

# EDITORIAL RULES

 **INVESTIG@CIÓN**  
Revista Electrónica Multidisciplinaria de Investigación y Docencia



[www.instcamp.edu.mx](http://www.instcamp.edu.mx)

## INTRODUCTION

The IC Investig@cción magazine, is a multidisciplinary, electronic and scientific publication which issued twice a year, under the charge of the Research office of the Instituto Campechano. Its main goal is to offer to science and educational researchers in Mexico and Latin America, the opportunity to advertise the result of their research.

### PURPOSES

This electronic magazine of the Instituto Campechano is specialized in Science, Socials and Teaching, with the main objective of contributing to the teaching and educational improvement by showing the innovations and the research done by professors and academic investigators, on a multidisciplinary level, such as Historic sciences, Humanities and Sustainable development. However we also have an open space to the interdisciplinary exploration and to discover new environments focused on the analysis and reflection.

Any kinds of contribution will be managed as original and unpublished, and not to be under analysis by any other magazines. All the researches that have been published in the form of a summary will be the only ones to be published by our magazine.

For further information, requirements and date of delivery of the articles, please, consult in our official web site [www.instcamp.edu.mx](http://www.instcamp.edu.mx) or go to our email address: [inveducativa@instcamp.edu.mx](mailto:inveducativa@instcamp.edu.mx).

1. **IC Investig@cción** is a magazine which approaches in every issue to a variety of topics to enrich the knowledge.
2. **Dates:** The dates for the presentation of articles or works will be published in the web page of INSTITUTO CAMPECHANO, considering the necessary time to carry out the corresponding process.
3. The publication is issued in the months of May and November.

**DRA. ARIANNA RE**  
PRINCIPAL OF INVESTIGATION  
INSTITUTO CAMPECHANO

# CONSEJO EDITORIAL

Instituto Campechano

**Dra. Arianna Re**  
**EDITORA**

ineducativa@instcamp.edu.mx  
investigacion@instcamp.edu.mx  
81-62480 ext 107

**Mtro. Xicoténcatl Sahagún Arcila**  
**COORDINACIÓN EDITORIAL**  
dgepei@instcamp.edu.mx  
81-62480 ext 106

**Mtro. Damián Enrique Can Dzib**  
**CORRECCIÓN DE ESTILO**  
dir.ihs@instcamp.edu.mx  
81-62480 ext 117

**Mtra. Rocío Zac-Nicté Cupul Aguilar**  
**CORRECCIÓN DE ESTILO**  
ccomunicacion@instcamp.edu.mx  
81-62480 ext 155

**L. I. D. G. Gabriela Guadalupe Canabal Canul**  
**DISEÑO Y FORMACIÓN**  
disenoeditorial@instcamp.edu.mx  
81-62480 ext 107

## COLABORADORES

Mtra. Dulce María Cruz Mora  
**TRADUCCIÓN AL INGLÉS**

## EXTERNAL EVALUATOR SCIENTIFIC COMMITTEE

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## EDITORIAL RULES FOR PUBLISHING IN THE MAGAZINE

We receive articles, book reviews, field research reports and relevant academic interviews. These contributions can be in the following languages: Spanish, Mayan, English, Italian and French. The works will be recorded electronically only, and in Word format, a maximum of 10000 words including bibliography, images, graphs, tables, photos and footnotes.

The works must be presented with Arial typography, size 12 points; normal margin (upper and lower 2.5 cm, left and right 3 cm); Double spacing.

Title of the articles should be concise, coherent and do not exceed 15 words.

The titles of the sections: should be centered and in bold.

The article must include: the title, the name of the author (s), the academic degree reached and the name of the institution the author (s) belongs to, telephone numbers (office and cell phone), postal address, the country of the institution, and e-mail.

The articles must contain a summary with a minimum of 200 and a maximum of 300 words. The abstract and the key words, which must be a minimum of 3 and a maximum of 5, must be presented in Spanish and English.

It will be positively valued that the articles coming after the abstract are divided as follows: objective, methodology, result, conclusions and bibliography.

The management of illustrations-photographs, tables and bibliographical references must take into account the following:

Illustrations - photographs will be delivered as follows:

- The digitized images in **JPG** or **PNG** format with minimum resolution of **300 dpi** of quality for correct visualization. The drawings, maps and photos will be named figures, and graphics and will be named as such.
- The drawings, maps and photos will be named figures, and graphics and will be named as such. Each one will be numbered and will go as they are mentioned in the text, images, graphs and tables. These must be inserted in the document, titled with full names and listed consecutively (**for example, Chart 1,**). It is also requested that these are delivered digitally in a separate folder, respecting the numbering of the text.
- It is important that the images are unpublished or with permission of the author.

**For bibliographical references, the current version of the American Psychological Association (APA) Publication Style Manual must be consulted.**

## EVALUATION PROCESS

1. The editorial Council will designate specialists so they can review in pairs (two specialists per article as a minimum) within an approximate time of 60 days.
2. The academic pairs will have a high level, not belonging to the institution and will have well known prestige.
3. By being invited by the Editorial Council the academic peers will be designated according to the article's subject.
4. The pairs will receive the works to be reviewed in an electronic format and without any identification of the author, which will be reviewed through an arbitral base (verdict form), along with its corresponding application. Also the original work letter application has to be filled, as well as the copyright concession letter. (Original work and copyright form)
5. The verdict will be considered unappealable; it will be performed by experts in the interest areas for which one of the following results may outcome:
  - A. Publishable.
  - B. Non publishable.
  - C. Publishable with corrections.
6. The work accepted with corrections, according to the arbitrator's judgment, will be returned to the author or authors so they can make the corrections, the authors themselves will explain them in case of controversy.
7. The unaccepted works will be returned to the author or authors with the pertinent observations. The returned work won't be arbitrated again.