

Guidelines for authors

Revista Ean

1. Introduction

This document outlines the key aspects authors must consider when preparing and submitting their manuscripts to the journal. It is the authors' responsibility to review the following guidelines and check that their text complies with all the required elements. Failure to comply with these guidelines may result in the return or rejection of the manuscript.

2. General

The articles submitted must be original and unpublished and must not present any type of editorial commitment, and must not be in the process of evaluation or editing simultaneously by another publication or entity. Authors bear sole responsibility for the content of their articles.

Authors cannot participate with two texts in the same editorial process, and they cannot publish consecutively in the different editions of the journal. Once published, authors must wait at least one year (2 editions) to publish again to avoid possible conflicts of interest.

3. Author

When submitting a manuscript to the *Revista Ean*, the authors of the manuscript must be declared in its entirety. Authors may not be included after the registration of the article in the editorial process or who have not presented significant participation in its elaboration.

As for authorship exclusions, although ideally they should be avoided, if necessary, the same person should send a formal communication to the editor of the journal requesting his/her withdrawal from the article, justifying the reasons for such request through the portal web of scientific journals or by email to revistaean@universidadean.edu.co

4. Documentary typologies

Manuscripts submitted to the *Revista Ean* may fall into one of the following categories:

Research article: A manuscript that presents original results from a completed research project. It typically includes four main sections: introduction, methodology, results, and conclusions.

Literature review article: A manuscript resulting from completed research that analyzes, systematizes, and integrates findings from previous studies—both published and unpublished—on a specific topic, with the aim of demonstrating advancements and trends in the field. It must include a thorough bibliographic review with at least 50 references.

Case study: A manuscript that presents the results of an in-depth analysis of a specific situation, illustrating the technical and methodological approaches applied. It must include a review of relevant literature on similar cases.

Note: The journal does not accept descriptive bibliometric studies such as the simple counting of publications, as it distorts its main objective of analyzing and understanding trends and behaviors in science.

5. Manuscript structure

Title: Its purpose is to present the content of the manuscript in an attractive way. It should be concise, clear and precise, so that the reader can easily identify the topic. It should not be very long (we suggest no more than 20 words). It should not be written in capital letters, nor include unnecessary abbreviations.

Abstract: Its purpose is to present a synthesis of the study presented, highlighting the objective, methodology and most relevant findings. It should not contain citations to bibliographic references or footnotes. Its length should be between 150 and 250 words in a single paragraph.

Keywords: These are terms representative of the content of a document that allow its classification, organization and retrieval in indexes, catalogs, systems and databases. Their purpose is to make it easier for users to find relevant and pertinent information when

searching within one or several areas of knowledge. It must have between four and six words, separated by a semicolon (;), which must be related to the central themes of the manuscript.

Note: The title, abstract and key words sections should be sent in English, French and Portuguese when the article is submitted in Spanish. If the article is submitted in English, these sections must include their respective translation into Spanish. The use of automatic translators is not allowed, given the low quality they generally offer. The editorial team will review the level and style of the text, and may request adjustments if necessary.

Introduction and theoretical framework: Its purpose is to contextualize the reader about the research and explain its relevance and novelty, therefore, it should show the purpose of the research, not only explaining what was the question that the research exercise was intended to answer and where the concern arose from, but also what is the originality and relevance of the work developed and what is the knowledge gap that is intended to be solved. The bibliographic review must be current and pertinent at national and international level; this can be included as a subsection within the introduction and supported by bibliographic citations.

Methodology: Its purpose is to ensure the transparency of the method employed so that the reader can understand and confirm its development. This section should contain a detailed description of the methodological approach used to carry out the research and the justification of why it was chosen and what made it relevant to address the problem in question and its possible limitations. The instruments used should be mentioned, as well as the sample selected and the analysis techniques (including statistical analysis, if applicable). It is recommended to complement with graphic elements that facilitate the understanding of the research process.

Results: This section is intended to show the results obtained, highlighting key aspects. The findings of the research exercise should be presented in an objective manner, in accordance with the objective and methodology used. These findings should be accompanied by their corresponding analysis and with graphic elements (tables and figures) that support their reading and interpretation. To this end, they should be presented in a logical sequence in the text, avoiding redundancy of data. In case study type research, clearly describe the situation

analyzed.

Discussion: The purpose of this section is to interpret the meaning of the research findings and their relevance in relation to advances on the same subject previously made by other authors, in order to identify similarities, differences, points in common or discrepancies, and from there strengthen the evidence of the contribution made by the article to the field of knowledge addressed.

Conclusions: Its purpose is to provide a clear, quick and structured understanding of the contribution of the study presented; this section constitutes the closing of the article, which makes it a very important element. It is not a summary of the results or the discussion, but a general reflection that synthesizes the contribution of the study, in relation to the proposed objective and the identification of elements that could be taken into account for future research.

References: This section allows supporting the academic rigor of the manuscript, thus avoiding plagiarism and self-plagiarism. Only the sources that were cited in the text should be included. It is suggested to review high-quality academic databases.

6. Presentation parameters

Authors' data: The following details must be provided for each individual who contributed significantly to the conception, design, analysis, review, writing, or interpretation of the research:

- Full name(s) of author(s).
- Academic institution to which they are currently linked.
- Author(s) contact email address (preferably associated with the institution they are linked to).
- Brief academic biography, specifying only the academic degrees and university from which they were obtained.
- [ORCID](#) code.

Presentation format

The following aspects should be taken into account when submitting manuscripts:

- File type: Word.
- Size: letter (21.5 cm x 27.9 cm).
- Margins: Each of its sides must have a measurement of 2.5 cm.
- Font: Arial.
- Font size: 12 point.
- Line spacing: 1.5.
- Columns: 1.
- Length of the article: Between 6000 and 9000 words, including references, footnotes and tables.

Levels of qualification

Each of the headings of the sections (starting with the introduction) and the subheadings within them, must be numbered and hierarchically arranged in differentiated levels as follows, all of them must be in initial capital letters except for abbreviations and without a period:

1. Main section title (left aligned without indentation in bold with initial capital letter).

1.1 First level subtitle (left aligned, indented 1.27 cm, bold).

1.1.1. Second level subtitle (left aligned, indented 1.27 cm, not bold).

1.1.1.1. *Third level subtitle* (left aligned, indented 1.27 cm, not bold and in italics).

Graphic elements (figures and tables)

Figures: These are visual representations of data used in the article (images, photographs, diagrams, maps, among others), it is recommended that the figures do not duplicate information that has already been included in the document, they should be clear, easy to understand and support the analysis.

Tables: Their purpose is to present specific information and they are an integral part of the document (if applicable), they should be designed to be brief and easy to read, showing in an organized manner the data of the study within a box, with rows and columns, files in image format (jpg, jpeg, png or similar) are not accepted.

Both figures and tables should:

- Must be numbered consecutively and independently based on their order in the text.
- Must present a title that briefly describes its content at the top and provide the precise reference of the source where it was obtained, which must be at the bottom. The format to be used is the following:

Figure 1. Methodological process

Source. Hernández Sampieri, 1991 (If taken from any source).

Source. Own elaboration (if created by the author/s).

Text within figures and tables must be legible, in the same language as the article, and must not be written in all capital letters. In addition to being included in the main text, figures and tables must be submitted in a separate file in their original or editable format. The resolution must be 300 dpi or higher.

Footnotes

Footnotes may only be used for clarifications. Bibliographic references are not permitted in footnotes; all citations must appear in the main text and be listed in the reference section.

Citation and reference guidelines

Revista Ean uses an adaptation of the *American Psychology Association* (APA) as a standard for citation and referencing. It is suggested to use the Ean University Citation and Referencing Manual as a specific guide, available at: <http://hdl.handle.net/10882/10480> for those cases that are not covered in this manual, please consult the official APA website <https://apastyle.apa.org/blog>

All sources cited in the text must appear in the reference list, and all entries in the reference list must be cited in the text. This includes sources for figures and tables, unless self-produced.

The reference list must appear at the end of the manuscript, alphabetically ordered by the last name of the first author, using a hanging indent of 1.27 cm.

If multiple works by the same author are cited, they must be organized in chronological order, according to the year of publication. If more than one work by the same author whose publication date is the same year, they should be differentiated as follows:

Moreno Monsalve, N. A. y Grueso Hinestroza, M.P. (2024a). Project and organization management: a look from modern management trends. Ediciones Ean.

Moreno Monsalve, N. A., Grueso Hinestroza, M.P., Mayett-Moreno, Y. y Sánchez Baltasar, L. (2024b). Dirección y gestión de proyectos: perspectiva ética. Ediciones Ean.

In the case of online sources, it is requested to provide the URL and verify that it is in proper working order, ensuring access to the content. In the case of scientific and academic articles, it is requested to include the DOI, when available.

When documents do not have a publication date, use the abbreviation n.d. (no date).

Below are examples of the citation style to be used:

Scientific and academic articles:

Printed

Mejía Corredor, C., Fábregatb Gesa, R., & Salas Álvarez, D. (2015). Integration of a framework with a learning management system for detection, assessment and assistance of university students with reading difficulties. *Revista Escuela de Administración de Negocios*, (79), 98-115.

Digital

Torres-Ortega, J.A. (2022). Factors Affecting Entrepreneurial Intention: A Study of Secondary Technical-Professional Education Students in Chile. *Revista Escuela de Administración de Negocios*, (92), 41-75.
<https://doi.org/10.21158/01208160.n92.2022.3257>

Books:

Printed

López Iracheta, I.A., Ocampo Guzmán, D. R., & Pérez Uribe, R. (2013). *Model of modernization for organizational management (MMOM) : the concept and matrices for situation analysis and determination of the road towards improvement and innovation*. Ediciones Ean.

Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark*. Hans Reitzels Forlag*

*Publication when it includes editors or compilers.

Digital

Rueda Varón, M.J., Fajardo Moreno, W. S., Moreno Monsalve, N. A., Diez Silva, H. M. (2022). *Project management and direction organizational absorptive capacity – the PM4AC model*. Ediciones Ean. <https://doi.org/10.57793/9789587566741>

Book chapter:

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.**

** For digital publications, the access URL or DOI must be included.

Legal documents:

Printed

Ley 23 (1982, 28 de enero). Sobre derechos de autor. *Diario Oficial* n° 35.949, 19 de febrero de 1982. Congreso de Colombia.

Digital

Decreto 1474 (2022, 15 de julio). Por el cual se promulga el “Tratado de la OMPI, Organización Mundial de la Propiedad Intelectual, sobre Derechos de Autor (WCT), adoptado en Ginebra, el veinte (20) de diciembre de mil novecientos noventa y seis (1996)”. *Diario Oficial* n° 44.496, 24 de julio de 2002. Departamento Administrativo de la Función Pública. <https://www.funcionpublica.gov.co/eva/gestornormativo/norma.php?i=6076>

Thesis:

Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>***

*** For printed publications, it is not necessary to include the access URL or DOI.

Lectures and conferences:

Printed

Carvajal Rodríguez, P.V. (2024, December, 07). *Management, automation, and optimization of processes based on the Scopus Engineering trends 2018 to 2025*. [Conference presentation]. International Conference on Project Management 2024. Bogotá, Colombia.

Digital

Mora Forero, J.A. & Nieto Mejía, A. (2022). *Analysis of the solidarity economy in rural tourism*. [Conference presentation]. International Conference on Project Management 2022. Bogotá, Colombia. <http://hdl.handle.net/10882/13101>

Websites:

Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>