Instructions for authors

The following provides information of interest for authors who wish to publish in TRANS–PASANDO FRONTERAS.

Submission guidelines

- Only non-published articles can be submitted to TRANS–PASANDO FRONTERAS. Articles can be the result of research, theoretical reflection or review literature on the subject.
- Submitted articles cannot be currently undergoing review process in other journals.
- Articles can be submitted in Spanish or English and published in Spanish or English.
- Articles can be sent in two different ways:
  1. Via online: Sign up and then Log in on the Journal Management and Publishing System-Open Journal Systems (OJS)- of the journal. Then follow all instructions in the section “Online Submissions”.
  2. Via email: send it to our email revista@icesi.edu.co also attaching the “Authorization for publishing: assignment of rights” and the “Declaration of originality,” which can be downloaded from the website of the journal.

Important: Once we received an article, the Editorial Board will be responsible for mounting it on the OJS journal’s platform. Similarly, you will get a pre-registration as an Autor which must be accepted and filled completely.

Evaluation process

The Editorial Committee at TRANS–PASANDO FRONTERAS has established a process to review articles submitted for consideration. After receiving an article, the Editorial Committee conducts an assessment to determine the academic relevance of the article and checks for conformance with the editorial rules of the journal. Then, the Committee contacts two academic peers who are experts in the subject matter for them to read the article and assess the following aspects: originality, current bibliography, proper use of bibliography, clear arguments, quality of writing, scientific quality, and significance and relevance of the topic.

Based on the opinion of the academic peers, the Editorial Committee makes a final decision to accept (either with or without modifications) or reject an article for publication. When suggestions are made, authors are to incorporate them within 20 days. Throughout the entire process, the Editorial Committee ensures that the identity of the evaluating peers and authors remain undisclosed to each other. Decisions made by the Editorial Committee as to the publication of the articles may not be contested. Either the Editorial Committee or, in its
absence, the Editorial Coordinator is responsible for advising the authors of the status of the article evaluation process and associated decisions made in a timely manner.

**Editorial rules**

The articles submitted to the Editorial Committee at TRANS–PASANDO FRONTERAS must meet the following editorial rules:

The authors are to take into account the *Colciencias* classification system in order to guarantee the quality of their articles for publication in journals. In this respect, authors must indicate the category to which their articles belong. They must bear in mind that categories a, b, and c are the ones eligible for indexing. A description of each kind of classification\(^1\) is provided below:

a) *Scientific and technological research article.* A document that provides a detailed discussion of the original results of completed research projects. In general, it has a structure that consists of four major sections, i.e. introduction, methodology, results, and conclusions.

b) *Reflection article.* A document that presents the results of completed research from the author’s analytical, interpretative, or critical perspective with regard to a specific topic referencing original sources.

c) *Review article.* A document that results from completed research which provides an analysis, discussion, and compilation of results of published or unpublished research in a field of science or technology for the purpose of reporting on the progress and latest development trends. It is characterized by incorporating a thorough bibliographic review of at least 50 different references.

d) *Short article.* A brief document that presents the preliminary or partial original results of scientific or technological research work which, in general, need to be disclosed promptly.

e) *Case report.* A document that discusses the results of a study of a specific situation aiming at divulging technical and methodological experiences with a specific case. It includes a systematic review with comments on literature available regarding similar cases.

f) *Topic review.* A document that results from a critical review of existing literature about a specific topic or subject.

g) *Letters to the editor.* Critical, analytical or interpretative positions with regard to documents published in the journal which, at the discretion of the Editorial Committee, provide a significant contribution to the discussion of the subject on the part of the scientific community.

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h) Editorial. A document written by the editor, a member of the editorial committee, or a guest researcher regarding orientations in the journal’s field of specialization.

i) Translation. Translations of classic or current texts or transcriptions of historical documents or documents of special interest within the journal’s range of topics of publication.

j) Reflection document not resulting from research.

k) Bibliographic outline.

l) Other

- The length of (1) the articles must be 5,000 to 8,000 words, (2) for book reviews and interviews must be 3,000 words maximum. In any case, excluding bibliographical references, attachments, charts or images that may be provided in the articles.

- The articles must be preceded by a cover page that provides the author’s name followed by his/her e-mail address and organization. The cover page must also provide the title of the article, a summary (abstract) (of no more than 150 words), and from three to five key words, in both English and Spanish. Lastly, the authors must also include a footnote linked to the article title with details of the relevant research that provided the framework for the article.

- Font type: Times New Roman, size 11, single spacing (1.0), justified alignment, letter size paper (21.59 x 27.94) and 3cm margins on each side.

- The spacing between paragraphs will be indicated by a blank space (enter/return).

- The titles and subheadings of the articles must be written in bold, using capital and small letters. For example: Transdisciplinary processes studies.

- In Bibliography should appear all graphics, audio and textual resources cited and used by the realization of the document, and must follow the following order: after the title References should be listed all the references, then in this order and with the caption, all “Documents Press”, the “Normative sources”, the “Reference to statistical data”, the “Interviews”, the “Videography” and “Linkography”.

- Authors are responsible for obtaining the necessary licenses for reproducing images, illustrations, charts, and extensive quotations, if so required.

- The tables, pictures and graphs should be numbered consecutively for their identification (Table 1, Table 2 ..., Image 1, Image 2 ...; Graph 1, Graph 2 ...). These titles of tables, graphics and images will located above the corresponding figure with Arial 10 bold and centered. For its part, the explanatory text, if any, will be below the figure 9 in Arial italic, centered.

- The contents of the tables and graphs will take the Times New Roman 9, black color text, single spacing, without prior or subsequent, spaced without indents. Cell spacing
of 0.1 is recommended in all income; simple table edges (midpoint) and using a gray scale in each graph for distinguish variables.

- Footnotes are used only for making clarifications or qualifications of the text, not for textually quoting another author or providing bibliographic references.

- Citations within the text should be made following the APA style. To insert a citation in the text, you must reference the author’s SURNAME(S) and year of publication, here are some models:

  Vega (2006) describes changes in the index for each region...
  The index changes show regional differences (Vega, 2006)
  In 2006, the study of Vega index showed variations ...

- A colon and the page number are added in the case of textual citation, e.g. (Smith, 1990: 60). When the quoted text is less than 40 words long, only quotes are provided, but if the text exceeds this limit, then a separate indented (on both sides) paragraph in font size 10 is provided.

  To read well is to take great risks. It is to make vulnerable our identity, our self-possession. [...] This is how it should be when we take a masterpiece of literature or philosophy, of imagination or doctrine, in our hands. It can take hold of us to such an extent that, for some time, we have fear of ourselves, we acknowledge our own imperfections (Steiner, 1994: 26).

- To give coauthorship should take into account the number of authors. When two authors are always referenced in their SURNAME(S)s, for example, Perez and Velasquez (2007) or (Perez and Velasquez, 2007).

- When they are three to five authors will be mentioned in the first citation in the text the names of all the following citations and only the first author is followed by et al. For example, the first citation in the text should appear as follows,

  Guerra, Espinosa Parra, Hernandez and Lozano (1999) or (Guerra Espinosa Parra, Hernandez and Lozano, 1999). The following citations are presented well, Guerra et al. (1999) or (Guerra et al. 1999).

- In the case of six or more authors in the first citation and in the following, only appears the first author followed by et al., Allen et al. (2001) or (Allen et al. 2001). The use of the following abbreviations ibid., op. cit, and loc. sit is not allowed. The quoted author’s name is to be provided as many times as necessary.
• When necessary to cite two or more jobs at once be organized alphabetically citations for example,


• Full details of the texts cited in alphabetical order is placed as the last item on a page entitled References.

**Book**
SURNAME(S), Name(s) (year). Original title of the book (always in italics). City, Country: Publisher.


**Book chapter**
SURNAME(S), Name(s) (year). Chapter title. In: Initial (s) Coordinator’s name, followed by the editor or compiler name and the abbreviation role in the publication in parentheses. Original title of the book (always in italics), page numbers (pp.). City, Country: Publisher.


**Journal article**
SURNAME(S), Name(s) (year). Article title. In: Journal Title (provided in italics), volume (number), page numbers (pp.). City, Country: Publisher.


**Press article**
SURNAME(S), Name(s) (year). “Article Title” (always in quotes). In: Newspaper Title (always in italics), City, day and month, year.


**Online article**
SURNAME(S), Name(s) (year). “Article Title” (always in quotes). In: Title of the website (always in italics). Accessed *month day, year*, from URL (link without underline).

**Thesis**

SURNAME(S), Name(s) (year). “Title of thesis” (always in quotes), undergraduate thesis / PhD / MA, University.

Editorial board

**Trans-pasando Fronteras**

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