

## **Guidelines for the Preparation and Presentation of Articles for Publication in the Journal “AXIOMA”**

The Pontifical Catholic University of Ecuador in Ibarra (PUCESI), in an effort to disseminate research, teaching and culture in its institutional indexed journal “AXIOMA”, asks that you take into account the following guidelines which refer to the preparation and submission of papers for publication in its informative institutional medium.

### **PRESENTATION**

- 1.1. Teachers of PUCESI or other universities in Ecuador or abroad, as well as researchers and qualified personnel linked to research and culture who are not necessarily university teachers, prior to approval, may submit articles that are: unpublished original articles, technical reports, papers given at conferences, review articles, short articles, letters to the editor, art reviews, etc.
- 1.2. All work described above must be unpublished and original, so the author must certify at the end of the article with the following text: “This work is unpublished and original and has not been published in any other written or electronic medium; furthermore before knowing the decision of the magazine, it will not be submitted to any another medium.”
- 1.3. Papers submitted to the journal are the sole responsibility of the author and under no circumstances should be understood as the opinion of the PUCESI or the magazine editor.
- 1.4. Two printed copies of the article must be submitted to: **PUCE Ibarra, Ibarra, Av. Jorge Guzmán Rueda (Centro de Investigaciones)** accompanied by a CDROM with the file in a WORD document and labeled with all the author’s information. In addition, an electronic copy must be to the following (three) emails: prorec@pucesi.edu.ec; mposso@pucesi.edu.ec; axioma@pucesi.edu.ec
- 1.5. The formal filing requirements of the work are:
  - Type of paper: A4 INEN (submit two copies)
  - Font: Times New Roman
  - Font size: No. 12
  - Spacing between lines: 1.15
  - Margins: 2.5 cm on all sides
- 1.6. All work(s) must have a title that should not surpass twenty words; however, it is optional when it contains a subtitle to the written work.
- 1.7. The maximum limit for writing on all original articles, technical reports, conference papers, art reviews, and review articles is four thousand (4000) words in the word count for Word, the maximum limit for writing in short articles is one thousand (1000) words, while letters to the editor the limit is five hundred (500) words.

### **II. THE STRUCTURE OF THE ARTICLES**

- 2.1. Scientific papers should be submitted with the following structure:

### **A. Informative data**

- Title of Research:
- Author (complete names):
- E-mail: ..... Tel: ..... Fax: .....

\* In the case of authors outside the PUCESI, it is necessary to include the country of origin, the institution where he/she works or represents, and the position he/she holds at that institution.

- Country: .....
- Full name of the university: .....
- major, faculty or department: .....
- Date of birth (year, month and day): .....

### **B. Abstract**

This section is drafted once the final report is finished; the authors of the research must make a clear and concise summary of the results and relevant aspects of the investigation. The form of the abstract will be a single paragraph and a maximum of three hundred (300) words.

Keywords - write three to six words that represent the main descriptors of the article.

### **C. Introduction**

The introduction informs the reader of the importance and purpose of the research. Therefore the following points act as a guide to its structure:

- Indicate the motivation to conduct the research.
- Explain the interest of this work in the contexts of science, society and community.
- What previous research and results have been carried out on the same or similar issues.
- What is the main objective of this research.
- It is not recommended that the introduction exceed one page, although in some cases and depending on the characteristics of the research, it could exceed this limit.

### **D. Materials and Methods:**

For the wording of this part use the following elements as a guide:

- Explain what type of research (descriptive, experimental, quasi-experimental, case studies, basic, applied, technological, etc.). If that is the case, specify or describe the experimental design.
- If applicable, indicate what is the population or overall motive of the study and indicate the sample, the selection criteria, and the formula used to determine it.
- Indicate which methods, techniques and research tools were used. Also, indicate where and when they are applied.
- If applicable, note the supplies, materials, equipment and technologies that were used.

### **E. Results and Discussion**

It is important to summarize the findings in the investigation, this is to say the author should write only pertinent results. Chapters can be used to guide the writing.

In the same or in a different section (with another title), the author may incorporate the discussion of the investigation however it is to be written in the present tense as these findings become scientific evidence.

### **G. Conclusions**

In this section of the paper, the most important conclusions are drawn. This is to say, those that are directly related to the results and discussion. It is not necessary to transcribe all the conclusions of the final investigative report. Also, when appropriate, include recommendations.

## H. References

Preferably using APA style, include only those references (books, magazines, websites, etc.) that were used in author citations or in quotations, but if you want and considers it appropriate, include all the references contained in the final research report.

The APA suggests the following ways to make references (bibliography and information sources):

### - For books

Author, A.A. (year of publication). Title of work. Edition. Location: Publisher.

example:

Posso Yopez, M. (2009). Methodology for Degree Work. Theses and Projects. Fourth Edition. Quito: Edit. NINA Communications.

### - For Internet sources

Author, A.A. (year). Journal title. Article Title, Vol. (Number). Retrieved on day, month, year, URL.

example:

Endara, J. (2008). Modern Times. Between North and South. Volume. (12). Retrieved on April 28, 2010, from <http://online.sfsu.edu/%7Enrone/GEeassays/ningGenome.html>.

### - Internet source without author or date

Title. (s.f.). Retrieved month, day, year, URL.

example:

The teaching of mathematics. (s.f). retrieved on June 8, 2007, <http://literatura.uniminuto.edu/images/pdf/normasapa.pdf>.

## I. Titles of figures and tables

It is necessary to number the tables and figures (photographs, maps, line drawings, etc.). For numbering purposes use, Arabic numerals sequentially as they appear in the article. If tables or figures are not authored by the person or persons writing the article, at the bottom of these indicate the author(s) and source, for that use Times New Roman font, font size No. 8.

1.2 Not all the items must adhere to the above scheme, in the case of short articles, news reports, opinion articles or other types, by their nature can have a different unique structure utilized by the author.

1.3 The papers may include charts, graphs, maps and photographs. These items do not affect the length of 4000 words. These elements must be presented in black and white or color with a resolution of 300 dpi.

1.4 The size of graphics, tables, maps, photographs, etc., may be adjusted at the time of the layout of the magazine without prior authorization from the author.

1.5 All graphics, pictures, maps, photographs will have at the bottom, written in font size 9, the source and author.

## III. APPROVAL PROCESS FOR ARTICLES

1.1 Once the article is delivered to the chief editor or the editorial board at the Internal Editorial Council of the Journal, the editor and council will review it at a regular or special meeting to

issue a relevance report to determine if the work will be published. If it receives a decision of “not relevant” it will be returned to the author. In the event the Internal Editorial Board has designated “relevant” to work, the article will be immediately delivered to a member of the External Editorial Board, whose background is more related to the article, in order to issue the final report, which may have any of the following results:

- a. It is approved without comment. In this case it shall be made known to the author, through the office of this decision.
  - b. It was approved with comments. In this case the item will be returned to the author to take into account the comments and submit the revisions as soon as possible to the editor of the journal AXIOMA.
- 1.1 The article was not approved. In this case the Internal Editorial Board will return the article to the author through the office in which he/she will be informed that their work was not chosen to be published in AXIOMA.
  - 1.2 In the case of short articles, news articles or letters to the editor, they will only go through the approval stage of the Internal Editorial Board.
  - 1.3 The Internal Editorial Board may make revisions concerning style without author's permission, provided this does not change the structure and content of the article.

#### **IV. FINAL PROVISIONS**

- 1.1 The decisions of the Internal and External Editorial Boards of the Journal AXIOMA are final.
- 1.2 Matters not covered by these regulations shall be decided by the Director of the Journal.