

GUIDELINES FOR PREPARING PAPERS

UNIVERSITAS, Magazine of Social and Human Science is a scientific publication of the Universidad Politécnica Salesiana del Ecuador. Its periodicity is semiannual with scientific purpose and is devoted to the philosophy of open access. Its main task is to promote and impulse the empirical thought and research of Social and Human Science. All its editorial criteria are made up according to academic and editorial requirements of the Secretaría Nacional de Educación Superior, Ciencia, Tecnología e Innovación (SENESCYT) of Ecuador.

These are the indispensable requirements for collaborators.

About the content:

1. All the articles, essays and reviews must be original and not have been published before, besides they must not be subjected at the same time to dictum in any other printing media.
2. All the scientific articles or essays must be related to Human and Social Science, such as: articles referring to analysis or controversies about contemporary theories, social facts or current debates that enrich and offer a new theoretical perspective to the different areas of Social Science; works of scientific divulgation which are the result of research, studies of case that are current or with a historical perspective (regional, national, international) that are of general interest; analysis of classical theories which help to enrich the current ones.
3. The magazine accepts works in Spanish, English, French, Italian and Portuguese.
4. It is essential to give in an abstract with an extension from 100 to 150 words besides including five key words of the text, everything in Spanish and English.
5. The Universidad Politécnica Salesiana del Ecuador requires the authors to grant their copyrights to UNIVERSITAS, Magazine of Human and Social Science, so that the article and material can be reproduced, pu-

blished, edited, set, communicated and transmitted publicly in any way or media as well as its distribution among the public and the number of issues that are necessary and its public communication, in each one of its modalities, including its publication through electronic, optical media or any other kind of technology, exclusively for scientific, cultural, diffusion and not-for-profit purposes. To do so, the author or authors must remit the Letter-Cession of their copyrights format (that can be checked in the webpage of the magazine) duly filled out and signed by the author/authors. This format can be sent by mail or email (WORD OR PDF file).

6. All the works will be subjected to dictum of blind peers in charge of the Scientific Council of the magazine, which is made up of prestigious professors of national and international institutions. Each work will be sent to two adjudicators according to the disciplinary specialization area that corresponds. Referring to the discrepant results, a third dictum will be remitted, it will be the definitive one.
7. The results of the dictums can't be appealed.
8. The processes of dictum are determined by the number of articles in the waiting list. The editor of the magazine will inform each author about the advance of their work in the dictum and edition process in their case.
9. Each number of the magazine will be integrated with the works that at the moment of the edit close are approved by at least two arbitrators or adjudicators. Nevertheless, with the purpose of giving a better thematic composition to each number, UNIVERSITAS has the right to bring forward or postpone the accepted articles.
10. The editorial coordination of the magazine has the right to correct the style and make editorial changes that considers necessary to improve the work.
11. Every not provided case will be solved by the magazine Editorial Committee.

About the format:

1. To be accepted, the works must be from 20 to 25 pages long including graphs, tables, footers and bibliography, in A4 size, 1.5 spacing, 12 points, *Times New Roman font*. The abstracts must have from 3 to 5 pages.
2. All the collaborations must be sent in an electronic file through the Post Office or by email, "WORD" word processor, without any type of format, indentations or automatic notes.
3. The full name of the author or authors must appear on the cover of the work.
4. The charts, tables and graphics must be presented in group at the end of the document and in the corresponding computing programs for graphic design. The author must point in which part of the text they will be set; also they must be elaborated and sent in other files. They must be done in any worksheet, preferably in Excel.
5. All the graphics must be presented in black and white, without any type of highlight or texture as well as the diagrams or schemes can't be a copy from the internet.
6. No photographs are accepted.
7. It is not allowed to put epigraphs at the beginning of each work.
8. The titles and subtitles must be numbered in the decimal system.
9. The footers must only be explanatory or to clear something up, in other words, they will be used to illustrate what was said in the body text, and not to indicate the bibliographic sources, since we have the bibliography section for this purpose. It is important to mention that it must contain complete references of the authors' works which are quoted in the body text, without including others that aren't quoted.
10. The quotes must use the Harvard System, according to the following examples:

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11. When a reference about a work in a general way is made, it must include: the author's last name, the year of edition and the page number, between parenthesis: (Alberti, 2002:39) or when there two authors (Rodríguez and García: 1998: 56); if there are more than two authors (Sánchez et al., 2003).

In the case that the collaborator uses some works published in the same year by the same author, they will be organized alphabetically and distinguished with a small letter after the year: "The poetry can't take advantage of the repentance, since as soon as it is presented, the scenery is internal." (Kierkegaard, 1992a: 79). "A moment like this demands tranquility, it must neither be disturbed by the reflection nor can be interrupted by the storms of passion" (Kierkegaard, 1992b: 100)

1. The bibliography must be written in the same system, alphabetically and chronologically organized. Continuous capital letters are not allowed. The authors' last names as well as names must be complete, in other words, only abbreviations are not allowed. See the following examples:

For books:

Grize, Jean

1990 *Logique et langage*. París. Ophrys.

Dogan, Matei y Robert Pahre

1993 *Las nuevas ciencias sociales: la marginalidad creadora*. México. Grijalbo.

For magazines or book chapters:

Giménez, Gilberto (2003), "The debate about the perspective of social science at the thresholds of the new millennium", in Mexican Magazine of Sociology, year 65, num. 2, Mexico: UNAM.

Morley, David (1998), "Media Debate: interpreting the interpretations of the interpretations", in Curran, James *etal.* [comps.] Cultural studies and communication, Spain: Paidós Communication.

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universitas/user/register.

For references to web sites, the complete route to the work must be included as well as the consulting date:

Romero, Ernesto (2005), "Contemporary sociological studies", in general Sociology, num. 35, México: UNAM.

⟨<http://www.iis.unam.mx/biblioteca/principal.html>⟩ [January 22nd, 2006.]

The acronyms must be unleashed the first time they appear in the text, in the bibliography, in the charts, tables and graphics. For instance, it must be written the first time in the text: Concejo Nacional de Población, then: CONAPO.

At the end of the work, the author or authors must include a brief curricular card which has to contain the following elements: top academic grade, institution and place where he/she works, country, research lines, last three publications, email address, postal address, phone and fax numbers.

To send your works:

For article submission must register at the following address:

<http://revistas.ups.edu.ec/index.php/universitas/user/register>.