

Author Guidelines

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1. GENERAL INFORMATION

«Retos» [ISSN:1390-6291|ISSNe:1390-8618] is a bilingual scientific publication of Universidad Politécnica Salesiana of Ecuador, published since January 2011 in an periodic way, with a semi-annual presentation (April and October), specialized in the Development and its transdisciplinary lines, such as Public Administration, Social Economy, Cooperativism and Associationism, Marketing, Tourism, Entrepreneurship, Management, Administrative and Economic Sciences, Social Responsibility, Migrations, among others.

It is an arbitrated scientific journal, which uses the peer-review system under the methodology of double-blind review, according to the publication standards of the American Psychological Association (APA). The fulfillment of this system guarantees the authors a process of objective, impartial and transparent review, which facilitates the inclusion of the manuscript in databases, repositories and international reference indexes.

«Retos» is indexed in the Emerging Citation sources Index (ECSI) of the Web of Science, in SciELO Ecuador, in the REDALYC Scientific Information System, in the directory and selective catalogue 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 Dialnet and it 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 catalogues from all over the world.

The journal is published in double version: printed (ISSN: 1390-6291) and electronic (E-ISSN: 1390-8618), in Spanish and English, being also identified each manuscript with a DOI number (Digital Object Identifier). All articles published in «Retos» are licensed under Creative Commons Attribution-Non-Commercial-Share Alike (RoMEO Blue journal).

2. TOPIC AND SCOPE

Contributions specialized in Development, especially of its transversal topics such as Public Administration, Social Economy, Cooperativism and Associationism, Marketing, Tourism, Entrepreneurship, Management, Administrative and Economic Sciences, Social Responsibility, Migrations, Social Marketing, Participation, Social Innovation, among others. «Retos» has a special focus on regional studies, mainly in Latin America, Africa and the Caribbean.

Each volume of the journal presents a monographic section and a miscellaneous section of 5 articles each. While the monographic section is changeable, the Miscellaneous section admits originals of any of the scope lines of the journal, preferably empirical research results written in English and/or Spanish, being also admissible studies and some state-of-the-art. «Retos» publishes 20 articles per year.

3. EDITORIAL PROCESS

All contributions received in «Retos» must faithfully comply with the instructions in this regulation. Failure to comply with them may be cause for rejecting the manuscript by the editorial team or the reviewers.

The authors must use the structure format – official template – of the manuscripts ([download](#)) and be accompanied by a cover letter signed by all the authors ([download](#)). Before submitting the manuscript, the authors are kindly requested to anonymize the document and confirm compliance with the regulations of the journal through the pre-examination protocol.

The editorial process begins with the submission of the manuscript through the [OJS platform of «Retos»](#). To do this, the authors have to register following the instructions of the website. Once registered, the authors must send the manuscript anonymized, 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 answer generated by the platform. From this moment, the authors will not be able to make any change in the manuscript, nor to give up the process.

In a maximum period of 60 days, the correspondence author will receive an email by the editorial team indicating if the manuscript is accepted or rejected for its revision by the scientist reviewers. If the manuscript presents formal deficiencies, or it is similar with other (s) document (s) (see antiplagiarism section) or it does not correspond to the thematic and scope of «Retos» (see **TOPIC AND SCOPE**), the editorial board will reject the manuscript without giving more options for its submission in the journal.



The main causes of rejection of manuscripts by the editorial board are:

- Articles that do not present results of empirical research.
- Manuscripts that do not present significant findings.
- Studies lacking of adequate methodology.
- Articles that do not have sufficient, suitable and adequate theoretical framework (state-of-the-art).
- Contributions not related to the thematic and scope of the journal.
- High percentage of similarity (plagiarism) with other document (s).
- Non-compliance with the structure of manuscripts (in terms of extension and rules of reference)

Once the estimation phase has been exceeded by the editorial board, the manuscript will be scientifically evaluated, anonymously by an average of two experts on the subject. In view of the external reports, the acceptance or rejection of the article will be decided for its publication. If there are discrepancies between the evaluators, it will be sent to a third evaluator. The decisions of the reviewers may be: i) publishable without modifications; (ii) publishable with minor modifications; III) publishable with major modifications; IV) non-publishable.

The period of for evaluating the manuscripts, once done the previous procedures by the editorial board, is 100 days maximum. The work submitted for monographic sections (call for papers) will be evaluated from the deadline set by the call.

All articles evaluated positively (with minor or major modifications) must be returned with the corresponding changes in the time and way explained in the acceptance mail. From this stage, the manuscript must include the title in English and the identification of all authors in the order they want to appear, as follows:

Dr. [Standardized name and last name in bold] is a professor and researcher of Universidad [Name of the University] (Country) (Institutional email) (ORCID number).

For example:

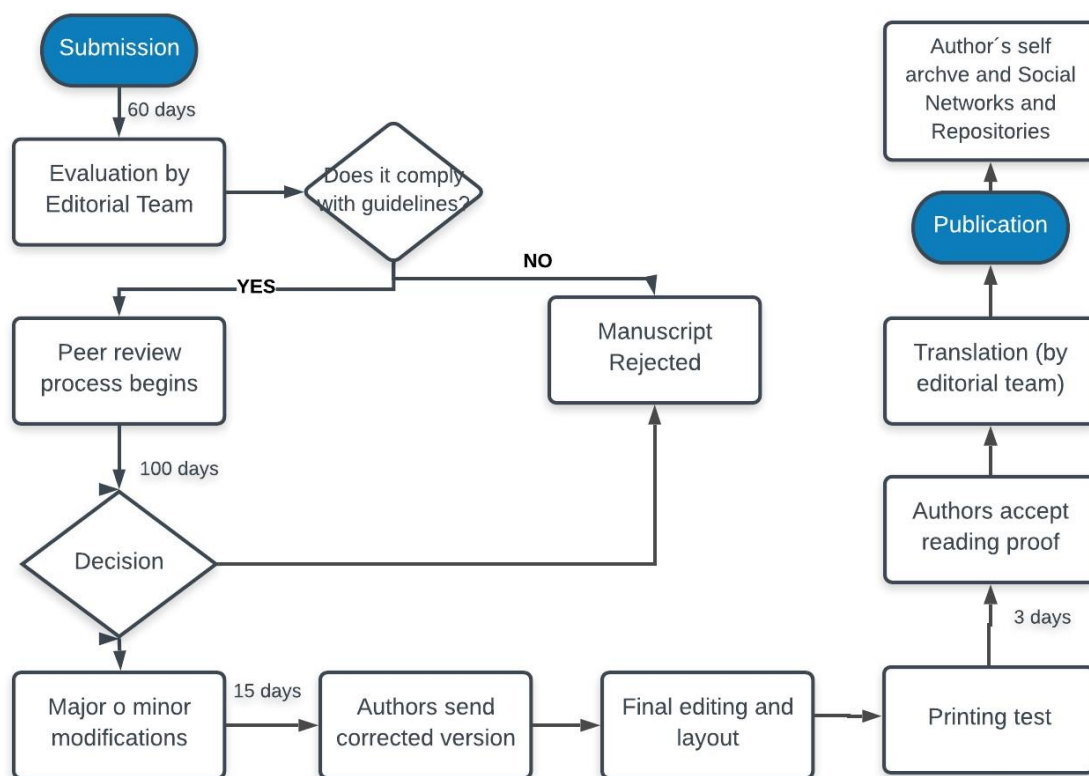
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This version of the manuscript will be reviewed by members of the Board of Management of «Retos», which will make an orthographic correction of the article, and then will be sent to the publications service of the publisher Abya Yala, responsible for the edition and layout. The authors of the accepted articles, before the final edition, will receive by email the galley proofs in PDF format, for its revision in a maximum period of three days. At this phase, the authors can only make minimal corrections about the content of the material.

Once accepted the article by the authors, the translation service of the publishing editorial Abya Yala of Universidad Politécnica Salesiana will translate for free the manuscript into the English language (or Spanish, according to the original version), guaranteeing the international consultation and dissemination of the manuscript. In this sense, the articles will be published on the journal's platform in the corresponding time and style. All the articles, in their two versions are published in the formats PDF, HTML, EPUB y XML-Jats.

Once the article is published, all the authors have the responsibility of their auto-file in academic social networks (Academia.Edu, ResearchGate, Mendeley, Kudos), institutional repositories, social networks (Facebook, Twitter, LinkedIn), thus ensuring maximum visibility and

scope. Likewise, all the authors with the submission of the manuscript are committed to be members of the International Council of Reviewers.



4. PRESENTATION OF THE MANUSCRIPTS

The manuscripts must be sent only and exclusively through the [OJS platform of «Retos»](#). The corresponding author must register introducing all the data of his co-authors in the submission form. No author can send two manuscripts in «Retos» simultaneously. Hence, the author must wait two consecutive numbers for another submission. At the most, an article may have 3 authors, although if it is justified according to the lenght of the manuscript, it can be up to 5.

«Retos» preferably publishes results of empirical research on Development, written in Spanish and/or English, being also admissible studies and select state-of-the-art. All the works must be original, i.e., not been published before in any journal or be in the revision or publication process. In this way, the contributions in the journal can be:

- **Investigations:** 5500 (minimum) to 7500 (maximum) words of text, including title, abstracts, descriptors, tables and references. The findings of the research, the method used, the quality of the scientific discussion and the suitability and topicality of the references will be especially valued (preferably of publications indexed in JCR and Scopus). Expected between 35-40 references.
- **Literature reviews:** 6000 (minimum) to 8000 (maximum) text words, including title, abstracts, tables and references. The justified, current and selective references of about 70 works (preferably of indexed publications in JCR and Scopus) will be particularly valued. For this type of manuscripts, the debate generated and the novelty of the theoretical discussion will be evaluated. For this type of work, it is expected between 60-70 references.

In general, once the external scientific reviews have been seen, the criteria that usually justify the decision on the acceptance or rejection of the work are the followings:



- Relevance and novelty.
- Relevance and significance: advance 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-authors and internationalization degree of the proposal and the team.
- Writing: Concise, clear, correct and scientific.
- Reference: Theoretical framework or State of the question sustained by sufficient and suitable current research of high referential value (preferably JCR and Scopus).

5. STRUCTURE OF THE MANUSCRIPTS

All the works submitted through the [QJS platform of «Retos»](#) must be presented following the official format presented in the official template of the manuscripts ([download](#)) and must be accompanied by a cover letter signed by all authors ([download](#)). Failure to comply with these requirements will result in the 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 accepted. If you used reference managers (such as Mendeley, EndNote, Zotero, RefWorks, etc), these (both citations and references) must go as plain text.

5.2. Length

- **Investigations (empirical):** Minimum 5500, maximum 7500 words, including title, abstracts, descriptors, tables and references.
- **Studies and literature reviews:** minimum 6000, maximum 8000 words, including title, summaries, tables and references.

5.3. Organization of the manuscript (General information for all the manuscripts)

- **Title of the article:** it should be concise and informative. In the first line it must be in Spanish and then in English. The title must be written using the greatest number of meaningful terms possible. It should be written in the way the authors consider that they can best be found online (Google Scholar, WoS, Redalyc, etc.). The title must have a maximum of **80 characters with spaces**. None automatic translator must be used for the title in English.
- **Abstract in Spanish:** it must contain (in this order) the justification and objective of the research, the methodology used, the most outstanding results (findings) and main conclusions. It must be written in an impersonal way: "this research..." **The abstract must be between 220 (minimum) and 230 words (maximum).**
- **Abstract in English:** The use of automatic translators is not accepted. The reviewers also analyze this part when evaluating the manuscript. **The abstract must be between 200 (minimum) and 210 words (maximum).**
- **8 keywords in Spanish / 8 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 matter of the research.

- **Content:** Depending on whether it is an empirical investigation (see 5.4) or if it is a study or literature review (see 5.5), the manuscripts must comply with the standard structure of the contents.
- **Supports:** manuscripts of national and international competitive projects will be considered priority. In any case, for the initial scientific valuation of the manuscript, it must be anonymized with XXXXX.
- **References:** they must be organized alphabetically by the first surname of the first author. References not mentioned in the text should not be included. References must be used according to sixth edition of the American Psychological Association (APA). For more information, see reference regulation section (7).

5.4. Organization of the manuscript (research)

All manuscripts presenting results of empirical research must comply with the IMRDC format (introduction, methods, results, discussion and conclusions).

- **Introduction and state-of-the-art:** it must include the foundations, approaches 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). In the last paragraphs of this section, the objectives of the investigation and its hypothesis should be explained (if applied).
- **Materials and method:** it will be presented with the correct accuracy for the reader to understand and confirm the development of the research. It must contain the explanation of the scope (exploratory, descriptive, correlational or explanatory), design (quantitative, qualitative or mixed) and, if appropriate, the sample and sampling strategies will be described, as well as reference to the type of statistical analysis applied and completion 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 explain the reasons that have led to its use and describe its possible limitations. «Retos» does not accept appendices or annexes, therefore, the explanation of all of the latter should be justified in the drafting of this paragraph.
- **Results:** They must be organized according to the objectives of the investigation. It will endeavor to highlight the most important observations, describing without making value judgments, the most relevant results of the investigation. The results will be shown in figures and/or tables according to the rules of the journal (see section 7). These will appear in a logical sequence in the text. The tables or figures must be essential, avoiding the redundancy of data (repeat in the text what already appears in a table or figure or the same information in tables and figures).
- **Discussion and conclusions:** this part will summarize the findings, relating the observations with other studies of interest, pointing out contributions and limitations without reiterating data already discussed in other sections. The inferences of the findings and their limitations should be mentioned, including deductions for future research, as well as linking the conclusions with the objectives of the study, avoiding free statements and unsupported conclusions by the data of the work.

5.5. Organization of the manuscript (Studies or literature review)

Given the characteristics of this type of manuscripts, the organization will depend on the type of study presented. However, they must comply with the following requirements:

- **Introduction:** It should include a wide and sufficient contextualization and justification of the need to carry out the study. Generally, this type of research is linked to a well-founded

theory in order to present various concepts and theoretical constructs; therefore, it is expected that the authors can justify a problem (divergence of opinions, etc). The objectives of the study should be explained in the last paragraphs of this paragraph.

- Corpus selection criteria: The authors should explain how the selection of the publications was done; also, they must explain the scientific interest generated on the subject and the emerging documents used to carry out the analysis (for example, through Boolean algorithms in JCR and Scopus).
- Debates in the state-of-the-art: the authors should explain the different epistemological positions of the studies referred to and how they agree or contradict to each other. This section may be done by writing or by using comparative tables.
- Contributions to the state-of-the-art: Once presented the current debates on the topic under study, the authors will have to make significant contributions based on references.
- Discussion and conclusions: it will present a summary of the contributions and limitations, without reiterating data already mentioned in other sections. Deductions should be included for future research, as well as linking conclusions with the objectives of the study, avoiding free statements and conclusions not fully supported by the data of the work.

6. UNITS

6.1. Currency

As a scientific journal with international projection, currency units must be calculated in United States dollars (for example US \$5,000.00). The authors are encouraged to make the monetary conversion (if necessary), taking as reference the rate of the first day of the study.

6.2. Representation format

- Units, tens and hundreds will be represented in natural Arabic numerals (1, 22, 115).
- Decimals will be represented with a point (0.8, 1.3, 115.4).
- The upper positional values (thousands) will be represented with a comma (1,000; 22,000; 115,000). If there is a combination of thousands with decimals, a comma will be used first and then the point (1,115.14; 22,224.72).
- In the case of percentages, three decimals will be used if necessary (.875; 7.492; 99.99).

7. TABLES AND FIGURES

Tables and figures must be included in the text in Microsoft Word® located on the site where the authors consider they should be. They shall be used only when they are necessary and suitable, and their use must be limited for space matters. Both must be listed in Arabic and titled with the description of its contents. If the source of the table or figure is not of its 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)].

Tables must be made in the Microsoft Word®, so cut and paste tables from other documents that cannot be edited in the diagramming process will not be accepted.

Figures, in addition to being incorporated in the document of Microsoft Word®, must be sent as complementary material at the time of the submission in the OJS of «Retos», having a quality higher than 600 dpi, in files of type TIFF or PNG.

8. FOOTNOTES

Footnotes are an extraordinary resource, thus, authors are encouraged not to abuse their use. They should be used to clarify terms or make marginal notations. If the footnote contains a quote, it should also be found in the references section of the article. «Retos» does not accept final notes, so they must be presented as footnotes.

9. REFERENCE NORMS AND QUOTES

Citations and references of manuscripts must comply with the **APA 6th edition style**. Prior to submission, the authors are responsible for revising the full compliance of these regulations, as well as the suitability, topicality and reference of the aforementioned works.

9.1. Quotes

The quotations in the text must be collected by the surname of the authors, followed by coma, followed by year (for example, Romero-Rodríguez, 2016). In the case of two authors, both surnames will appear intermediated by "and" (for example, Romero-Rodríguez and Freire-Morán, 2016). In the case of three or more authors, the surname of the first one will be used, followed by the word *et al.*, followed by the year (for example: Romero-Rodríguez *et al.*, 2016).

In the case of textual extraction, the quotation must be accompanied by the page number from which it is extracted (for example: Romero-Rodríguez *et al.*, 2016, p. 52). Any textual extraction must have a reduction of a source point and a 1.5 cm margin.

9.2. References

Scientific reviewers are often very detailed with references, being one of the most common causes of rejection. In this sense, it is recommended that the authors verify:

- That the references are current in manuscripts of empirical research, and extracted from publications indexed in JCR and/or Scopus, and at least 35 references to articles, proceedings and book chapters.
- That in manuscripts of studies or literature review, the references are current, mostly ($\geq 80\%$) from articles indexed in journals of JCR and/or Scopus and at least 70 references to articles, proceedings and chapters of book.
- References and quotations are in plain text.
- Fully compliant with the APA 6th edition style.
- Most of the references must have a DOI number (Digital Object identifier).

Table 1. Guide for the references

Books	Last name, Initials. (year). <i>Title of the book</i> . City, Country: Editorial
	Romero-Rodríguez, L.M. (2018). <i>Gamificación en Iberoamérica: Experiencias desde la Comunicación y la Educación</i> . Quito, Ecuador: Abya Yala.
Book with a publishing house	Last name, Initials. (Ed.) (year). <i>Title of the book</i> . City, Country: Publishing house
	Romero-Rodríguez, L.M. (Ed.) (2018). <i>Gamificación en Iberoamérica: Experiencias desde la Comunicación y la Educación</i> . Quito, Ecuador: Abya Yala.
Chapter of a book	Last name, Initials. (year). Title of the chapter. In: Initials. Last name (Ed), <i>Title of the book</i> (pp. xx-xx). City, Country: Publishing house
	Torres-Toukoumidis, A., Romero-Rodríguez, L.M. & Aguaded, I. (2018). La nueva econometría: Más allá del Big Data. En I. Aguaded and Romero-Rodríguez (Eds.), <i>Nueva Economía para los nuevos tiempos</i> (pp. 18-39). Quito, Ecuador: Abya Yala.
Articles	Last name, Initials. (year). Title of the article. <i>Title of the Journal</i> , volume(year), pp. XX-XX. http://doi.org/xxxxx

	Romero-Rodríguez, L.M. (2019). Hacia un estado de la cuestión del emprendimiento in MOOCs. <i>Retos Revista de Ciencias de la Administración y Economía</i> , 9(18). http://doi.org/10.574RET2275
Proceedings	Last name, Initials. (year). Title of the communication. In: Initials. Last name (Ed.), <i>Title of the Proceeding</i> , pp. XX-XX. City, Country: Publishing house.
	Romero-Rodríguez, L.M. (2019). La comunicación corporativa financiera en Ecuador. <i>Actas del V Congreso de Ciencia, Tecnología e Innovación para la Sociedad CITIS 2019</i> , pp. 1124-1128. Guayaquil, Ecuador: Universidad Politécnica Salesiana.
Newspaper articles of non-scientific articles with an author*	Last name, Initials. (year). Title of the article, <i>name of the newspaper or journal</i> , date, pp. XX-XX. Taken from http://1234.com [Consulted on: March 04, 2019].
	Romero-Rodríguez, L.M. (2017). Populismo y la antipolítica, <i>Acción Política</i> , 08 de agosto de 2017, pp. 32-35. Recuperado de https://bit.ly/2UkGHCy [Fecha de consulta: 04 de marzo de 2019].
Newspaper articles of non-scientific articles without author	Name of the newspaper or journal (year). <i>Title of the article</i> , date, pp. XX-XX. Taken from http://1234.com [Consulted on: March 04, 2019].
	Acción Política (2017). <i>Populismo y la antipolítica</i> , 08 de agosto de 2017, pp. 32-35. Recuperado de https://bit.ly/2UkGHCy [Fecha de consulta: 04 de marzo de 2019].
Institutional electronic resources* (such as webs, blogs, etc.)	Name of the institution (year). Title of the document, date, taken from http://1234.com [Consulted on: March 04, 2019].
	OCDE (2019). <i>Plan estratégico 2019</i> , 04 de enero de 2019, Recuperado de https://bit.ly/2UkGHCy [Fecha de consulta: 04 de marzo de 2019].
Individual electronic resources* (such as webs, blogs, etc.)	Last name, Initials. (year). <i>Title of the article</i> , name of the blog or the webpage, date, pp. XX-XX. Taken from http://1234.com [Consulted on: March 04, 2019].
	Romero-Rodríguez, L.M. (2019). <i>La estrategia de la OCDE para Venezuela</i> , Blog: Analitica.com, s/p. Recuperado de https://bit.ly/2UkGHCy [Fecha de consulta: 04 de marzo de 2019].

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

10. FEES AND APC

«Retos» is an Open Access journal, included in the Directory of Open Access Journals (DOAJ) that offers all of its production in an open online form for the entire scientific community. It also does not establish **any fee** throughout the editorial process for the publication of articles, including scientific review, DTP and translation. There is no publication fee, nor APC (Article Processing Charge) linked to this issue, neither to authors nor to readers. Also the journal is licensed with Creative-Commons Attribution-NonCommercial-Share Alike (RoMEO Blue journal), which allows free access, download and archive published articles. All the expenses, inputs and financing of «Retos» come from the contributions made by Universidad Politécnica Salesiana (Ecuador).

11. ETHICAL RESPONSIBILITIES

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

- **Unpublished.** Previously published material is not accepted. The authors are responsible for obtaining the appropriate permissions to reproduce partially the material (text, tables or figures) of other publications and to quote their quote correctly. The opinions expressed in

the articles published are the responsibility of the authors. «Retos», as an international partner of CrossRef®, employs the CrossCheck® and iThenticate® Antiplagiarism tool to guarantee the originality of the manuscripts.

- **Authorship.** Only those people who have contributed intellectually to the development of the work should be included in the list of signatory authors. «Retos» declines any responsibility for possible conflicts arising from the authorship of the works to be published.
- **Informed consent.** The authors should mention, in case of investigations with people, especially children, that the investigation has been made with informed consent.
- **Copyright transmission.** The assignment of copyrights for the publication in «Retos» shall be included in the cover letter, which shall only have the copyright for the publication of the work. The transmission of these rights occurs once the article is sent to be evaluated by the journal.

12. PROMOTION AND DISEMINATION OF THE ARTICLE

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

«Retos» has alternative metrics measurement systems (PlumX) that allow to verify the fulfillment of this commitment. For the postulation of future articles in «Retos», the impact of previous works will be taken into account, so that those with a citation exceeding the annual average of the journal in JCR and Scopus will be preferred.

13. FREQUENT ASKED QUESTIONS

Before submitting an article, can I ask the editors if the topic is relevant?	No. All the editorial processes, among them the valuation of the thematic and scope of the investigations, are carried out through the OJS system. «Retos» does not carry out pre-evaluations of articles.
Soy estudiante de grado o de maestría (máster) y como requisito para egresar me piden que publique un artículo ¿puedo hacerlo en? I am a student of a Master and as a requirement to graduate I need to publish an article, can I do it in «Retos»?	«Retos» is a scientific journal included in the Emerging Sources Citation Index and SciELO Ecuador, with the responsibility that all their articles appear in the WoS. Authors are urged to at least be accompanied by a PhD researcher and verifiable investigation that would verify, prior to the submission, the compliance with basic research standards.
I have sent the article more than 60 days ago and I have not received an answer on the editorial estimate (not sent to review)	In this case, you should contact the associate editor of «Retos» Jorge Fabricio Freire Morán, by email: revistaretos@ups.edu.ec
The article has been reviewed more than 100 days ago and I have not received the opinion of the reviewers	In this case, you should contact the associate editor of «Retos» Jorge Fabricio Freire Morán, by email: revistaretos@ups.edu.ec
I would like to propose a monograph for «Retos», How can I do it?	You should contact the editor in Chief of «Retos», Dr. Luis M. Romero-Rodríguez, by e-mail: retos@ups.edu.ec

