

DOCUMENTOS
INSTITUCIONALES
CORPORACIÓN UNIVERSITARIA AMERICANA


***EDITORIAL POLICY
PENSAMIENTO AMERICANO
JOURNAL***



Institución de Educación Superior sujeta a inspección y
vigilancia por parte del Ministerio de Educación Nacional

**EDITORIAL POLICY OF PENSAMIENTO AMERICANO
JOURNAL**

1. Presentation Editorial Label
2. Pensamiento Americano Journal
3. Editorial policy
4. Responsibilities of the management team
5. Responsibilities of the authors
6. Responsibilities of evaluators or referees
7. Methodology of the editorial process
8. Required Documents

	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0


1. PRESENTATION

The objective of the Sello Editorial Universitario Americana, attached to the Vice-Rectorcy of Research of the Corporación Universitaria Americana, is to disseminate books, journals, university texts and other publications where research, development and innovation products are grouped, which seeks to promote the scientific, technological and technical editorial production of authors belonging to the academic community in general.

It has specialized scientific journals that circulate every six months, 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under the double-blind peer review modality and the evaluation process takes into account criteria such as relevance, unpublished nature, timeliness, relevance and bibliographic specialization.

The American University Press has access to the Open Journal System (OJS), which is an administration system for research journals. This web tool reduces the unified editorial management time of the institutional scientific journals, supporting the execution of the tasks involved in the edition of publications by the editor and his team, thus allowing the dissemination of knowledge in the indexing and citation systems.



	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

2. PENSAMIENTO AMERICANO JOURNAL

Pensamiento Americano Journal is a scientific publication that circulates semiannually since 2016, in print and virtual form. It is responsible for publishing unpublished research articles, reflections or theoretical reviews, which contribute to the spectrum of scientific knowledge in the broad area of Social Sciences defined by the OECD, specifically in the area of other interdisciplinary social sciences in Spanish, English or Portuguese. The articles to be published are refereed by a minimum of two experts in the topics covered by the papers. If there is no consensus on acceptance or rejection, a third expert will be called upon under the double-blind modality, which means that the referees will not be known to the author and vice versa.

All articles received in Pensamiento Americano, are submitted to a preliminary review process, which is developed by the editorial team; this approves or disapproves the continuity of the editorial management. After this process, two referees, experts in the subject matter contained in the article, are assigned to the article, in the case that the two evaluators approve or reject the article, the process will be continued or discontinued, informing the author/s of the decision; in the case that one opinion gives approval and the other disapproves, it is submitted to a third evaluation who will disapprove or approve the continuity of the article in the editorial management, after the evaluation the editorial committee decides which articles will be published in the editions that are being edited. It is important to describe that the opinions of the referees will present the following options: Accept the article as is, accept the article with some suggestions, the article could be accepted, but with a broad revision or not accept.

Pensamiento Americano is aimed at academics, researchers and other actors of the scientific community in the areas of Social Sciences, such as: Law, Anthropology, History, Sociology, Sociology, Political Science, Philosophy, Psychology, Cultural Studies, Economics, Political Science, Pedagogy, Social Work, etc.

3. EDITORIAL POLICY

To ensure high standards of quality and transparency in the selection process of texts for publication in *PENSAMIENTO AMERICANO*, the journal has a Management team, composed of an editor-in-chief, an editorial assistant, an Editorial Committee and a Scientific Committee.


The Directorate will consider for publication original and unpublished texts of research, reflection, literature review and book reviews. A research text is a ~~text~~ whose purpose is to

present the results of an original investigation on a specific topic. A reflection text is a work that examines a particular topic from different angles. A literature review is an essay that evaluates works to provide an overview of the state of a defined field. A book review is a text of opinion that describes the content of a work and makes an exposition of its qualities and defects.

PENSAMIENTO AMERICANO will not accept previously published papers. However, the Board may accept substantial reworkings of papers that incorporate relevant new information, updates regarding results over a period of time that ~~exceeds~~ that contemplated in the original article, new empirical material previously unavailable, or other cases that may be submitted for 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 reworked, including a copy of the original writing and indicating in detail which were the modifications. The original publication should be cited.

The editorial protocols established in this document and their permanent updating are the responsibility of the Board of Directors, with the assistance of the Editorial Committee and the Scientific Committee. The purpose of these protocols is to establish the norms to be observed by all the editorial instances of *PENSAMIENTO AMERICANO* so that the content of the journal adheres to the highest academic and ethical standards.

	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

RULES FOR SUBMISSION OF ARTICLES

UNPUBLISHED SCIENTIFIC RESEARCH ARTICLES

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

- Introduction (statement of the problem, development of background, objectives, purposes and rationale of the research).
- Method (methodology, participants, tools or instruments, procedure).
- Results (rigorous, exhaustive and sufficient report of the information obtained for the application of the instruments, based on a statistical analysis -or interpretation if qualitative- supported by tables and figures with their respective titles and sequential numbering according to their order of appearance; graphs, drawings, photographs, interpretative tables are assumed as figures).
- Discussion (the findings should be evaluated from the theoretical foundations of the research and from their meaning in the context from which they were obtained, their implications or importance, scope and limitations, as well as the possible research that could be derived from them).

An integration is also accepted, on the one hand, between results with their discussions, and on the other hand, between conclusions and recommendations. If they exist, a section entitled Conflict of interest should be opened where the author(s) should give sufficient account of them, whether they are economic, political, religious or of any kind. Acknowledgements should also be made to persons and/or institutions that in any way contributed to the development of the research that resulted in the synthesis of the article presented. Finally, the References are presented in strict alphabetical order and in strict correspondence with what is cited in the text of the article, following the structure established by the editorial style of publications of the American Psychological Association (APA).

a) Reflection article. A document that presents the results of completed research from an analytical, interpretative or critical perspective of the author, on a specific topic, using original sources.

b) Review article. A document resulting from a completed research where the results of published or unpublished research on a field of science or technology are analyzed, systematized

and integrated, in order to report the progress and development trends. It is characterized by presenting a careful and thorough bibliographic review of at least 50 authors.

c) Book reviews. Its length should not exceed two pages and its language should be in English. The author(s), when submitting an article to the American University Press, must fill out the article submission form in which he/she states that the article is not being evaluated in another journal, and that the document is unpublished or original.

The economic rights of the articles that are accepted for publication by the American University Press are assigned by the author(s) to the editor(s) for publication and distribution in print and on the journal's website. However, as provided by law, the author(s) retain(s) their moral rights.

The articles must present a correspondence between citations and references taking into account the publication standards of the American Psychological Association (APA), some examples are presented below:

Letter size paper, Times New Roman font, 12 point size, double spaced text, left justified, except for tables and figures.

APA STANDARDS CITATIONS

Verbatim or literal quotation

A quotation is textual or direct when it is reproduced word for word directly from a text by another author, or even from your own text already written in another publication. Whenever you make a direct quotation you must always inform, in addition to the author and year and the specific page

Quotation of 40 words or less


When the quotation is less than 40 words long, it is written immersed in the text, between quotation marks and without italics. If the **quotation is in the middle of a sentence**, after closing it with quotation marks, immediately write the source in parentheses and continue with the sentence. Do not use any other punctuation after the parentheses unless the sentence requires it.

Narrative quotation (emphasis on the author)

E.g. Analyzing the 2008 financial crisis, Lynch (2012) states that "the crisis has been motivated by what is most perverse in the capitalist world" (p. 127), contributing to a general climate of negativity with right-wing parties.

Quotation in parentheses (emphasis in quotation)

E.g. Several economists have stated in the 2008 financial crisis that "the crisis has been motivated by what is most perverse in the capitalist world" (Lynch, 2012, p. 127) which has contributed to a malaise with right-wing parties around the world.

	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

If the quotation appears at the end of a sentence

E.g. It has been stated in the Wall Street crash of 2008 that "the crisis has been motivated by what is most perverse in the capitalist world" (Lynch, 2012, p. 127).

Quote more than 40 words

Quotations of 40 words or more are written separately from the text, with indentation, without quotation marks, without italics, with the same font type and size and double spacing. At the end of the quotation a period is placed before the data.

Example 1:

Other economists have presented other arguments:

The presence of subprime lending in the economy was a real attempt by banks to help people without the status of homeownership.

The problem with the subprime crisis was simply the overconfidence of financial institutions to receive payment in the short term. (Gatewell, 2011, p. 503)

Example 2:

In 2011, Gatewell made another argument:

The presence of subprime lending in the economy was a real attempt by banks to help people without the status of homeownership.

The problem of the subprime crisis was simply the overconfidence of financial institutions to receive payment in the short term (p. 503).

Non-literal or paraphrased quotations

This citation expresses the ideas of the author of the published text, not in textual form but using the author's words or interpretations, in which it is necessary to include the author's last name and the year of publication. This varies according to the emphasis of citation, which can be in the author or in the text.

Example 1:

The rate of violent deaths during the 21st century has increased exponentially (Ramirez, 1983).

Example 2:

According to Taleb (2016) the banking crash of 2018 was on account of an accumulation of hidden and asymmetric risks and that bankers were bent on rent-seeking (pp. 30-31).

Narrative quotations or quotations in

parentheses Narrative quotation

(based on the author)

This type of quotation is known as author-based, because at the beginning of the sentence we are going to add the author's name. In narrative quotations, the author's name is incorporated into the text as part of the sentence and the year follows in parentheses.

Example:

At this exact moment, the particles that had been accelerated, immediately pass to another state of the soul. Berrío (2019) states that "this is the full proof of the divine existence and the presence of a more powerful being among us" (p. 87).

Parenthetical/parenthetical citation (based on the text)

In parenthetical citations, the author's name and date of publication appear in parentheses.

Example:

"The acceleration of particles and their subsequent calm is the full proof of the divine existence and the presence of a more powerful being among us" (Berrío, 2019, p. 87).

Citing corporations, institutions or foundations as authors

You can cite the name of a corporate author or group instead of a person's name.

Only abbreviate the full name of the institution to an appropriate acronym when the abbreviation is well known (a famous university or an institution such as the UN, for example). When dealing with an organization that is not well known, you should write the full name in the first citation and insert the abbreviation in parentheses/brackets after the full name. In the following citations, you can use the abbreviation.

Citation in parentheses

First in-text citation

(American Association for the Advancement of Science [AAAC], 2014, p. 18).

Next appointments


(AAAC, 2014, p. 90)

Narrative quote

First citation in the text

American Association for the Advancement of Science (AAAC, 2014).

Next appointments

	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

AAAC (2014)

Citations with more than

one author Two Authors

(Suarez and Rodriguez, 2019)

Quotes from three or more authors

Sanchez et al. (2018).

Multiple source citations

Several studies (Hermosillo and Ferreira, 2015; Velling, 2013) confirm that zika virus has an impact on the problems faced in pregnancy.

Secondary quotations

A secondary source refers to the original content reported in another source. For example, if you read a paper by Sanchez (2009) in which Ayala (1983) was cited, and you were unable to read Ayala's paper, cite Ayala's paper as the original source, followed by Sanchez's paper. Only the Sanchez paper should appear in the reference list.

Citation in parentheses

(Ayala, 1983, as cited in Sanchez, 2009).

Narrative quote

Ayala (1983, as cited in Sanchez, 2009) states that not all the stars that shine today will shine tomorrow.

Citing authors and classic works

(Aristotle, trans. in 1931)

Citation of printed dictionaries

(Royal Spanish Academy, 2014, definition 3).

Online dictionary citation

(Royal Spanish Academy, n.d., definition 3)

REFERENCES APA STANDARDS

All academic papers written in APA Format must provide the information necessary for a reader to locate and retrieve any sources that have been cited in your text. This is known as the reference list.

Every source you cite in the document must appear in its reference list; therefore, every entry in the reference list must have been cited in its text.

Format

The list of references should start on a new page separate from the text. The title of this page should be "References" and should be centered at the top of the page. The word **References** should be in bold type. Do not underline or use quotation marks for the title. All text should be double-spaced just like the rest of your essay. In addition, each entry in your reference list should be French indented one-half inch (1.27 cm) from the left margin.

It is composed of the four basic elements of a reference: the author, date of publication, title of the work and source for retrieval.

References with more than one author

Up to 20 authors the reference is presented with the authors' names reversed (Last name, First name); you must report the names of up to twenty authors in the reference list.

More than twenty authors

If the book has more than twenty authors, you should list the first 19 authors and then use ellipses after the 19th author's name. After the ellipses, write the name of the last author of the work.

Book references and book chapters

Printed book

Last name, N. (year). *Title of the work*. Publisher.

Online book

Surname, N. and Surname, N. (year). *Title of the book*. Publisher. DOI or URL

Book with publisher

Surname, N. (Ed.) (year). *Title of the work*. Publisher.

Edition No. or Volume


Last name Author, N. N. (1994). *Title of work* (3rd ed., Vol. 4). Publisher.

Chapter of a book with publisher

Surname Author, N. N. (year). Title of chapter or entry in N. Last name Editor (Ed.), *Title of book* (xx ed., Vol. xx, pp. xxx-xxx). Publisher.

Surname, A. and Surname, B. (year). Chapter title. In N. Surname and B. Surname (Eds.), *Book title* (pp. xx-xx). Publisher. <http://www.url.com>

Surname, A. and Surname, B. (year). Title of chapter. In N. Surname (Ed.), *Title of book* (pp. xx-xx).

	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

Editorial. <https://doi.org/xxxxxxx>

Thesis or monograph

Manrique Gómez, A. S. (2013). *Gentrification of La Candelaria (Bogotá D.C). Agents and intervening strategies* [Monograph]. <http://bdigital.unal.edu.co/11605/>.

Several volumes in a multivolume work published in different years

Astesano, E. B. (1973-1978). *Bases históricas de la doctrina nacional* (Vols. 2-4). Eudeba.

Reference of classic work

Aristotle (1931). *Metaphysics* (Trad. T. Pinilla). Editorial ABC. (Original work published ca. 1311)

Journals References

Surname, A., Surname, B., and Surname, C. (2019). Title of the specific article. *Journal Title, Volume* (journal number), page number start - page number end. <https://doi.org/xx.xxxxxxxx>

Journal with DOI

Castañeda Naranjo, L. A. and Palacios Neri, J. (2015). Nanotechnology: source of new paradigms. *Nano World. Interdisciplinary Journal in Nanosciences and Nanotechnology*, 7(12), 45-49. <https://doi.org/10.22201/ceiich.24485691e.2014.12.49710>.
<https://doi.org/10.22201/ceiich.24485691e.2014.12.49710>

Printed Journals

Muñoz Vila, C. (January-February 2012). Whatever is done for a child is done for a people. *Revista Internacional Magisterio*, (54), 10-17.

Newspaper references

Printed newspaper

Last name, N. (date of publication of the article). Headline of the article in the newspaper. *Name of the newspaper in italics*

Online Newspaper


Last name, N. (date of newspaper). Headline of the article in the newspaper. *Name of the newspaper in italics*. <https://www.direccion.de/recuperacion-para-el-lector/>

Web page references

Web pages with static content

Last name, A., Last name, B., and Last name, C. (May 20, 2020). *Web page title*. Page name. <https://url.com>

Websites with frequent updates

	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

Last name, A., Last name, B., and Last name, C. (May 20, 2020). *Title of web page*. Name of the page. Retrieved on day month year from <https://url.com>

Special format inside a web page

Surname, A. (August 03, 2020). *File title* [Excel file]. Page name. <https://url.com>

Dictionary references

Printed dictionary

Royal Spanish Academy (2014). *Dictionary of the Spanish language* (23rd ed.).

Online dictionary

Royal Spanish Academy (n.d.). Cultura. In Diccionario de la *lengua española*. Retrieved February 10, 2019, from <https://dle.rae.es/cultura?m=form>

YouTube References

Author's name. [YouTube user name] (date). *Title of the video* [Video]. YouTube. <http://youtube.com/url-del-video>

Twitter References

Name of person or group [@user] (Day month and year). *Content of the entry in italics limited to the first twenty words including hashtags* [Audiovisual description]. Name of the Social Network. <https://direccion.donde/encontrar-la-entrada>

References Blog posting

Lee, C. (2020, February 19). A tale of two reference formats. APA Style Blog. <https://bit.ly/3gmA7pK>

Report from government agency or other organization

Economic Commission for Latin America and the Caribbean (2019). Social Panorama of Latin America 2018 (LC/PUB.2019/3-P). <https://bit.ly/37Evqoa>

Presentation

Páramo, G. (2011, September 8). Myth, logic and mathematics [paper]. Cátedra Mito y Ciencia, Bogota, Colombia. <https://bit.ly/32aAWu5>

Conference

Deldén, M. (2019, October 30). Audiovisual literacy: a concept for understanding history through film [conference session]. Ciclo de Conferencias de las Artes, Bogotá, Colombia.

Legal citations and references:



Constitutional letters

Narrative citation:

Political Constitution of Colombia (1991)

Parenthetical citation:

(Political Constitution of Colombia, 1991)

Reference

Political Constitution of Colombia (1991). Gaceta Constitucional n.º 116. <http://bit.ly/2NA2BRg>

Laws, decrees and draft laws Laws

Laws

Narrative citation:

Law 100 of 1993

Parenthetical citation:

General Law on Education (Law 115 of 1994)

Reference

Congress of the Republic of Colombia (1993, December 23). Law 100. Whereby the Integral Social Security System is created and other provisions are issued. Diario Oficial 41148. <https://bit.ly/2OaQpWH>

Citation

Decrees:

Decree 538 of 2020

Reference


Presidency of the Republic (2020, April 12). Decree 538. Whereby measures are adopted in the health sector to contain and mitigate the COVID-19 pandemic and guarantee the provision of health services, within the framework of the State of Economic, Social and Ecological Emergency. Official Gazette 51283. <https://bit.ly/2Dh6Ka9>

Bills Citation:

House Bill 305 (Tamayo, 2020)

Reference

Tamayo, S. (2020, May 7). Por medio de la cual se crea el Banco Nacional de Tiempo y Voluntariado, se

	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

regula su Coordinación Editorial | CRAI | Universidad Central 40 funcionamiento y se establecen otras disposiciones [radicado] (initiative filed). <https://bit.ly/3fhfqLK>

Resolutions, agreements, circulars and

others Parenthetical summons:

(Council of Bogota, Agreement 279 of 2007)

Narrative citation:

Agreement 279 of 2007 of the Council of Bogota

Reference

Council of Bogota (2007, March 29). Agreement 279. By which the guidelines for the Policy of Promotion and Use of Free Software in the Central Sector, the Decentralized Sector and the Sector of the Localities of the Capital District are dictated. District Registry 3732. <https://bit.ly/2Dgp2bA>

Sentences

Parenthetical citation:

(Supreme Court of Justice, Sentence C-593/14, 2014).

Narrative citation:

Ruling C-593/14 (Supreme Court of Justice, 2014).

References


Supreme Court of Justice (2014, August 20). Decision C-593/14 (Jorge Ignacio Pretelt Chaljub, M. P.). <https://bit.ly/36v1n1l>

Content of publications

The editorial project shall contain the following items

- Title and Subtitle
- Institutional unit or affiliation to which it belongs
- Author(s) data
- Editors
- Compilers
- Type of publication
- The research or academic project of which it is a result
- Research group to which the authors belong



	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

- The objectives
- Justification
- Methodology
- Conclusions or discussion


4. RESPONSIBILITIES OF THE MANAGEMENT TEAM

1. Open the call for papers for each issue of PENSAMIENTO AMERICANO with due notice.
2. Receive the texts, acknowledge receipt to the authors promptly, and indicate the approximate time of the evaluation process, which should not exceed three months.
3. Conduct a preliminary review of the texts, taking into account quality and originality criteria, and including the application of tools to detect possible forms of plagiarism.
4. After this first review, reject the text or send it to two anonymous academic peers for evaluation.
5. Appoint peer reviewers who are professionals with a master's degree or higher, familiar with the field of the writing to be evaluated, who have no ethical impediments of any nature to evaluate the text, and who are not affiliated with the Corporación Universitaria Americana or the institutions to which the authors belong.
6. Ensure the transparency and confidentiality of the evaluation of the work, and compliance with the deadlines set for the evaluators.
7. Accept or reject for publication the evaluated papers, in light of the concepts of the academic peers.
8. Submit the content of each issue of the journal to the Editorial Committee for approval.
9. Immediately attend to complaints or observations about the content of PENSAMIENTO AMERICANO, or any claim about violations to the principles of transparency established in this Code. In the case of minor complaints, the Management will diligently advance the corresponding investigations and solve the problem promptly. In other cases, Management will inform the Editorial Committee, which will be responsible for resolving the matter.
10. Send each issue of *PENSAMIENTO AMERICANO* in a timely manner to the repositories and indexing systems, exchange lists, and other institutional and subscriber recipients.

5. RESPONSIBILITIES OF THE AUTHORS

The submission of a paper for the consideration of the *PENSAMIENTO AMERICANO's*



	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

Management implies that the authors:

1. They know, accept and comply with the Editorial Code of Ethics of PENSAMIENTO AMERICANO.
2. They declare that the text is original, that it has not been published before (except idraft, working paper, thesis or similar format) and that it has not been submitted to another medium for publication.
3. Clearly identify the authors of the work, who are responsible for the totality of its content.
4. They give due credit to the ideas and quotations of others, including securing appropriate permissions to use material that requires it.
5. Agree to submit the text to PENSAMIENTO AMERICANO following the instructions for Authors.
6. They understand that the submission of a paper for review does not imply a commitment by the journal to publish it.
7. They accept that their text will be evaluated by anonymous academic peers and that they will attend to their observations, if any, within the deadline set by the Directorate. The corrected text with the observations of the peers must be accompanied by a letter to the Director's Office explaining how each one of them was dealt with. Any disagreement with any of these observations must be justified.
8. They agree that, in case their work is published in PENSAMIENTO AMERICANO, they transfer the author's economic rights to the Journal.
9. They agree to give credit to PENSAMIENTO AMERICANO if they later decide to publish it in another media.
10. They will give due recognition to all those institutions and individuals who have contributed in any way to the preparation of the work.
11. They will submit the information that supports their work for the purposes of editorial review by the Board of Directors or peer review.
12. Report in an initial footnote any source of financing that has contributed to the development of the study, as well as any other link that may influence the interpretation of the results. Explicitly disclose any conflict of interest of a financial, labor, or patrimonial nature.
13. They shall make due attribution of ideas quoted in quotation marks, paraphrased or taken from different sources, which belong to other authors. Appropriating


someone else's ideas in any way without clear attribution constitutes plagiarism, which is a very serious ethical misconduct and will result in the rejection of the text by the Director.

14. They will immediately notify PENSAMIENTO AMERICANO 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 subsequent issue. This applies to empirical data, bibliographical references, inclusion (or exclusion) of co-authors, or errors in the authors' institutional affiliation statement.

6. RESPONSIBILITIES OF EVALUATORS OR REFEREES

1. PENSAMIENTO AMERICANO considers the professional evaluation of texts by anonymous peers an essential support for its editorial decisions and to guarantee the quality of its content.
2. Peer reviewers are professionals who have the responsibility of rendering an impartial opinion on an academic work, based on their assessment of whether it meets the standards required by PENSAMIENTO AMERICANO. These standards include the relevance and quality of the work, its expository and argumentative rigor, and its contribution to knowledge.
3. When accepting to evaluate a work for PENSAMIENTO AMERICANO, the academic peers commit themselves to issue their concept and recommendations in an objective manner, to follow the established evaluation protocols, in particular, to fill out the journal's Evaluation Form, and to comply with the deadlines established by the Board of Directors. Peers may not delegate their evaluation work to third parties.
4. Peer reviewers cannot have ethical incompatibilities (personal, financial, intellectual, professional, political or religious) to make judgments on articles to be published in PENSAMIENTO AMERICANO. If an evaluator believes to have any ethical incompatibility or not to have sufficient professional qualification to evaluate an article, he/she must immediately notify the Direction.
5. As a result of the evaluation of a paper, peers may accept it without modifications, with modifications, or reject it.
6. The authors' names or institutional affiliation will not be disclosed to the reviewers. The reviewers, whose names are not known to the authors, must keep the complete text and its parts (references, data, results, analysis, conclusions) confidential.
7. Materials that are not published cannot be used by the evaluators for any purpose. If they wish to cite them for their relevance to other studies, it must be with the express authorization of the authors.
8. In the event that one or both peers request modifications to the text as a condition for



	EDITORIAL POLICY OF PENSAMIENTO AMERICANO JOURNAL	Code: D IV 003
		Date: 08/0582021
		Version: 1.0

acceptance, the Director's Office will notify the authors and will grant them a period of time to make the requested revisions to the satisfaction of the academic peers. If, after this period of time, the journal has not received the modified text, the Editor may rescind the acceptance of the manuscript.

8. METHODOLOGY OF THE EDITORIAL PROCESS

1. The reception of articles is open throughout the year, however, prior to the publication of each issue, a call for articles will be made.
2. The author should send the article to the journal's platform <http://publicaciones.americana.edu.co/index.php/pensamientoamericano> and to the e-mail pensamientoamericano@coruniamericana.edu.co.
3. Once an article is received, the editorial coordination of PENSAMIENTO AMERICANO will notify the author of its reception, register the article and initiate the editorial process.
4. The title of the paper will be disclosed without the author's name, and the paper will be submitted to two peer reviewers for evaluation. The peer reviewers will be carefully selected based on the subject matter of the article and their specialized knowledge of each of the topics.
5. The peer reviewers will review the articles and will deliver in writing the result of their evaluation, filling out the evaluation form of the journal PENSAMIENTO AMERICANO. The evaluation process by the peers has stipulated one month for its delivery.
6. Subsequently, the acceptance, rejection, or return for adjustments or modifications will be defined. Each article must have two acceptances; when it is rejected by one of the two peers, it is sent to a third peer for evaluation. The peer reviewer will decide whether to continue with the editorial process or reject the article.
7. Depending on the case, the editorial coordination will proceed to:
 - Communicate to the author the acceptance of the article and initiate the processing of 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 the article.
 - 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 submit the corresponding annotations in writing to the author. The author will be given 15 days to make adjustments and submit the final version.
8. In any of the three previous cases, the author will know the answer of the anonymous evaluation, which will be notified in writing by the editorial coordination of the journal. The final results of the evaluation process will be unappealable in all cases.

9. REQUIRED DOCUMENTS





**EDITORIAL POLICY OF PENSAMIENTO AMERICANO
JOURNAL**

Code: D IV 003

Date: 08/0582021

Version: 1.0

- Author Commitments
- Resume Format (Curriculum Vitae)
- Letter of introduction