**Author Guidelines**

**Guide to authors**

Before submitting articles, please read the following rules carefully. Manuscripts that do not meet these requirements will be rejected.

**Manuscript submissions**

Articles should be sent to the journal email: revista.ecacen@unad.edu.co

On a sheet, the following information must be sent and filled out by each of the authors:

* Full name:
* Name of the article:
* Date of birth:
* Country of origin:
* Document (passport, national ID card) and number:
* Current institutional affiliation:
* CvLac address:
* Academic level and title:
* Institution that issued the official academic level
* Correspondence address:
* Telephone:
* E-mail:
* Orcid registration number\*:
* Index or H5 value (if known):

\* The journal requires the Orcid numbers of the authors. Orcid registration is highly recommended as it provides authors with a worldwide identification number as a researcher. As of today, it is a free tool that centralizes all production and consolidates the author's metadata. If you do not have this number, you can register at this link: <https://orcid.org/register>

Articles must be sent in Microsoft Word. The length should be between 15 and 30 pages, in the font ‘Times New Roman’ size 12, with 1.5 line spacing.

The title of the article must be in Spanish and English with a maximum of 15 words. A summary of no more than 140 words must be included, in Spanish and English.  Submit a maximum of eight keywords in Spanish and English. It is recommended that the summary includes the main objectives, methodology, results and conclusions.

All tables, figures, diagrams, photographs must be sent as separate files with a minimum resolution of 300 dpi in JPG or TIFF format. Each item must be accompanied by the title, source, and location within the text. (e.g. Figure1\_Title\_Source\_PageXX.jpg)

**Manuscript format:**

The works must be unpublished, the article cannot have been previously published, nor should it be submitted for consideration by any other journal —if necessary, a clarification can be sent to the editor—. They must include the following sections:

The first and last names of the author should be positioned under the title of the article. It is suggested that names be normalized and, in the case of two surnames, to join them with a hyphen, example: Clara Romero-Manrique.

For each of the authors, a footer must be inserted indicating: academic training —titles and names of the institutions that granted them—, institutional affiliation —name of the institution for which you work—, email —preferably institutional—.

For the article title, a footer must be inserted indicating the origin of the text, or the nature of the article —review the typology of articles in the following section—.

It is recommended that the body of the text be constructed with: introduction, objectives, methodology, results, conclusions.

For references, citations and presentation of figures and tables, the journal uses the APA standard (*American Psychology Association*); both for style and for quotation. All articles must include the list of references used.

Footnotes should be used exclusively for explanatory notes, never to reference texts.

**Evaluation process**

The journal selection process consists of three stages, aimed at selecting the best papers based on their originality, thematic relevance, scientific rigor, quality in writing, and compliance with the established presentation requirements. The steps are described below:

*Stage 1. Editor's evaluation and Editorial committee.*

The editor and editorial committee review the relevance of the article and compliance with the ‘Article Submission Rules’. After this selection, the authors are notified which articles will continue to the academic peer review stage and which ones have been rejected.

This stage is carried out after the call for papers has closed and all the articles have been received for a particular journal period. The average response time for Stage 1 is one month.

For articles that pass this stage, the author is informed that he will go to the second stage and that his article will be reviewed in an anti-plagiarism program. For this, UNAD has acquired Turnitin, to prevent, detect plagiarism and create a culture of originality (<https://www.turnitin.com/es/case-studies/unad-promueve-integridad-y-educacion-responsable> ) .

Authors are clarified that on data integrity, Turnitin specifies on its page that the author “is, at all times, the owner of all their intellectual property rights. Turnitin will not assume or claim ownership of the copyright in any work submitted to or through our platform. Your property is YOURS. " (<https://help.turnitin.com/es/privacy-y-security.html> )

*Stage 2. Peer review.*

The double blind peer review is always performed by two or more independent and anonymous experts who will analyze the articles, separately, and determine the validity of the results, as well as their potential in the relevant field of knowledge. The journal uses previously chosen external peers based on their expertise to conduct anonymous arbitration. The external peer evaluation is based on an analysis of form and content, consisting of 20 items with quantitative values that determine the final assessment. The evaluation time is two months.

*Stage 3. Feedback.*

According to the assessment during the peer review, the authors receive a feedback notification, which can be: approved, approved with modifications or rejected. Observations issued by the peers are sent to the authors for adjustments to be made if necessary. If a controversy arises at this point, the Editorial Committee makes a final decision.

The estimated time for this stage is one month, at the end of which the articles will undergo the editorial process.

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**COPYRIGHT AND OPEN ACCESS POLICY**

**Journal**

The journal provides immediate open access to its content, based on the principle of giving the public free access to research and contributing to a greater global exchange of knowledge.

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The journal allows self-archiving after publication with the version edited by the journal, both on personal websites and institutional repositories of the same area of knowledge, as long as the journal is directly cited and the URL leading to the article is given in the journal's Web space. The journal does not request any kind of forfeit of the managed content.

For all management, the Revista Estrategia Organizacional adheres to the COPE Code of Conduct for Journal Editors along with some COPE Best Practices Guidelines. The journal’s Code of Ethics can be found at:

<http://selloeditorial.unad.edu.co/images/Documentos/OJS/ECACEN/C%C3%B3digo_de_%C3%A9tica.pdf>

**Author**

The content of the article must be unpublished, it must not be in the process of evaluation by another institution, it must not have been distributed to third parties, there must be no legal or contractual limitation that prohibits the author from authorizing the use of their work in open access and in printed or digital form.

Obtaining reproduction rights for all graphical material (tables, figures, diagrams, photographs) is the responsibility of the authors. Therefore, they must send authorizations for the publication and use of this material.

Each author must sign the ‘Copyright Transfer Agreement’, transferring the rights to Universidad Nacional Abierta y A Distancia (UNAD) and the Revista Estrategia Organizacional.

The authors of the articles selected for publication must read and know the journal's code of ethics. In all cases, the Editor and Editorial Committee declare that the opinions expressed are the sole responsibility of the authors.

**Preservation policy**

Our journal preserves files through the servers of the UNAD newspaper library with the OJS platform. It has the PKP PLN tool that allows preserving the content of the journal regardless of where it is hosted. Thanks to the LOCKSS Private Network. The information can be expanded at: <https://pkp.sfu.ca/2016/08/08/pkp-lockss-pln-update>

Additionally, the journal has OAI-PMH interoperability protocols: Open Archives Initiative-Protocol for Metadata Harvesting. Details can be found at the following link: <https://hemeroteca.unad.edu.co/index.php/revista-estrategica-organizacio/oai>.

**Privacy Statement**

The names and email addresses entered in this journal will be used exclusively for the purposes established therein and will not be provided to third parties or used for other purposes.

Privacy Policy and Terms of Use of the Portal of the Universidad Nacional Abierta y a Distancia (UNAD).

This document contains the Privacy Policy and Terms of Use of the Institutional Portal of the Universidad Nacional Abierta y a Distancia (UNAD); a Colombian higher education institution created by the Congress of the Republic through Law 52 of 1981, in order to protect the rights of users of the institutional web portal, being part of the documents “*Manual de imagen digital de la UNAD* y *Guía para la publicación de información en el portal institucional y en la intranet”*or “UNAD Digital Image Manual and Guide for the publication of information on the institutional portal and intranet”, supporting documents of our Quality Management system.

The UNAD privacy policy details how the information obtained through the services, procedures and information available on the institutional web portal are safeguarded and used. In this sense, it is important that prior to starting the exploration of the portal, the user carefully reads this privacy policy and the terms of use.

The disclosed information of the institutional portal, content and services are public knowledge. Therefore, acceptance of this privacy policy is a necessary condition for the user to navigate the portal.

The user of the UNAD institutional portal agrees to comply with all laws, regulations and national and international uses related to obligations and duties of the portal user, under this privacy policy, taking into account the following aspects:
**General rules:**

UNAD's online platforms cannot be used for commercial purposes, or to deal with any extra-institutional matter.

Before requesting help from the respective technical support department, users are expected to have become familiar with the various instructions and support sections provided on the platform.

If the aforementioned resources are not sufficient to solve the problem, the user can send a message to the technical support department through the corresponding support space, published on the different platforms.

If you have questions about this privacy statement, the practices of this web portal, or your participation on this site, please write to webmaster@unad.edu.co

**Forum use:**

Forums are not an appropriate place to send personal messages. Please use internal messaging and emails for this purpose.

Before posting a topic, forum participants should take the time to read messages that have previously been sent by other users, to avoid repeating topics. In the same way, they must differentiate between replying to a previously published message and publishing a message that raises a new topic for discussion. If there is a twist to the topic, the title of the discussion should be changed.

**Internal messaging and emails:**

Internal messaging and emails are a direct means of communication with other users of the platform and other portal services. Out of respect for the target users over time, these forms of communication should be used sparingly. Messages should be concise and spelling correct if possible.

The title of the email message should indicate the topic to be covered. This makes it easier to catalog, prioritize, and read mail.

Messages instantly arrive at the destination, but this does not mean that the recipient can reply immediately, therefore, a reasonable time must be given for the reply before forwarding or making a new request.

**Third party information:**

The Universidad Nacional Abierta y a Distancia (UNAD), does not provide personal information of our users to third parties, it will be used only to provide information that the user requests or to support academic or administrative programs of our institution, with the exception of being requested for compliance with national and international law.

The tasks of personal data processing will be regulated according to legal regulations and all user rights will be respected, in terms of data protection in accordance with current regulations.

This site measures Internet traffic with commercial or free computer solutions that may use cookies or "web beacons", to analyze the traffic of our portal. Information about the privacy policy of our current traffic solution can be found on Google Analytics, <http://www.google.com/intl/es_ALL/privacypolicy.html>.

**Forms and online surveys:**

In different sections of our portal we request personal information such as names, addresses, emails, identification, among others. This information is only used to store basic user information in compliance with our institutional mission, to support an academic program or project, or to obtain user opinions or comments. We do not use this information for purposes other than those indicated in this privacy policy.

Our online surveys may ask you for contact information, such as your email address, which will only be used to obtain your opinions or comments.