

## 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**

Texts will be presented in Arial 10 font, single line spacing, complete justification and no tabs or white spaces between paragraphs. Only large blocks (title, authors, summaries, descriptors, credits and headings) will be separated with a blank space. The page should be 2 centimeters in all its margins. Papers must be submitted in a Microsoft Word document (.doc or .docx), requiring that the file be anonymized in File Properties, so that the author / s identification does not appear.

Manuscripts must be submitted only and exclusively through the OJS (Open Journal System), in which all authors must previously register. Originals sent via email or other interfaces are not accepted.

#### **1.1. Structure of the manuscript**

Two documents must be sent through OJS in mandatory manner:

##### **a) Document N° 1. Presentation and cover letter.**

1) Title (Spanish) / Title (English): Concise but informative, in Spanish on the first line and in English on the second. A maximum of 80 characters with spaces are accepted. The title is not only the responsibility of the authors, changes being able

to be proposed by the Editorial Board.

2) Full name and surnames: Of each of the authors, organized by priority. A maximum of 3 authors will be accepted per original, although there may be exceptions justified by the topic, its complexity and extent. Next to the names must follow the professional category, work center, email of each author and ORCID number. It is mandatory to indicate if you have the academic degree of doctor (include Dr./Dra before the name).

3) A statement that the **manuscript is an original contribution**, not sent or being evaluated in another journal, with the confirmation of the signatory authors, acceptance (if applicable) of formal changes in the manuscript in accordance with the rules and partial transfer of rights to the publisher ([use official cover letter](#)).

## **b) Document N°2: Manuscript**

This file will be totally anonymous, according to the norms referred in precedence.

For those works that are empirical investigations, the manuscripts will follow the IMRDC structure, being optional the Notes and Supports. Those papers that, on the contrary, deal with reports, studies, proposals and reviews may be more flexible in their epigraphs, particularly in material and methods, analysis, results, discussion and conclusions. In all typologies of works, references are mandatory.

Generally this file will follow the [model of the template](#) that appears in the cover.

The manuscript must have the following structure:

**1) Title (Spanish) / Title (English):** Concise but informative, in Spanish on the first line and in English on the second. A maximum of 80 characters with spaces are accepted. The title is not only the responsibility of the authors, changes being able to be proposed by the Editorial Board.

**2) Abstract (Spanish) / Abstract (English):** It will have a maximum extension of 230 words, first in Spanish and then in English. : 1) Justification of the topic; 2) Objectives; 3) Methodology and sample; 4) Main results; 5) Main conclusions. It must be impersonally written "This paper analyzes ...". In the case of the abstract, the use of automatic translators will not be accepted due to their poor quality.

**3) Descriptors (Spanish) / Keywords (English):** 6 descriptors must be presented for each language version directly related to the subject of the work. The use of the key words set out in UNESCO's Thesaurus will be positively valued.

**4) Introduction and state of the issue:** It should include the problem statement, context of the problem, justification, rationale and purpose of the study, using bibliographical citations, as well as the most significant and current literature on the topic at national and international level .

**5) Material and methods:** It must be written so that the reader can easily understand the development of the research. If applicable, it will describe the methodology, the sample and the form of sampling, as well as the type of statistical analysis used. If it is an original methodology, it is necessary to explain the reasons that led to its use and to describe its possible limitations.

**6) Analysis and results:** It will try to highlight the most important observations, describing, without making value judgments, the material and methods used. They will appear in a logical sequence in the text and the essential charts and figures avoiding the duplication of data.

**7) Discussion and conclusions:** Summarize the most important findings, relating the observations themselves with relevant studies, indicating contributions and limitations, without adding data already mentioned in other sections. Also, the discussion and conclusions section should include the deductions and lines for future research.

**8) Supports and acknowledgments (optional):** The Council Science Editors recommends the author (s) to specify the source of funding for the research. Priority will be given to projects supported by national and international competitive projects. In any case, for the scientific evaluation of the manuscript, it should be only anonymized with XXXX for its initial evaluation, in order not to identify authors and research teams, which should be explained in the Cover Letter and later in the final manuscript.

**9) The notes (optional) will go, only if necessary, at the end of the article (before the references).** They must be manually annotated, since the system of footnotes or the end of Word is not recognized by the layout systems. The numbers of notes are placed in superscript, both in the text and in the final note. The numbers of notes are placed in superscript, both in the text and in the final note. No notes are allowed that collect simple bibliographic citations (without comments), as these should go in the references.

**10) References:** Bibliographical citations should be reviewed in the form of references to the text. Under no circumstances should references not mentioned in the text be included. Their number should be sufficient to contextualize the theoretical framework with current and important criteria. They will be presented alphabetically by the first last name of the author.

### **3.1. 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), 199-2013. <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 Process-es”]. *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>).

### 3.2. 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).