

## Schedule for the Call by the Scientific Dissemination Journal Vía Innova

Date	Actividad	Observaciones
1 June to 30 June	Opening of the call for summaries reception.	Summaries must be sent to the e-mail address: <a href="mailto:revista@gesicom.co">revista@gesicom.co</a> indicating contact information (check summaries requirements)
30 July to 15 August	Summaries evaluation by the Journal Scientific Board.	
15 August	List of summaries accepted to continue the review and edition processes for further publication.	Summaries acceptance does not imply the article publication. The article must fulfill all requirements demanded by the journal and the scientific board.
15 August to 30 August	Submitting of complete articles (those related to the summaries accepted)	The article must be sent through the Journal website: <a href="http://revistas.sena.edu.co/index.php/RVI/index">http://revistas.sena.edu.co/index.php/RVI/index</a> , signing as authors and fulfilling all guidelines and attaching the additional letters required.
30 August to 29 September	Articles evaluation by the editorial and scientific board.	If observations are made, authors must make the necessary adjustments.
2 October	List of accepted articles.	
2 October to 27 October	Style revision of the articles	Authors will decide whether to accept the style edition or not.
28 October to 15 December	Design and diagramming processes	
16 December	Publication of Scientific Dissemination Journal Vía Innova	Journal launch at the spreading event of the Research Group GESICOM of the Trade and Services Center SENA Regional Tolima.

## Summaries Indications.

The following are the requirements that must be sent for participation in the call.

**Title page:** the first page of the manuscript must contain: A) the title of the work, both in Spanish and English, they should be concise but informative on the main content of the publication, and a short title up to forty characters, including spaces. B) The author(s), identified with complete names. At the end of each author's name, a superscript number must be selected to identify their filiation. C) Authors filiation: name of the section(s), department(s) service(s) and institution(s) to which the author belonged during the execution of the work. D) Name, identification number, address, telephone with corresponding codes, country, city and e-mail of the main author. E) Funding source if applies, allowance or grant, equipment, or all the above. Every funding source must be declared, specifying if the provider organization had influence or not in the design of the study, data recollection, analysis or interpretation, preparation, revision or approval of the manuscript.

**Summary:** this section must condense, in no more than 200 words, the purposes of the study or research, the material and methods used, main results and the most relevant conclusions. The method of structured summary must be used, and non-standard abbreviations will not be allowed. It must be presented in both the original language of the article and English.

**Key words:** the authors must propose between 3 and 6 key words, which must belong to the "tesauros" data base, indicating the "tesauro" used.

## Guidelines to the Call for Articles Publication in the Journal of Scientific Dissemination "Vía Innova"

### SCOPE AND EDITORIAL POLICY

Vía Innova Journal by the research group "Business, Services and Innovation Management GESICOM Vía Innova", which belongs to the Trade and Services Center of SENA – Regional Tolima, aims at



spreading advances, developments and achievements of research projects in diverse scientific fields, through publishing original articles both in Spanish and English.

The Journal is mainly addressed to the community involved in areas such logistics, business and trade management; informatics, virtualization and innovation technology; administrative, accountant and financial management; tourist, gastronomic and hotel management; services in health and sports development and research for integral professional education.

Documents postulated for the process of the Journal evaluation for articles publishing, must adjust to the requirements, parameters and normativity established for this process, as they will be subject of arbitration by academic peers.

The Journal is an annual publication, with date of December, printed and digital, with ISSN 2422 – 068X and e-ISSN.

It is a public Journal with open access, thereby, the sending of articles for evaluation and publishing, does not have cost.

#### **ETHICS AND TRANSPARENCY STATEMENT**

The Journal of research group GESICOM is based on specifications required for indexed journals on a national level and the guidelines demanded to fulfill the processes of research journals indexation, aiming to guarantee the quality of the publications, applying ethical, responsibility and professionalism principles from authors.

In this regard, articles postulated to the call for works evaluation, must adjust to the guidelines established by the journal for their further publication. Additionally, there will not be accepted any offensive or severe papers, addressed to individuals, research groups, products or services from others in general.

The articles (as a whole or important sections for their construction) sent to the call for publication, must be unpublished works. Translations or adaptations from other papers previously published, will not be admitted.

Along with the sending of the article, documents of transfer of publishing rights and authors responsibility must be attached. In these forms, authors express:

1. Agreement with transfer of publishing rights and reproduction of the document in the journal of scientific dissemination “Vía Innova”, in case of being approved after the editorial and acceptance process.
2. Assumption of all responsibility as authors of the document content (conception, design, data recollection, drafting, final revision and approval for publishing in case of acceptance, as well as the legal and moral responsibility on the article, in order to guarantee that issues related to the integrity or accuracy of any part of the article, is properly researched and solved). Through these signed documents, authors also express that their work has not



been previously published under any modality and that it will not be sent to other journals while the editorial board decide whether to publish it or reject it.

3. Articles sent to the Journal must respect the anti-plagiarism policy, with this being understood as the use of whole or sections of documents of another author's work and passing them off as one's own, as by not crediting the original author. When plagiarism is detected in a paper, this will not be accepted and it will not make it to the publishing process. Besides, in the case when the article derives from a post-graduate work from one of the authors, the check up in the applicative for plagiarism content identification will not be considered, however, the relevant reference must be done.
4. Transfer of publishing rights to the Journal, where the latter reserves the rights of making modifications to the original text, according to the style and layout review, and the acceptance of the suggested changes that the authors of the editorial board may consider necessary.
5. Finally, the authors must inform if they received funding by one or several organizations and if conflicts of interests occurred during the making process of the article.

#### **FORM AND PREPARATION OF MANUSCRIPTS**

**General requirements:** articles sent to the Journal of scientific dissemination Vía Innova, must adjust to the guidelines for the call, established by the editorial director and the editorial board of the Journal.

The structure of the document must be of extension .doc (Word), letter size paper (21,5 x 27,5 cm) margins of 2.5 cm in every edge, font Verdana size 12 and 1,5 line spacing. Each page must be numbered in the bottom right, starting from the page containing the article.

**Types of articles and general structure:** all 11 types of articles can be accepted by the Journal, however, those with priority will be scientific and technological research articles, reflection articles and review articles. The articles of original research must contain the following sections: introduction, objective, materials and methods, results, discussions and conclusions. Other typologies such reflection articles, case reports, update and review articles, can be adjusted to the appropriate section requested, and a further authorization from the editorial board.

**Scientific and technological research:** It is a document that presents in a detailed form, the original results of a research project, answering a research question, methodology of development and data analysis, and finally the presentation of results and the confrontation with literature within the frame of the field of study. The structure is composed by four relevant sections: introduction, methodology, results and discussion. It must contain at least thirty references.

- **Reflection:** documents that present results on the research from an analytical, critical or interpretative perspective of the author, on a specific topic, by using original sources. It must contain at least thirty references.

- **Review:** In this type of article, the document is presented from a research where results of published or unpublished researches are analyzed, systematized and integrated on a field of science or technology, aiming to illustrate the advances and trends of development. It is characterized for presenting a detailed bibliographic review with at least fifty references.

**Structure and organization of articles:** Following, the structure required for articles and its corresponding organization:

**Title page:** the first page of the manuscript must contain: A) the title of the work, both in Spanish and English, they should be concise but informative on the main content of the publication, and a short title up to forty characters, including spaces. B) The author(s), identified with complete names. At the end of each author's name, a superscript number must be selected to identify their filiation. C) Authors filiation: name of the section(s), department(s) service(s) and institution(s) to which the author belonged during the execution of the work. D) Name, identification number, address, telephone with corresponding codes, country, city and e-mail of the main author. E) Funding source if applies, allowance or grant, equipment, or all the above. Every funding source must be declared, specifying if the provider organization had influence or not in the design of the study, data recollection, analysis or interpretation, preparation, revision or approval of the manuscript.

**Summary:** this section must condense, in no more than 200 words, the purposes of the study or research, the material and methods used, main results and the most relevant conclusions. The method of structured summary must be used, and non-standard abbreviations will not be allowed. It must be presented in both the original language of the article and English.

**Key words:** the authors must propose between 3 and 6 key words, which must belong to the "tesauros" data base, indicating the "tesauro" used.

**Introduction:** in this section, the authors must outline the theme that frames the development of the work, clearly showing the purpose of the study related to the work. In case that is relevant, explain the hypothesis and corresponding reference, only if needed.

**Methodology:** every phase referring to the article must be described, along to the variables of analysis and the study population. If a known defined methodology is used, this just must be mentioned and referenced. If there is a case in which a new methodology has been developed, a specified description must be added.

**Results:** Achievements made must be presented by following a logical and chronological sequence. They should be derived from the study where the article is framed. In this section, tables and figures can be used, but not both at the same time. The most relevant findings must be highlighted. The presentation and the discussion of findings should not be mixed up, since each one of them must be contained in their corresponding section.

**Conclusions and/or discussions:** Conclusions derived from the research and those who contribute to the subject of study must be presented. In the discussion of findings and scopes, highlight the

new elements that contribute to the study community and all those interested in the subject concerned. In the presentation of conclusions, do not stand on other studies results, these conclusions must be exclusive of the study developed by authors and sustained in the article presented. Data presented in the results section must not be repeated in detail.

**Acknowledgements:** The authors can acknowledge the support received for the development of the study or research, the substantives contributions to their work from people or institutions. The authors are responsible for mentioning those people or institutions whom readers might attribute support to the work's results and its conclusions.

**References:** The use of references, just as the normativity within the article development, will be APA. Unpublished references used in the article will not be accepted. Review Articles must contain at least 50 references.

- **Quoting:** APA style presents the quotes within the work's text, using the author's last name, publication date and the page quoted in parenthesis. This system does not require footer quoting, and it works like following:

Williams (1995, p.45) stated that "when comparing personality disorders, the patient's age must be considered"

Or:

An author stated that "when comparing personality disorders, the patient's age must be considered" (Williams, 1995, p. 45).

When the quote is indirect (the author's idea is mentioned, but is not textually quoted), the reference page must not be included. It goes as following:

It is appropriate to consider the age of the patients when studying personality disorders (Williams, 1995)

If another's research work is needed to be quoted, it can be done as following:

Duarte (2006, p. 17) quotes Phillips (2001) who discovered ...

- **Bibliography:** The reference list must be presented in alphabetical order. The title of the publication used for the reference, must appear in italics. Bibliographic references must be shown as following:



- **Books:**

Last name, Name (year). Book title. Publication place: Publisher

Strunk, W., & Blanco, E. B. (1979). *Los elementos del estilo* (3th ed.). New York: Macmillan.

- **Official and Government Publications:**

Country. Government entity. (year) Title. City: Publisher. Publication name.

Great Britain. Ministry of the Interior. (1994). *Política de las prisiones para Inglaterra*. London: HMSO. Orquídeas.

- **Reports:**

Last name, Name. (year). Report Title. (Report Code). Entity

Birney, A. J., & Pasillo, M. Del M. (1981). *Identificación temprana de niños con dificultades para escribir una lengua*. (Report No. 81-502). C.C. of Washington: National Education Association.

- **Scientific journal articles**

Last name, Name. (year). Article title. Journal name. Volume, number, (page range).

- **Weekly Journal article:**

Last name, Name (year, day and month of publication). Article title. Publication title, page range.

- **Newspaper articles:**

Article title. (year, day and month of publication). Newspaper name, page range.

Young, H. (1996, 25 July). *La Batalla entre serpientes y escaleras*. The Guardian, p. 15.

- **Interviews:**

Since the interview material can't be reproduce to the reader, is not mandatory to be quoted in the final bibliography. Nonetheless, it would be appropriate to refer to the interview within the main body of the work, as a personal communication:

... and this point was conceded (J. Bloggs, personal interview, 22 August 2001).

- **Electronic Sources:**

Last name, name. (Date). Article title. Month, day and year of consultation, web address.

**Tables:** The tables must be incorporated after the text in which they were quoted, labeled with consecutive numbers corresponding to the number of appearance, the titles of the tables and their development must clearly explain its content. The title of the table will always be on top of it, centered, in bold type only for table statement and its corresponding number, as shown in example Table 1. There must be one line spacing between the previous text and the table, and also, between the title of the table and the next script. There will be accepted up to six tables for each article.

**Table 1.** Tables example

Name	Last name

**Figures:** They can be charts, photos, graphics, maps or any other illustrative material and they will be labeled with consecutive numbers in the order they were quoted in the text. They must be included after the text, in file of figures attached, with a minimum resolution of 300 dpi. The titles of the figures and the spacing will have the same conditions as the tables, also, the titles and their presentation must clearly explain its content. Titles must appear under the figure as shown in Figure 1.



**Figure 1.** Logotypes research group GESICOM

Source: Research group GESICOM

**Equations:** The equations must be clearly written, preferably using the Equation Editor in Microsoft Word, adopting the international notational system. The equations must be centered and its order indicator (number) must be right-aligned, as shown in Equation (1).

$$V = \frac{\alpha \cdot x_1 + \beta \cdot x_2}{\gamma \cdot Y} \quad (1)$$

They will be numbered consecutively, considering the order in which they were quoted. The subscripts and superscripts will have to appear clearly located and the arithmetic signs must be



correctly aligned. The uppercase and lowercase letters must be carefully distinguished. A free space will be left before and after the equations.

**Metric units:** There can only be used internationally accepted metric units, following the next criteria:

- a. The unit symbols do not change in their plural form: 3 km, not 3 kms.
- b. Leave one space between the number and the symbol: 4 m, 4 g.
- c. Only use symbols when the units are presented with a number (2 mm); otherwise, the whole corresponding word needs to be written (the metrics were taken in millimeters)
- d. Temporary or angular units are h, min and s.
- e. The symbols of units do not end with dot, except at the end of a sentence.

**Interests conflict:** Indicate if the study presents an interests conflict or if it doesn't.

**Funding:** Indicate whether the study has been funded or not.

**Transfer of rights and declaration of author responsibility forms.**

As mentioned in the ethics and transparency statement, the authors must attach to the article, the forms of transfer of publishing rights and the author responsibility, signed by hand. Given the circumstances when the editorial board requires fundamental changes in the article, the authors must send these forms again.

**CHECKING LIST FOR SUBMITTING**

As part of the sending process, the author(s) must check every requirement to fulfill the elements shown next. If the submitting does not meet the requirements, it will be returned to the author(s).

- The authors of this document and those who sign the transfer of rights and responsibility forms, agree to submit for evaluation under the criteria established by the Editorial Policy of Vía Innova Journal.
- The authors certify that the article is original, unpublished and hasn't been presented or is currently being evaluated in other Journals.
- The article or important sections of it, is unpublished and has not been submitted nor will be sent to other publications, while the acceptance or denial is confirmed for this Journal.
- The authors declare not having commercial association that might generate conflicts of interest related to the article, apart from what is explicitly stated in separate sheet. (equitable ownership, patents, licensing contracts, associations, institutions or corporations).



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- The file submitted is in Word format and web addresses have been added to references/bibliographic quotes, where needed.
- The text is written with 1.5 spacing in Letter size sheet, numbered, font Verdana 12.
- Includes two summaries, one in Spanish and other in English, each one up to 200 words. 3 to 6 key words are indicated, both in Spanish and English, taken from a “tesauros” data base.
- Tables and figures presented in the article are structured in form, content and configuration for printing.
- Tables and figures taken from other documents are duly authorized by the owners.
- Contact information from the authors is clearly indicated: names, IDs, e-mails, city, country and telephone numbers.

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## **PRIVACY STATEMENT**

The data provided by the authors to the Journal, will be used exclusively for required purposes of the Journal's management and indexation processes, and not to promote them to third parties with other purposes.

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