

**GENERAL REGULATIONS FOR AUTHORS**

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**1. OVERVIEW**

"RETOS" [ISSN:1390-6291| ISSN:1390-8618] is a bilingual scientific publication of the Salesian Polytechnic University of Ecuador, published since January 2011 uninterruptedly, with fixed biannual periodicity (April and October), specialized in administrative and economic sciences.

It is a refereed Scientific Journal, which uses the system of external evaluation by experts (peer-review), under methodology of blind peers (*double-blind review*), according to the publication rules of the American Psychological Association (APA). Compliance with this system guarantees authors an objective, impartial and transparent review process, which

facilitates the publication for inclusion in databases, repositories and international indexing of reference.

"Retos" is indexed in Scopus since April 2022, Emerging Citation Sources Index (ECSI) of Web of Science, in SciELO Ecuador, in the Scientific Information System REDALYC, 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), in the Dialnet Portal and is evaluated in the Information Matrix for the Analysis of Journals (MIAR) and by the Integrated Classification of Scientific Journals (CIRC). It is also found in repositories, libraries and specialized catalogs around the world.

The Retos Journal receives applications in English and Spanish, is published in double version: printed (ISSN: 1390-6291) and electronic (e-ISSN: 1390-8618), both in English and Spanish, translation costs are assumed by the journal; in addition, each article is identified with a DOI (Digital Object Identifier). All articles published in "RETOS" are licensed under a Creative Commons Attribution-NonCommercial-Share Alike (RoMEO blue journal) license.

## 2. THEME AND SCOPE

Contributions on:

### **Business, Management and Accounting**

- Business and international management
- Technology and Innovation Management
- Marketing
- Strategy and Management

### **Economics, Econometrics and Finance**

- Economics and Econometrics

### **Social sciences**

- Public administration

"RETOS" has a special focus on national, international and regional studies. Each issue of the journal presents a monographic section and a miscellaneous section of 5 articles each. While the monographic section is changing, the miscellaneous section admits originals from any of the journal's lines of scope, preferably editing empirical research results with representative samples and methodologies that allow inferable results, written in English and/or Spanish, studies and selected literature reviews are also admissible (*state-of-the-art*). "Retos" publishes 20 articles a year, 10 for each issue.

## 3. EDITORIAL PROCESS

All contributions received in "RETOS" must faithfully comply with the instructions of these regulations. Failure to comply with them may be grounds for rejection of the manuscript by the editorial team or reviewers.

Authors must prescriptively use the structure format – official template – of the manuscripts ([download](#)) and be accompanied by a cover *letter* signed by all authors ([download](#)). Before submitting the manuscript, authors are requested to anonymize the document and confirm compliance with the journal's regulations.

The editorial process begins with the submission of the manuscript by the authors through the [OJS platform of "RETOS"](#). To do this, they must register, following the instructions on the interface. Once registered, authors must send the anonymized manuscript, accompanied by the *cover letter*, as well as the tables and figures separately (see **TABLES AND FIGURES**). Once the documents have been sent, the authors will receive an automatic acknowledgment of receipt generated by the platform. From this moment, the authors will not be able to make any changes in the submission, nor waive the process.

Within a maximum period of 1 month from the receipt of each paper, the corresponding author will receive a notification from the editorial team indicating whether the manuscript is preliminarily estimated or rejected for arbitration by the scientific reviewers. In the event that the manuscript presents formal deficiencies, has a high percentage of similarity with other document(s) ([see anti-plagiarism section](#)) or is not related to the themes and scope of "RETOS" (see **THEME AND SCOPE**) the Editorial Board will reject the work without the option of return.



The **Main causes of rejection** of manuscripts by the Editorial Board are:

- Articles that do not present empirical research results.
- Manuscripts that do not present significant findings.
- Studies lacking an adequate methodology.
- Articles that do not present a sufficient, suitable and adequate theoretical framework (state of the art).
- Contributions outside the theme and scope of the journal.
- High percentage of similarity (plagiarism) with other document(s).
- Non-compliance with the structure of the manuscripts (in terms of length and regulations of references)

Once the evaluation phase has been passed by the Editorial Board, the manuscript will be scientifically evaluated, anonymously, by an average of two experts in the field. In view of the external reports ([see evaluation protocol for scientific reviewers](#)), the acceptance or rejection of the article for publication will be decided. In case there are discrepancies between the arbitrations, a third evaluator will be sent. The decisions of the arbitrators may be: (i) Publishable without modification; ii) Publishable with minor modifications; iii) Publishable with major modifications and; iv) Not publishable. Subsequently, the editorial board will select in competitive competition, the 10 best manuscripts prioritizing the scope, methodology and contribution of the results to the administrative and economic sciences.

The term of scientific evaluation of works, after passing the previous procedures of estimation by the Editorial Board, is 3 months maximum. All works accepted for publication must be returned with the respective modifications in the time and form

explained in the acceptance email. From this stage, the manuscript must include under the English title the identification of all the authors in the order they wish it to appear, as follows:

**[First and last name standardized in bold]** is a professor and researcher at the University [Name of University] (Country) (Institutional email) (link to ORCID).

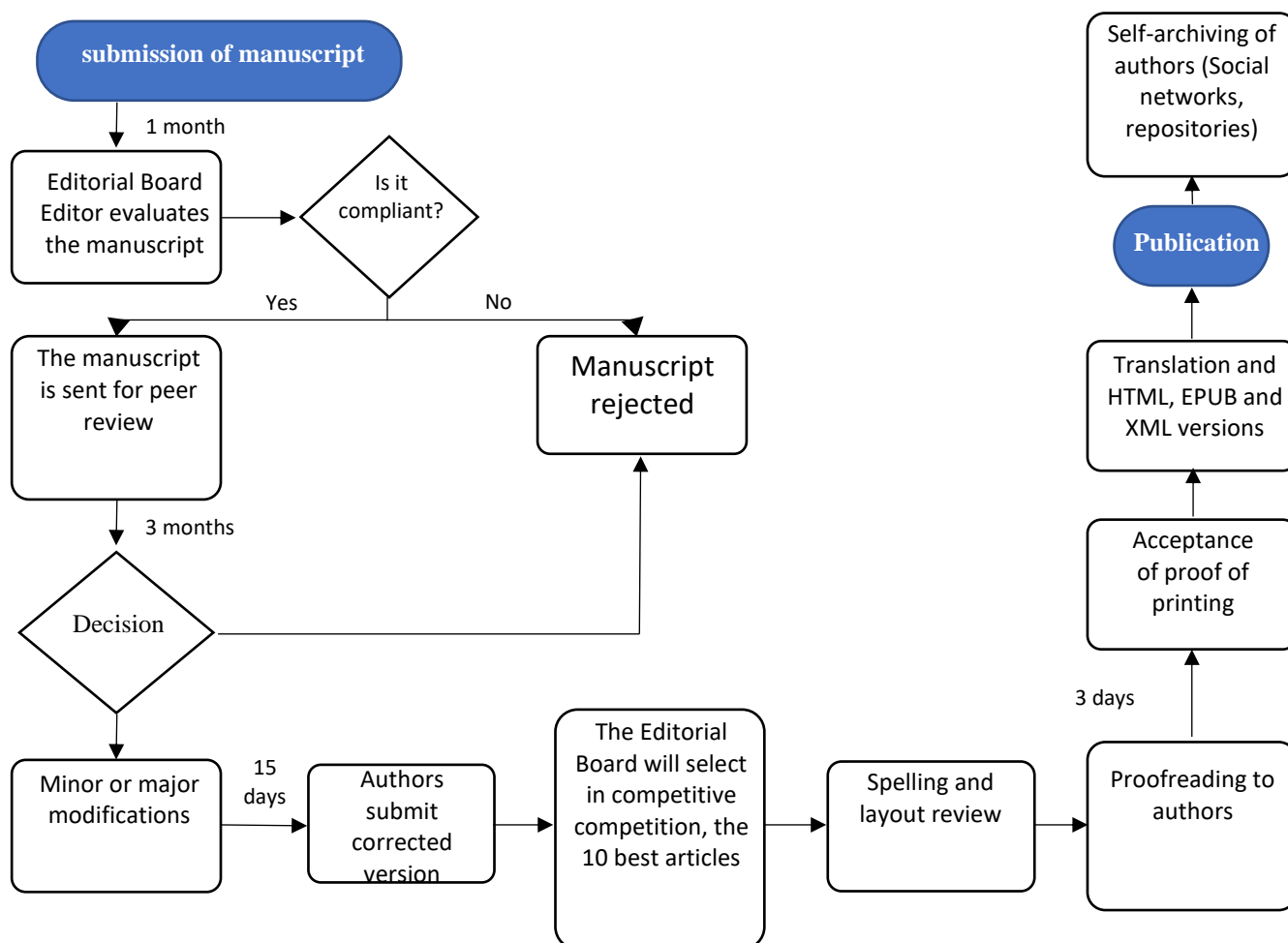
For example:

**Miguel Paredes Castro** is a professor and researcher at the Salesian Polytechnic University (Ecuador) (mparedesc@ups.edu.ec) (<https://orcid.org/0000-0002-3055-1060>)

This version of the manuscript will be reviewed by members of the Technical Council of "Retos" (*Board of Management*), which will make a spelling correction of the article and will be sent to the Publications Service of the Abya Yala Publishing House, in charge of editing and layout. The authors of the accepted articles, before the final edition, will receive by email the proofs of printing (galley) in PDF format, for review in a maximum of three days. At this stage, authors may only make minimal corrections to the content of the material.

Once the article has finally been accepted by the authors, the translation service of the Abya Yala Publishing House of the Salesian Polytechnic University will carry out, free of charge for the authors, the professional translation of the manuscript into English (or Spanish, depending on the original version), which will guarantee its consultation and international dissemination. In this sense, the articles will be published on the **journal's platform** in a timely manner. All articles, in their two language versions, are published in PDF, HTML, EPUB and XML-Jats.

Once the article is published, all authors have the responsibility to disseminate it in their academic social networks (Academia.Edu, ResearchGate, Mendeley, Kudos), institutional repositories, generalist social networks (Facebook, Twitter, LinkedIn, Instagram), thus guaranteeing its maximum visibility and reach. Likewise, all authors with the submission of the manuscript undertake to be members of the International Board of Reviewers.



#### 4. PRESENTATION OF THE ORIGINALS

Manuscripts must be submitted solely and exclusively through the **OJS platform of "RETOS"**. The author in charge of the submission must register and incorporate all the data of his co-authors in the submission form. No author may submit or have two manuscripts in "RETOS" submitted or reviewed simultaneously. Retos prioritizes the diversity of authors and educational institutions, therefore, any author who has published in Retos must wait a period of four consecutive issues or 2 years, for a next application. At most, an article may have 3 authors, although if justified with the scope and methodology of the study, there may be up to 4. All works must be original, have not been published in any medium or be in the process of arbitration or publication. In this way, the contributions in the journal can be:

- **Research: 5,500** (minimum) to 7,500 (maximum) words of text, including title, abstracts, keywords, tables and references. The research findings, the method used, the quality of the scientific discussion and the suitability and timeliness of the references (preferably from publications indexed in JCR and Scopus, published within the last 5 years) will be especially valued. Between 35-40 references are expected.

- **Studies and literature reviews:** 6,000 (minimum) to 8,000 (maximum) words of text, including title, abstracts, tables and references. Justified, current and selective references of around 60-70 works (preferably from publications indexed in JCR and Scopus, published within the last 5 years) will be especially valued. For this type of manuscripts, the debate generated and the novelty of the theoretical discussion will be evaluated.
- In general, once the external scientific reviews have been seen, the criteria that usually justify the decision on the acceptance or rejection of the works are the following:



- Actuality and novelty.
- Relevance and significance: Advancement of scientific knowledge.
- Originality.
- Reliability and scientific validity: Proven methodological quality.
- Organization (logical coherence, formal presentation, IMRDC structure).
- External support and research funding (public or private).
- Co-authorship and degree of internationalization of the proposal and the team.
- Writing: Concise, clear, correct and scientific.
- Referentiality: Theoretical framework or state of the art supported by current research, of high referential value (preferably JCR and Scopus), sufficient and suitable.
- Retos prioritizes international participation by researchers from several countries in its publications.
- Research articles with primary information sources are preferred.

## 5. MANUSCRIPT STRUCTURE

All works submitted through the **OJS platform of "RETOS"** to be evaluated, must be presented in the format of structure -official template- of the manuscripts (**download**) and be accompanied by a cover *letter*, with all the requested data and signed by all the authors (**download**). Failure to comply with these requirements will result in rejection of the manuscript.

### 5.1. Format

Manuscripts must be submitted in Microsoft Word® format (.docx or .doc) with the official "RETOS" template (**download**). Other versions such as PDF, LaTeX, Open Office, etc., will not be supported. If you used reference managers (such as Mendeley, EndNote, Zotero, RefWorks, etc.), it is appreciated that they (both citations and references) go as plain text.

### 5.2. Extension

- **Research (empirical):** Minimum 5,500, maximum 7,500 words of text, including title, abstracts, keywords, tables and references.

- **Studies and literature reviews:** Minimum 6,000, maximum 8,000 words of text, including title, abstracts, keywords, tables and references.

### 5.3. Organization of the manuscript (general for all manuscripts)

- **Article title:** It should be concise and informative. In Spanish in the first line and then in English. The title should consist of as many meaningful terms as possible. It should be written in the way they think they can best be found in search engines (Google Scholar, WoS, Redalyc, etc.). The title must have a **maximum of 80 characters with spaces**. For the title in English, the use of automatic translators will not be admitted.
- **Abstract in Spanish:** Where the reason (justification) and objective of the research, the methodology used, the most outstanding results (findings) and main conclusions should be described (in this order) concisely. It should be written in an impersonal way: "The present investigation..." The **abstract should be between 220 (minimum) and 230 words (maximum)**.
- **Abstract in English:** The use of automatic translators will not be admitted due to their relative quality. The reviewers also analyze this factor when evaluating the work. **The abstract must be between 200 (minimum) and 210 words (maximum)**.
- **5 keywords in Spanish / 5 keywords in English:** It is recommended to use the Thesaurus of the *Leibniz Information Centre for Economics* to define the keywords ([link](#)). The terms used must be specific to the subject of the research.
- **Content:** Depending on whether it is an empirical research (see 5.4) or if it is a study or literature review (see 5.5), manuscripts must comply with the standard structure of the contents.
- **Support:** Work with endorsements of national and international competitive projects will be considered a priority. In any case, for the initial scientific evaluation of the manuscript, it must be anonymized with XXXXX.
- **References:** They must be organized alphabetically by the first surname of the first author. Uncited references should not be included in the text. They must be conducted in accordance with the standards of the *current edition of the American Psychological Association* (APA). For more information see reference regulations section (7).

### 5.4. Organization of the manuscript (research)

All manuscripts that present empirical research results must comply with the IMRDC format (Introduction, methods, results, discussion and conclusions).

- **Introduction and state of the art:** It should include the rationale and purpose of the study, using reference, as well as the review of the most significant literature on the subject at national and international level. It is recommended that the references used come in a high percentage ( $\geq 80\%$ ) from current articles published in



high impact journals (JCR and Scopus), which should be highlighted in yellow in the references section for further review. The last paragraphs of this section should explain the objectives of the research and their hypotheses (if applicable).

- **Materials and method:** It will be presented with the precision that is convenient for the reader to understand and confirm the development of the research. It must contain an explanation of the scope, type and design of the research, where appropriate, the sample and sampling strategies will be described, as well as reference to the type of statistical analysis used and dates of the study. The instruments used, their validity and reliability must also be explained. If it is an original methodology, it is necessary to state the reasons that have led to its use and describe its possible limitations. "RETOS" does not admit appendices or annexes, so the explanation of all the above must be justified in the wording of this section.
- **Results and discussion:** They should be organized according to the objectives of the research. Efforts will be made to highlight the most important observations, describing, without making value judgments, the most relevant results of the research. The results will be presented in figures or/and tables according to the journal's standards (see section 7). They will appear in a logical sequence in the text. The tables or figures must be essential, avoiding data redundancy (repeat in the text what already appears in a table or figure or redundant the same information in tables and figures). The results themselves should be related to other studies of interest, pointing out contributions and limitations, without reiterating data already commented in other sections.
- **Conclusions:** Link the conclusions with the objectives of the study, avoiding gratuitous statements and conclusions not fully supported by the data of the work, nor mentioned in the Discussion section. Additionally, inferences from findings including proposals for future research should be mentioned.

## 5.5. Organization of the manuscript (studies or literature review)

Given the particularities of this type of manuscript, its organization will depend on the type of study presented. However, they are expected to at least comply with the following sections:

- **Introduction:** It must include a broad and sufficient contextualization and justification of the need to carry out the study. Generally, this type of research is linked to grounded theory, in order to present various concepts and theoretical constructs, so it is expected that the authors can justify a problem (divergence of opinions, for example) that gives rise to the research. The objectives of the study should be explained in the last paragraphs of this section.
- **Corpus selection criteria:** The authors must explain how the sifting of the



studied publications was carried out, explain the scientific interest that has been generated on the subject and which emerging documents have been taken to perform the analysis (for example, through *Boolean* algorithms in JCR and Scopus).

- **Debates on the state of the art:** The authors should explain what are the different epistemological positions of the studies referred to and how they coincide or contradict each other. This section may be done in a written manner or by means of comparative tables.
- **Contributions to the state of the art:** After having presented the current debates on the object of study, the authors should make significant contributions based on references, as well as recognize the limitations of the study.
- **Conclusions:** It will present a summary of the contributions, without reiterating data already commented in other sections. Proposals for future research should be included, as well as linking the conclusions to the objectives of the study, avoiding gratuitous claims and conclusions not fully supported by the data of the work.

## 6. UNITS

### 6.1. Coin

Being a scientific journal of international character and focus, the monetary units must be calculated in dollars of the United States of America (for example, US\$ 5,000.00). The authors are encouraged to perform the monetary conversion (if necessary), taking as reference the rate of the first day of the study.

### 6.2. Rendering format

- The units, tens and hundreds will be represented in natural Arabic numerals (1, 22, 115).
- Decimals will be represented by a period (0.8, 1.3, 115.4).
- Upper place values (thousands) will be represented by a comma (1,000; 22,000; 115,000). If there is a conjunction of thousands with decimals, the first will be used with a comma and the second with a period (1,115.14; 22,224.72).
- In the case of percentages, 3 decimal places (.875; 7.492; 99.99) shall be used if necessary.

## 7. TABLES AND FIGURES

Tables and figures should be presented incorporated into the text in Microsoft Word® located in the place where the authors consider that they should be. They will be used only when they are necessary and suitable, and their use must be limited for reasons of space. Both should be listed in Arabic and titled with the description of their contents. If

the source of the table or figure is not of their own elaboration, the authors must incorporate at the bottom of the table or the figure the source from which it is extracted [for example, Source: Romero-Rodríguez (2016, p. 32)].

The tables must be elaborated in the Microsoft Word® document itself, so 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 into the Microsoft Word® document, must be sent as complementary material at the time of sending in the OJS of "RETOS", and must have a quality higher than 600 dpi, in TIFF or PNG files.

## 8. FOOTNOTES

Footnotes are an extraordinary resource and as such, authors are encouraged not to abuse their use. They should be used to clarify terms or make marginal annotations. If it contains a citation, its reference should also be found in the references section of the article. "RETOS" does not accept endnotes, so they must be at the bottom of the page.

## 9. RULES OF REFERENCES AND CITATIONS

The citations and references of the manuscripts must comply with the **current APA Edition style**. Before proceeding with the shipment, the authors are responsible for reviewing full compliance with these regulations, as well as the suitability, timeliness and referentiality of the cited works.

### 9.1. Dating

Citations in the text should be collected by the authors' surname, followed by a comma, followed by year (for example, Paredes-Castro, 2016). In the case of two authors, both surnames will appear mediated by "and" (for example, Paredes-Castro and Castro-Paredes, 2016). In the case of three or more authors, the surname of the first will be used, followed by the word *et al.*, followed by year (e.g. Paredes-Castro *et al.*, 2016).

In the case of textual extraction, the citation must be accompanied by the page number from which it is extracted (for example: Cueva-Estrada *et al.*, 2016, p. 52). Any textual extraction must have a reduction of one source point and 1.5 cm of margin. It is suggested that the authors minimize the use of this type of citation, as it contributes to increasing the similarity indexes.

### 9.2. References

Scientific reviewers tend to be very diligent with references, being one of the most common causes of rejection. In this regard, it is recommended that authors check:

- That in empirical research manuscripts the references are current, from publications indexed in JCR and/or Scopus (mostly  $\geq 80\%$ ) and that they contain between 35-40 references.

- That, in manuscripts of studies or literature review, the references are current, mostly ( $\geq 80\%$ ) of articles indexed in JCR and/or Scopus journals and containing between 60-70 references.
- References and citations are in plain text.
- That fully comply with the APA style Current Edition.
- That most references have DOI (Digital Object Identifier).
- No more than 2 self-appointments will be allowed.

**Table 1.** Reference Help Guide

Books	Surname, initials. (year). <i>Title of the book</i> . City, Country: Editorial
	Romero-Rodríguez, L.M. (2018). <i>Gamification in Ibero-America: Experiences from the Communication and Education</i> . Quito, Ecuador: Abya Yala.
Book with editor	Surname, initials. (Ed.) (year). <i>Title of the book</i> . City, Country: Editorial
	Romero-Rodríguez, L.M. (Ed.) (2018). <i>Gamification in Ibero-America: Experiences from Communication and Education</i> . Quito, Ecuador: Abya Yala.
Book chapter	Surname, initials. (year). Chapter title. In: Initials. Surname (ed), <i>title from the book</i> (pp. xx-xx). City, Country: Editorial
	Torres-Toukoumidis, A., Romero-Rodríguez, L.M. & Aguaded, I. (2018). The new econometrics: Beyond Big Data. In I. Aguaded and Romero-Rodríguez (Eds.), <i>New Economy for the New Times</i> (pp. 18-39). Quito, Ecuador: Abya Yala.
Articles	Surname, initials. (year). Title of the article. <i>Journal title</i> , volume (year), pp. XX-XX. <a href="http://doi.org/xx xxx">http://doi.org/xx xxx</a>
	Romero-Rodríguez, L.M. (2019). Towards a state of the art of entrepreneurship in MOOCs. <i>RETOS Journal of Administration Sciences and Economics</i> , 9(18). <a href="http://doi.org/10.574RET2275">http://doi.org/10.574RET2275</a>
Conference proceedings	Surname, initials. (year). Title of the communication. In: Initials. Surname (Ed.), <i>Title of the Proceeding or conference proceedings with the date of realization</i> , pp. XX-XX. City, Country: Publisher.
	Romero-Rodríguez, L.M. (2019). Financial corporate communication in Ecuador. <i>Minutes of the V Congress of Science, Technology and Innovation for the CITIS Society 2019</i> , pp. 1124-1128. Guayaquil, Ecuador: Polytechnic University Salesian.
Newspaper articles scientific journals with author*	Last name, Initials. (year). <i>Title of the article</i> , name of the newspaper or magazine, date, pp. XX-XX. Retrieved from <a href="http://1234.com">http://1234.com</a> [Date consulted: March 04, 2019].
	Romero-Rodríguez, L.M. (2017). <i>Populism and anti-politics</i> , Political Action, August 8, 2017, pp. 32-35. Retrieved from <a href="https://bit.ly/2UkGHcy">https://bit.ly/2UkGHcy</a> [Date consultation: March 4, 2019].
Newspaper articles scientific journals author	Name of the newspaper or magazine (year). Article title, date, pp.XX-XX. Retrieved from <a href="http://1234.com">http://1234.com</a> [Date consulted: March 04, 2019].
	Political Action (2017). Populism and antipolitics, August 8, 2017, pp. 32-35. Retrieved from <a href="https://bit.ly/2UkGHcy">https://bit.ly/2UkGHcy</a> [Date consulted: March 4, 2019].
	Name of institution (year). Document Title, Date, Retrieved from <a href="http://1234.com">HTTP://1234. c o m</a> [Date of consultation: March 4, 2019].

Institutional electronic sources * (such as websites, blogs, etc.)	OECD (2019). <i>Strategic Plan 2019</i> , 04 January 2019, Retrieved from <a href="https://bit.ly/2UkGHCy">https://bit.ly/2UkGHCy</a> [Date of consultation: March 4, 2019].
Electronic sources with individual authorship * (such as websites, blogs, etc.)	<p>Last name, Initials. (year). <i>Title of the article</i>, name of the blog or the web, date, pp. XX-XX. Retrieved from <a href="http://1234.com">http://1234.com</a> [Date consulted: March 04, 2019].</p> <p>Romero-Rodriguez, L.M. (2019). <i>The OECD strategy for Venezuela</i>, Blog: Analitica.com, s/p. Retrieved from <a href="https://bit.ly/2UkGHCy">https://bit.ly/2UkGHCy</a> [Date consulted: March 4, 2019].</p>

\*Note: Must be used to reduce the link bit.ly ([link](#)).

## 10. FEES AND APC

«Retos» is an Open Access journal, included in the Directory of Open Access Journals (DOAJ) that offers all its production *entirely online* in open for the entire scientific community. Likewise, it does not establish **any economic fee** during the entire editorial process for the publication of the articles, including the scientific review, their layout and translation. There is no publication fee, nor APC (Article Processing Charge) linked to this publication, neither for authors nor for readers. Likewise, the journal has a Creative-Commons Attribution-Non-Commercial-Share Alike license (RoMEO blue journal), which allows free access, downloading and archiving of published articles. All the expenses, inputs and financing of "Retos" come from the contributions made by the Salesian Polytechnic University (Ecuador).

## 11. ETHICAL RESPONSIBILITIES

Each author will present a responsible declaration of authorship and originality in the cover letter that must be submitted together with the manuscript, as well as the ethical responsibilities incurred and, if necessary, a declaration of conflict of interest. Optionally, the justification for the choice of the journal will be presented.

- **Unpublished.** Previously published material or submissions to other scientific journals are not accepted. In the case of detecting that the article has already been nominated or published in another journal, it will be immediately rejected, despite having been accepted for publication.
- Authors are responsible for obtaining permission to partially reproduce material (text, tables or figures) from other publications and for citing their provenance correctly. The opinions expressed in published articles are the responsibility of the authors. "RETOS", uses the anti-plagiarism tool iThenticate® to guarantee the originality of the manuscripts.
- **Authorship.** The list of signatory authors should include only those people who have contributed intellectually to the development of the work. "Retos"

declines any responsibility for possible conflicts arising from the authorship of the works that are published.

- **Informed consent.** Authors should mention, in case of research involving persons, especially minors, that they have been conducted with informed consent.
- **Transfer of copyright. The transfer of rights of the work for publication in "RETOS"** will be included in the cover letter, which will only have the copyright for the publication of the work. The transfer of these rights occurs once the article has been submitted to be evaluated by the journal.

### 11.1. Information on the Use of Artificial Intelligence

In the event that artificial intelligence is used at any stage of the research presented in the article, authors are required to clearly highlight this in the accompanying cover letter associated with the article, indicating the specific section or sections where artificial intelligence has been utilized. This requirement aims to inform readers about the sections in which this technology has been employed, providing greater transparency and understanding of its application in the presented research.

The journal, Retos, recognizes the importance of maintaining high ethical standards in scientific research, particularly in the use of artificial intelligence (AI).

The acceptance of publications that have utilized artificial intelligence remains at the discretion of the editorial team.

## 12. PROMOTION AND DISSEMINATION OF THE PUBLISHED ARTICLE

The authors undertake to give maximum dissemination to their article published in "RETOS". In this sense, they are encouraged to share and archive their published article in academic social networks (Academia.edu, ResearchGate, Mendeley, Kudos), generalist social networks (Twitter, Facebook, LinkedIn, publishing in these also the DOI), institutional repositories, web or personal blog, among others. Authors are also encouraged to share the published article through email lists, research groups and personal contacts.

**Infographics:** The author agrees to provide the submission of 7 very short ideas no more than 3 lines per idea describing the published article.

- Idea 1. Rationale and importance of the research
- Idea 2. Objective of the research
- Idea 3. Methodology used
- Idea 4. Most important result
- Idea 5. Most important result
- Idea 6. Most important conclusion
- Idea 7. Most important conclusion

"RETOS" has alternative metrics measurement systems (PlumX) that allow verifying compliance with this commitment. For the nomination of future articles by authors of "RETOS", the impact of previous works will be taken into account, so that those with citation higher than the annual average of the journal in JCR and Scopus will be preferred.

### 13. FREQUENTLY ASKED QUESTIONS

Question	Answer
<b>Before submitting an article, can I ask the editors if the topic is relevant?</b>	All editorial processes, including the assessment of the theme and scope of the research, are carried out through the OJS system. "RETOS" does not perform pre-evaluations of articles.
<b>I am a graduate or master's student and as a requirement to graduate I am asked to publish an article, can I do it in Retos?</b>	"Retos" is a scientific journal included in Scopus, Emerging Sources Citation Index and SciELO Ecuador, which brings us the responsibility that all its articles appear in the WoS. Authors are encouraged to be accompanied by at least one researcher with a doctorate and verifiable research that verifies, prior to submission, compliance with basic research standards.
<b>I have submitted the article more than 1 month ago and I do not receive a response about the editorial estimate (it has not been sent for review)</b>	In this case, you should contact the editor-in-chief of "RETOS", via email : <a href="mailto:revistaretos@ups.edu.ec">revistaretos@ups.edu.ec</a> or <a href="mailto:eretros@ups.edu.ec">eretros@ups.edu.ec</a>
<b>The article has been reviewed for more than 3 months and I have not received the opinion of the reviewers</b>	In this case, you should contact the editor-in-chief of "RETOS", via email: <a href="mailto:revistaretos@ups.edu.ec">revistaretos@ups.edu.ec</a> or <a href="mailto:eretros@ups.edu.ec">eretros@ups.edu.ec</a>
<b>I would like to propose a monograph for "RETOS" How can I do it?</b>	You should contact the editor-in-chief of "RETOS" via email <a href="mailto:eretros@ups.edu.ec">eretros@ups.edu.ec</a>

### 14. EDITORIAL CONTACT

Issues related to manuscripts, editorial process, evaluation of reviewers, monographic proposals, journal management and indexing:

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