

InGente Americana Editorial Policy



1. Presentation of the Publishing Seal

The Coruniamericana Editorial Seal attached to the Vice-Rector for Research of the American University Corporation, which aims to disseminate books, magazines, university texts and other publications where research, development and innovation products are grouped, which seeks to promote production scientific, technological and technical editorial of authors belonging to the academic community in general.

It has specialized scientific journals that circulate every six months and annually, which are published in Spanish, English or Portuguese, and are refereed by experts in the topics addressed by the writings; This is done under the double-blind pair method and in the evaluation process, criteria such as relevance, unpublished nature, timeliness, relevance and bibliographic specialization are taken into account.

The Coruniamericana Editorial Seal has access to the Open Journal System (OJS), which is an administration system for journals with research results. Through this web tool, the time of unified editorial management of institutional scientific journals is reduced, supporting the execution of the tasks that involve the edition of the publications by the editor and his work team, thus allowing the dissemination of knowledge. in indexing systems and citation indexes.

2. American Ingente Magazine

The InGente Americana Magazine is a scientific publication that circulates annually since 2021, digitally. It is in charge of publishing unpublished and original articles of scientific and technological research, reflection or review (Colciencias), which contribute to relevant debates in the fields of engineering and technology, the publications will be made in Spanish or English and these will be arbitrated by experts. in the themes addressed by the writings; This will be under the double-blind pair modality, which indicates that the author does not know the referee and vice versa. At the time of evaluation, criteria such as relevance, unpublished character, timeliness, relevance and bibliographic specialization will be taken into account.

The InGente Americana Magazine is aimed at the entire national and international academic and scientific community in the great area of engineering and technology.

3. Editorial Policy

To ensure high standards of quality and transparency in the process of selecting texts for publication in Ingente Americana, the journal has a management team, made up of an editor-in-chief, an editorial assistant, an Editorial Committee, and a Scientific Committee.

InGente Americana will not accept previously published writings. However, the Directorate may accept substantial re-elaborations of works that incorporate new relevant information, updates regarding results in a period of time that extends beyond that contemplated in the original article, new empirical material previously unavailable or other cases that may be subject to evaluation.

In case of requesting the evaluation of an article with these characteristics, the authors must clearly indicate the intention to present a previously published work, but re-elaborated, including a copy of the original document and indicating in detail what the modifications were. The original publication must be cited.

The editorial protocols established in this document and its permanent updating are the responsibility of the editor-in-chief, with the help of the Editorial Committee and the Scientific Committee. The purpose of these protocols is to set the standards that all the editorial bodies of InGente Americana must observe so that the content of the journal adheres to the highest academic and ethical standards.

Rules for submitting articles

The Coruniamericana Editorial Seal through the magazine InGente Americana publishes research, reflection, review and short article articles according to the typology proposed by Colciencias through Publindex.

- **Unpublished scientific research article**

These will express in detail original results of completed scientific research, and the following chapters or sections are stipulated as content:

- Introduction (statement of the problem, background development, objectives, purposes and research rationale).
- Method (methodology, participants, tools or instruments, procedure).
- Results (rigorous, exhaustive and sufficient report of the information obtained from the application of the instruments, from a statistical analysis (or interpretation if it were qualitative) that is supported by tables and figures with their respective titles and sequential numbering According to their order of appearance, graphs, drawings, photographs, interpretive charts are assumed as figures).
- Discussion (the findings must be evaluated from the –theoretical– foundations of the research and from their meaning in the very context from which they were obtained, their implications or importance, scope and limitations, in addition to the possible investigations that would derive from them).

An integration is also accepted, on the one hand, between results with their discussions, and on the other between conclusions and recommendations. If they exist, a section entitled Conflict of interest should be opened where the author or authors give sufficient account of them, whether they are economic, political, religious or of any kind. They may also express the respective acknowledgments to people and/or institutions that in any way contributed to the development of the research that gave the presented article as a synthesis. Finally, the References are presented according to the IEEE international standards.

- **Reflection article**

Document that presents the results of completed research from an analytical, interpretive or critical perspective of the author, on a specific topic, using original sources.

- **Review article**

Document resulting from a completed investigation where the results of published or unpublished investigations are analyzed, systematized and integrated, on a field of science or technology, in order to account for the advances and development trends. It is characterized by presenting a careful and detailed bibliographic review of at least 50 authors.

- **Short article**

Brief document that presents preliminary or partial original results of scientific or technological research, which due to their importance, require prompt dissemination.

When submitting the article to the InGente Americana magazine, the author(s) will submit the “article cover letter” format, on which they state that their writing is not published and is not being evaluated in another magazine, and also supports that the document is unique and original.

The patrimonial rights of the articles that are accepted for publication by the Coruniamericana Editorial Seal are assigned by the author(s) to the editor so that they can be published and distributed digitally on the journal's website. However, as established by law, the author(s) retain their moral rights.

The articles must present a correspondence between citations and references taking into account the IEEE publication standards. Here are some examples:

Letter-size page, Times New Roman font, 9-point number, two columns, single and justified spacing.

4. Responsibilities of the management team

- Open the call for each issue of InGente Americana well in advance.
- Receive the texts, promptly acknowledge receipt to the authors, and indicate the approximate time of the evaluation process, which should not exceed three months.
- Do a preliminary review of the texts, taking into account criteria of quality and originality and including the application of tools to detect possible forms of plagiarism.
- After the first review, reject the text or send it to two anonymous academic peers for evaluation.
- Appoint peer reviewers who are professionals with a master's degree or higher, familiar with the field of the text to be evaluated, who have no ethical impediments of any nature to evaluate the text, and, to the extent possible, who are not affiliated with the American University Corporation or the institutions to which the authors belong.
- Ensure the transparency and confidentiality of the evaluation of the works, and compliance with the delivery deadlines set for the evaluators.
- Accept or reject the evaluated works for publication, in light of the concepts of the academic peers.
- Submit the content of each issue of the magazine for approval by the Editorial Committee.

- Immediately address complaints or observations about the content of InGente Americana, or any claim about violations of the principles of transparency established in this Code. In the event that the claims are minor, the Directorate will be in charge of diligently carrying out the corresponding investigations and resolving the problem promptly. In other cases, the editor-in-chief will inform the Editorial Committee, which will be in charge of resolving it.
- Timely send each delivery of InGente Americana to repositories and indexing systems, exchange lists, and other institutional recipients and subscribers.

5. Responsibility of the authors

- The presentation of a document for consideration by the editor-in-chief of InGente Americana implies that the authors: Know, accept and comply with the Code of Ethics and Good Practices (COPE) to which InGente Americana adheres.
- They declare that the text is original, that it has not been published before (except in draft format, working document, degree thesis or similar) and that it has not been submitted for consideration in another medium for publication.
- They clearly identify the authors of the work, who are responsible for all of its content.
- They give due credit to the ideas and citations of third parties, including obtaining the corresponding authorizations to use material that requires it.
- They agree to submit the text to InGente Americana adhering to the Instructions for Authors.
- They understand that sending a work to be evaluated does not imply a commitment by the journal to publish it.
- They accept that their text will be evaluated by anonymous academic peers and that they will attend to their observations, if any, within the term set by the Directorate. The corrected text with the observations of the peers must be accompanied by a letter to the Directorate in which it is explained how each of them was attended to. Any disagreement with any of these observations must be justified.
- They agree that, if their work is published in InGente Americana, transfer copyright to the magazine.
- They agree to give credit to InGente Americana if they later decide to publish it elsewhere.
- They will grant due recognition to all those institutions and people who have contributed in some way to the preparation of the work.
- They will submit the information that supports their work for the purposes of editorial review by the Directorate or peer evaluation.
- They will inform in an initial footnote any funding source that has contributed to the development of the study, as well as any other link that may influence the interpretation of the results. Explicitly, they will reveal any conflict of interest of a financial, labor or patrimonial nature.
- They will make the due attribution of ideas quoted in quotation marks, paraphrased or taken from different sources, which belong to other authors. Appropriating other people's ideas in any way without clear attribution constitutes plagiarism, which is a very serious ethical offense and will lead to the Management rejecting the text.

- They will give immediate notice to the Directorate of InGente Americana if they discover any significant error in a text of their authorship that has already been published, so that it is possible to include an erratum in a later issue. This applies to empirical data, bibliographic references, the inclusion (or exclusion) of co-authors, or errors in the authors' institutional affiliation statement.

6. Responsibility of evaluators or referees

- InGente Americana considers the professional evaluation of texts by anonymous peers an essential support for its editorial decisions and to guarantee the quality of its content.
- Peer reviewers are professionals who are responsible for rendering an impartial opinion on an academic work, based on their assessment of whether it meets the standards required by InGente Americana. These standards include the relevance and quality of the work, its expository and argumentative rigor, and its contribution to knowledge.
- By agreeing to evaluate a paper for InGente Americana, the academic peers agree to issue their concept and recommendations objectively, to follow the established evaluation protocols, in particular, to fill out the journal's Evaluation Form, and to meet the deadlines set by the Address. Peers may not delegate their assessment work to third parties.
- The peer reviewers may not have ethical incompatibilities (personal, financial, intellectual, professional, political or religious) to make judgments about articles to be published in InGente Americana. If an evaluator believes that he or she has any ethical incompatibility or does not have sufficient professional qualifications to evaluate an article, he or she must notify the Management immediately.
- As a result of the evaluation of a work, the peers will be able to accept it without modifications, with modifications, or reject it.
- The Directorate will not reveal the names of the authors or their institutional affiliation to the evaluators. The evaluators, whose names are not known by the authors, must maintain due confidentiality, both with the full text and with its parts (references, data, results, analysis, conclusions).
- Unpublished materials may not be used by reviewers for any purpose. If they wish to cite them due to their relevance to other studies, it must be with the express authorization of the authors.
- In the event that one or both peers request modifications to the text as a condition for its acceptance, the Directorate will notify the authors and grant them a term to make the requested revisions to the satisfaction of the academic peers. If, after this period, the journal has not received the modified text, the Directorate may rescind the acceptance of the document.

7. Editorial process methodology.

- The reception of articles is open throughout the year, however, prior to the publication of each number, a call for the presentation of articles will be made.

- The author must send the article to the InGente Americana magazine platform...., failing that, to the email ingenteamericana@coruniamericana.edu.co
- Once an article is received, the editorial coordination of InGente Americana will notify the author of its receipt; will register the article and start the editorial process.
- It will announce the title of the work without the name of the author, proceeding to deliver it to two peer reviewers for their assessment. The evaluators will be chosen carefully taking as a point of reference the theme of the article and the specialized knowledge of each of the topics.
- The evaluators will review the articles and deliver the result of their evaluation in writing, filling out the evaluation format of the InGente Americana magazine. The evaluation process by the peers has a month stipulated for its delivery.
- Subsequently, acceptance, rejection, or return for adjustments or modifications will be defined. Each item must have two accepted evaluations, when it is rejected by one of the two peers, a third peer is sent to carry out the evaluation. This will define if keep going with the editorial process or the writing is rejected.
- Depending on the case, the editorial coordination will proceed to: – Communicate the acceptance of the article to the author and start processing the text for publication. – In case of rejection, the author will be notified of the reasons given by the anonymous peer reviewer that prevent the publication of his work. – When the peer reviewer considers that an article can be published, but that it is necessary to adjust or complement it, the editorial coordination will present the corresponding annotations in writing to the author. You will be given a period of 15 days to make adjustments and deliver the final version.
- In any of the three previous cases, the author will know the response of the anonymous evaluation, which will be notified in writing by the journal's editorial coordination. The final results of the evaluation process will be final in all cases.

8. Required documents

- Author's Commitment
- Presentation letter
- Resume format (Curriculum vitae)