoso escolar? *Perfiles Educativos*, 36(145), 32-50. <https://bit.ly/37Xd5mw>

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. In E. Loyola (Ed.), *Ciencia, Tecnología y Sociedad (CTS). Miradas desde la Educación Superior en Ecuador* (pp. 107-128). Abya-Yala. <https://bit.ly/3etRnZH>

c) PhD or Master dissertations

- Llorent, M. (2019). *Las políticas educativas TIC en el plano autonómico: el caso de Andalucía* [Tesis doctoral, Universidad de Sevilla]. Depósito de Investigación Universidad de Sevilla. <https://bit.ly/3YRTRr5>

Guidelines for Headings, Tables and Figures

The headings of the article shall be numbered in Arabic, 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 Word or LaTeX located in the place selected by the authors. They shall be used only when necessary and suitable, and must be up to 6 between tables and figures (more only under extraordinary cases if justified). Both must be listed in Arabic and titled with the description of their content. If the source of the table or figure corresponds to another author, the authors must incorporate the source consulted below the table [for example, Source: Romero-Rodríguez (2016, p. 32)].

Tables must be elaborated in 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 document, must be sent as supplementary material when submitting to «Alteridad» OJS, with a quality greater than 600 dpi, in TIFF, JPEG or PNG files.

In the case of LaTeX/Overleaf, figures must be loaded in the template in original PDF format in order to maintain its quality, since conversion from other formats can lower the quality of the figure. In the case of Word, in addition to being incorporated in the document, figures must be sent as complementary material when submitting the file on the OJS of "Alteridad", having a quality higher than 600 dpi in TIFF, JPEG or PNG.

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 scientific community. There are not fees throughout the editorial process for the publishing 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 and financing of «Alteridad» derive 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; hence, the authors are responsible 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.
- **Use of Artificial Intelligence:** authors should indicate clearly and specifically whether they used Artificial Intelligence tools for preparing their manuscript and analysis, indicating to what extent and which Large Language Model (LLM) or tool was used. They must include it as a note at the end of the manuscript as for section 4.3.
- **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 indicated above.

7. Promotion and dissemination of the published article

The authors commit to disseminate their published article as well as to the whole journal using the link of the website of «Alteridad» (<https://alteridad.ups.edu.ec/index.php/alteridad/>). In addition, they are encouraged to share their published article in academic networks (Academia.edu, ResearchGate, Mendeley, Kudos, ...), social networks (Twitter, Facebook, LinkedIn, ...), also publishing the DOI in these, institutional repositories, Google Scholar, ORCID, web or personal blog, 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. The impact of previous works will be considered for submitting future articles in «Alteridad».