

Instructions for submitting articles: Investigación y Desarrollo Journal (Research and Development)

Originality

Articles must be original, unpublished and not approved for publication in other journals. Articles will be received in English. They may be the product of research or knowledge acquired by the author in his or her professional career. Any socialization of results referring to the submitted manuscripts can be done after the publication of the corresponding Investigación y Desarrollo Journal volume.

The articles must be aligned with the areas of knowledge established by Universidad Técnica de Ambato, and the lines of research currently approved in the Research Plan of the Research and Development Department (DIDE).

Submissions

Manuscripts should be submitted electronically to the email: revista.dide@uta.edu.ec, or uploaded to the journal's website: <http://revistas.uta.edu.ec/erevista/index.php/dide>

Submission guidelines

- **File type:** Word document.
- **Authors:** Articles must have a maximum of four authors
- **Paper size:** A4
- **Font:** Times New Roman
- **Font size:** 12 point size, with the exception of some sections
- **Spacing:** 1.15 space in all text except tables, figures and formulas (1.0 space)
- **Spacing:** Front zero pts, Rear 6 pts
- **Numbering:** Arabic numerals (western), in the upper right-hand corner of all article pages
- **Margins:** Left 3 cm, right 3 cm, upper 3 cm, lower 3 cm
- **Indentation:** None
- **Alignment:** Justified
- **Length:** The complete article should consist of 10 to 16 pages, including text, tables, figures, images, annexes, among others
- **Numerical data:** thousands must be separated with comma, millions with apostrophe and decimals with a point, tables and figures, except for years.
- **Language** – Non-native English speakers are encouraged to have their manuscript proofread by a native speaker before submission. Additionally, authors must use formal language (no contractions, phrasal verbs, colloquial language).

- **Titles:** Spanish and English, sentence case, centered on the page, Times New Roman 12 font size. Frontal spacing 6 pts., back spacing 12 pts. A new page must be started for each title.

- **Subtitles:** Aligned to the left in bold and italic, Times New Roman 12 font size. Front spacing 6 pts., back spacing 6 pts.

- **Citations:** Sixth Edition APA Style in the entire text

Standards for the preparation of tables and figures

Tables

Tables are the ideal alternative for presenting accurate and repetitive data. Carefully evaluate all your tables to verify that they are necessary and that they contribute significantly to the article. Small tables are often unnecessary.

Tables have a standard structure, sixth edition APA style. **Example:**

1

Table 2. *Descriptive statistics of students' perception*

| 2 | N | Min | Max | Average | Standard deviation |
|-----------------------------|----|------|-------|---------|--------------------|
| Teachers | 36 | 3,00 | 10,00 | 8,1667 | 2,24881 |
| SRI | 36 | 3,00 | 10,00 | 8,9167 | 1,42177 |
| 3 UCACUE | 36 | 4,00 | 10,00 | 8,9167 | 1,48083 |
| N valid (according to list) | 36 | | | | |

6

5 Note: The unit of measurement is presented as a weighted average

7 Source: *Made by the authors based on the results of the research survey*

1. Number and title outside the table also explaining its contents

- a. Top of the table, Times New Roman font, 10 pts, centered
- b. The word table must be in bold, the rest in italics and without bold, sentence case.

2. Column Heading describes the contents of the columns

3. Row Header describes the contents of the rows

4. Body contains the data of the investigation

5. Notes are additional clarifications about the content of the table

6. Borders to define sections of the table and improve their appearance

7. Source written in bold, the rest in italics and without bold aligned to the right

- a. In case it is taken exactly from some institution, article, journal or other places. For example, **Source:** Ministry of Education, Statistical Yearbook - Teaching (2014)

- b. If the author makes any modification, summarizes the information or other changes, it should be stated. For example: **Source:** Made by the author based on Ministry of Education, Anuario de Estadísticas- Docencia (2014)
- c. In case it is made by the author with primary information it should be stated:
Source: Made by the author from (surveys, observation, interviews, etc.) (2014)

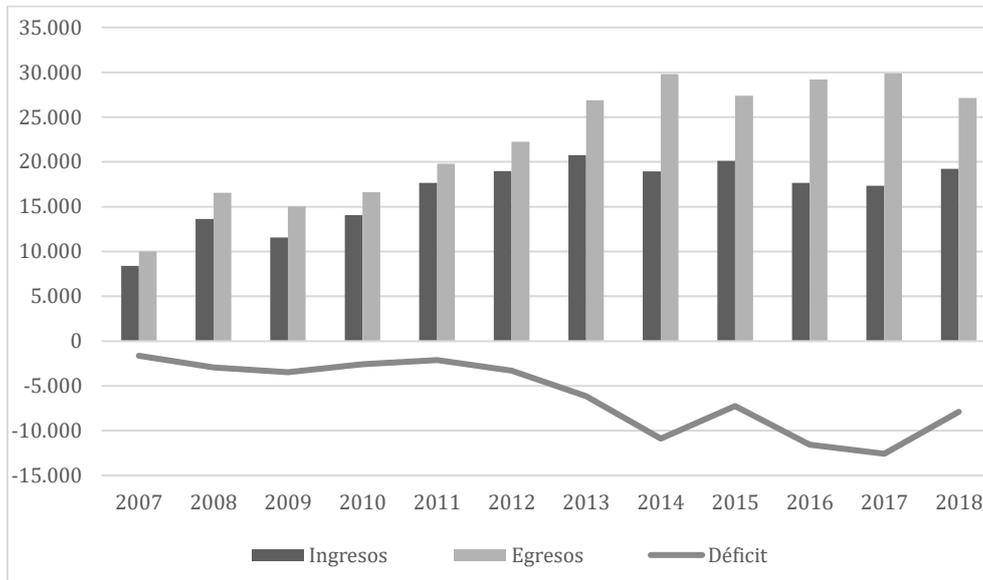
The text inside the table must be written in Times New Roman font, 10 pts, left alignment for text and right alignment for numbers and sentence case.

Suggestions for making tables:

- Do not repeat the units of measurement in the body of the table. The unit symbol should be placed below the column headings
- Do not include data columns that can be easily calculated from adjacent columns.
- Avoid columns of non-significant data
- If the percentages should add up to a hundred, make sure they do.
- Place the zero to the left of the decimal point (0.5 instead of ,5). Align the number columns below the decimal point
- All the tables of the document must be sent separately in the appropriate format (high resolution and Excel).

Figures

Illustrations are ideal for presenting data that have well-defined trends or patterns. They can also be used for presenting complex processes or images that would be difficult to describe in words. As with tables, all illustrations should be necessary and should contribute significantly to the content of the article. Ask yourself whether a figure is really needed when you are thinking about using one. If the data can be described in the text in a small amount of space, then it is not necessary to include a figure. Avoid figures with too much information, which makes the interpretation of the data difficult to understand. A simple figure may be better.



Source: *Central Bank of Ecuador, Monthly Statistical Information, Public Finance Statistics (2019).*

Figure 1. *Income, Expenditure and Deficit of the PGC in Millions of Dollars*

- **Number and title outside the figure** - Indicate the number of the figure and explain its contents

a. Lower part of the figure; letter Times New Roman, 10 pts, aligned to the right after the source

b. The word **FIGURE** in bold, the rest is italicized, not bold, sentence case.

- **Source:** The word **SOURCE** in bold, the rest is italicized, not in bold, aligned to the right

a. In case it is taken exactly from some institution, article, journal or others, cite for example: **Source:** *Ministry of Education, Statistical Yearbook - Teaching (2014)*

b. If the author makes any modification, summarizes the information or makes any other changes, it should be stated. For example: **Source:** *Made by the author based on Ministry of Education, Anuario de Estadísticas- Docencia (2014)*

c. In the case that it is elaborated by the author with primary information, it should be stated. For example: **Source:** *Made by the author from (surveys, observation, interviews, etc.) (2014)*

The text inside the figure: Times New Roman letter, 10 pts, sentence case.

Suggestions for making figures:

- Figures in their final sizes or slightly larger (never smaller).

- Figures prepared with special illustration programs (Adobe Illustrator) must be saved in TIFF or PNG format

- Use 300 dpi (dots per inch) for figure resolution. Save the digital files in TIFF or PNG format. Use a resolution higher than 1.3 megapixels for photos taken with digital cameras.
- Use descriptive and useful names for the digital files.
- The figures should be sent separately in the appropriate format (high resolution and excel).

Structure of the scientific article (empirical study)

Title

The title of the article is very important because it will be published in bibliographic resources, in data banks, on the journal's website and in the literature cited from other articles. People who find the title in any of these places will use it to decide whether they should get a complete copy of the academic work. The title is a label and therefore has to describe the content of the article appropriately.

The title in Spanish and English, maximum length 25 words, should not have acronyms or abbreviations, except those known to the entire audience.

Format: Sentence case, bold, Times New Roman font, 12 pts, centered.

Authors

Authors should write their names in one way on all their articles: first name and last name. If an author uses two last names, join them with a hyphen (first name last name1 - last name2). Academic titles should not be included and a semicolon should separate authors.

Write the authors' information under their names:

Institution, faculty/department, city, country, email.

Format for author(s): Times New Roman letter, bold, 12 pts, centered

Format for Author description: Times New Roman letter, 10 pts, centered

Example:

Armando Romero - Galarza¹, Gustavo Flores - Sánchez²

¹Universidad de Cuenca. Facultad de Ciencias Económicas y Administrativas. Grupo de Investigación Empresarial. Cuenca - Ecuador. E-mail: armando.romerog@ucuenca.edu.ec.

² Universidad de Cuenca. Facultad de Ciencias Económicas y Administrativas. Grupo de Investigación Empresarial. Cuenca - Ecuador. E-mail: gustavo.flores@ucuenca.edu.ec.

Abstract

The abstract is one of the most important parts of the scientific article. It is a summary that highlights the salient points of the article. It is the exact and abbreviated representation of the article, with no interpretation included. It is a short and clear exposition of the content of the article, clearly stating the purpose of the research, methodology, most relevant results and main conclusion.

Additional comments on the abstract

- Write it in a single paragraph

- No bibliographic references
- No references to tables or figures
- It is written in past tense
- No acronyms or abbreviations (except those that are known by the entire audience)
- Its length should be in proportion to the length of the article and the importance of the research. It should not exceed 250 words

Format: Times New Roman font, 10 pts, justified

Keywords

The keywords are a list of three to five descriptive terms of the main content of the article. These words are written in alphabetical order after the abstract and are used by the bibliographic services to classify the work under a particular index or topic. Choose these terms carefully so that the article will be correctly classified and reach more researchers.

Format: Times New Roman font, 10 pts, justified

Resumen

It is the Spanish translation of the abstract (in case authors need assistance with this part in Spanish, please let us know)

Palabras Claves

It is the Spanish translation of the key words

Introduction

The introduction gives three very important elements of the research: the purpose, the importance and the current knowledge of the topic. The narrative begins with general elements (often chronologically) until the purpose of the project is reached.

The importance of the research is obvious to the author, but not necessarily to the reader. It is never too much to describe the importance of the work and its possible practical application.

The relationship between the research and prior knowledge of the topic is established through a narrative supported by literature citations. Do not try to summarize all that is known about the topic, nor try to prove that you know all the literature. Limit yourself to the specific topic of the work and cite only the most relevant contributions, using sixth Edition APA Style. This section should not include tables, figures, or acknowledgments.

Methodology

This part of the scientific article, explains to the reader how the research was carried out. A fundamental requirement of all scientific research is that the work can be validated; therefore, you have to provide enough information for your colleagues to repeat the experiment.

If the method is already described in a previous work, you only have to give the corresponding citation, although you could describe it if it is short or if it appears in a work that is difficult to obtain. If you modified a method from another researcher, you must give the citation and explain the change in detail. If the method is new, you should describe it in detail and probably justify it. Articles on field research include in this section the characteristics of the area of study and the sampling dates.

In this section also mention the statistical tests used to evaluate the results; it may be prudent to justify the tests used so that it is clear that you chose the most suitable ones and not ones that benefit your expectations.

All methods used and results obtained should be relevant to the research.

The essential purpose of the methodology is to situate in the language of research the techniques and instruments that were used, from the location, the design and type of study, its population, study group, data collection techniques and instruments, to the coding, analysis and presentation of the results.

Additional suggestions on methodology

- Avoid using ambiguous terms, such as frequently, regularly, and periodically. For the research to be repeated, it is necessary that the reader understands exactly what, when, and how it was done.
- It should be clear enough to be replicated by other researchers.
- Do not specify brands or models if several teams can do the same thing.
- Write this section in the past tense

Results

This is the core section of the article because the results of the research are reported here. The results obtained in experimental studies or computer simulations are generally presented accompanied by tables (what was already written, should not be repeated), or figures that summarize quantitative and qualitative aspects of the new results obtained in the study.

Traditional journals present the results through text, tables and figures. In general terms, a text is the fastest and most efficient way to present a small amount of data and tables are ideal for presenting accurate and repetitive data.

Use the International System (SI) or modern metric system for all units of weight and measure.

Discussion

This section is very important because the results obtained are explained and compared with data obtained by other researchers.

The discussion section may briefly mention the results before discussing them; however, they should not be repeated in detail.

The results obtained in your research should only be compared to those of similar characteristics. Carefully evaluate the materials and methods of the other works to determine how far the comparison should go. Compare your results with existing research that supports your hypothesis and also with research that contradicts it, contrary results can be even more important than those that support your ideas.

Be cautious about discussing results that are not statistically significant. Do not extend the discussion unnecessarily by citing related work or by posing unlikely explanations. Both actions distract the reader from the truly important discussion.

Conclusions (Optional)

1. This part of the article summarizes the most significant results and contributions of the research.
2. The presentation of conclusions should be limited to those supported by the empirical data.

3. The conclusions should summarize the main findings.
4. They should be clearly and accurately presented.

Acknowledgements

The acknowledgements section recognizes the help of individuals and institutions that significantly contributed to the development of the research. Do not exceed in the acknowledgements; only mention the most significant contributions. The other ones can be acknowledged in person. The name of the entity that funded the research should be included in this section. Contributions that are part of routine work or received in return for payment are generally not mentioned here.

Scientific articles almost never include dedications or warm thanks (Friendship, moral support, personal advice, etc.)

References

References include only the sources that have been cited or commented on. This list is presented alphabetically.

Each reference must contain the author/s, year of publication, title of the work and publication data.

Use sixth Edition APA Style.

Examples:

| |
|---|
| Anderson, Charles & Johnson (2003). <i>The impressive psychology paper</i> . Chicago: Lucerne Publishing. |
| Mari Mutt, J. A., (2012). <i>Manual de redacción Científica</i> . Recuperado de https://www.uco.es/servicios/informatica/windows/filemgr/download/ecolog/Cuaderno%20redaccion%20trabajo%20cc.pdf |

Other types of articles for publication

Investigación y Desarrollo Journal, in addition to publishing original scientific articles (empirical studies), which include secondary analyses that test hypotheses presenting new analyses of data that were not considered or addressed in previous reports; also publishes other types of articles such as:

1. Literature Review

Review articles are selective, detailed and critical studies of material that has already been published (research meta-analysis). The researchers use quantitative processes to statistically combine the results of the studies. It is not an original publication, its purpose is to conduct research on a given topic, in which relevant and necessary information concerning the research problem to be addressed is gathered, analyzed and discussed.

2. Case study:

A case study systematizes over a period of time one or several experiences or processes, their critical moments, actors and context in order to explore their causes.

The case study is a qualitative research method although it may include quantitative evidence. This type of work uses multiple sources of evidence and explores the object of study within its context.

3. Opinion Article

This kind of article expresses a clear position towards a topic and offers assessments, opinions and analysis on issues of public interest. It should not contain more than 1000 words.

4. Reflection paper

This type of paper is subjective, presents the results of an investigation from the analytical, interpretative or critical perspective of the author, and supported through other investigations. It may contain up to 4000 words.

Sections of the Literature Review

1. Title
2. Authors
3. Abstract
4. Keywords (optional)
5. Resumen (Abstract in Spanish)
6. Palabras Claves (optional) – (Keywords in Spanish)
7. **Introduction and body**

The purpose of the introduction is to make the preamble of all those aspects to be detailed in the article. Also, it should powerfully state the fundamental purpose of the writing, the question and objectives proposed. In addition, it will reveal the accurate narrative style of the analytical and reflexive process structured by the author.

The introduction in a review is more extensive than in the original scientific articles. It describes the procedure for the identification, selection, analysis and validation of the sources consulted; therefore, it is necessary to use clear language when explaining the processes and sub-processes implicit in the development of the article, which led to the structuring and compilation of the referenced material. The sources consulted may not only be bibliographical, but also personal and institutional.

The introduction should not only contain a list of citations or summaries, but also establish a systematic basis among them. This will allow pointing out the congruencies and contradictions of the available literature, which will explain different conceptualizations and methods.

8. **Conclusions** (optional)

All those reflections inherent to the analysis of the original sources are found in this section of the article. It is recommended that the conclusions are written obeying the structure of the text, respecting its logic and coherence. In the same way, conclusions have to be concrete

and clear in order to avoid confusion and contradictions to the objectives and purpose of the text, evoking the most significant aspects obtained as a result of the review exercise.

9. **References:** All those sources consulted for the proper development of the text. They have to be pertinent, original, valid, truthful and coherent with the selected topic. There should be a minimum of 30 primary or original references, also, these should preferably be updated (publications of the last 5 years), unless they are works of great importance and fundamental for the optimal development of the work, having national and worldwide recognition in publication of impact.

Sections of the case study -

1. Title

2. Authors

3. Abstract

Brief description of why the case is important or noteworthy, specifying the informative message that motivates its communication.

4. Keywords

5. **Resumen** (Spanish translation of the Abstract)

6. Palabras Claves- (Spanish translation of the Keywords)

7. **Introduction**

The literature review should clearly state the objective of the work. The most relevant information should be established without making this section a Review.

8. **Method and description of the case**

The case and method used to collect information is indicated. It is advisable to write the case in an impersonal style (avoiding using, above all, the first person), and in the past tense.

The language should be clear and appropriate, with a grammatically correct style to accurately describe the case.

9. Results and discussion of the case

This section should emphasize why the case is noteworthy. It should also explain or clarify the debatable aspects. It should include the lessons that can be learned from the case being discussed, specifying the educational message, such as whether it is practical to imitate, the errors to avoid that can be questioned in light of this experience.

10. Conclusions and recommendations

The conclusions should precisely highlight the message that should remain from the reading of this work and the recommendations for handling similar cases.

11. References

Indicate all bibliographic sources to support the discussion.

Sections of opinion articles

- **Title of the article:** Spanish and English, short and concise statement of maximum 25 words.
- **Authors:** Write the author's name under the title, a first name and a last name, if you use two last names; join them with a hyphen (first name last name1- last name2). Under the author's name, indicate the Institution you belong to, faculty/department, city, country, e-mail.

Example:

Armando Romero – Galarza¹, Gustavo Flores - Sánchez²

¹Universidad de Cuenca. Facultad de Ciencias Económicas y Administrativas. Grupo de Investigación Empresarial. Cuenca – Ecuador. E-mail: armando.romerog@ucuenca.edu.ec.

¹ Universidad de Cuenca. Facultad de Ciencias Económicas y Administrativas. Grupo de Investigación Empresarial. Cuenca – Ecuador. E-mail: gustavo.flores@ucuenca.edu.ec.

- **Introduction:** The main ideas of the study are briefly indicated, without developing them.
- **Body:** The main ideas of the topic of study are developed, the justification and reason for the opinion is explained and grounded systematically.
- **Conclusions:** In this part, brief opinions and impressions on what is explained in the body of the article will be stated.

Sections of the reflection article

- **Title of the article:** Spanish and English, maximum 25 words
- **Authors:** Write the author's name under the title, a first name and a last name, if you use two last names; join them with a hyphen (first name last name1- last name2). Under the author's name, indicate the Institution you belong to, faculty/department, city, country, e-mail.

Example:

Armando Romero – Galarza¹, Gustavo Flores - Sánchez²

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¹ Universidad de Cuenca. Facultad de Ciencias Económicas y Administrativas. Grupo de Investigación Empresarial. Cuenca – Ecuador. E-mail: gustavo.flores@ucuenca.edu.ec.

- **Abstract:** Short and clear statement of the content of the article, indicating the most relevant results and the main conclusion, consisting of a single paragraph not exceeding 250 words.
- **Key words:** The key words are a list of three (3) to five (5) descriptive terms of the main content of the article.
- **Resumen (Abstract in Spanish):** Spanish translation of the abstract.

- **Palabras Claves (Keywords in Spanish):** Spanish translation of the key words.
- **Introduction:** Section indicating the importance of the topic of study, historical background, problem definition and objectives.
- **Reflection:** The ideas, arguments and reflections of the author are presented in a coherent way, as a result of a process of training, research and analysis. The reflections are guided by a fundamental topic around which arguments are considered and elaborated.
- **Conclusions:** The results of the above reflections are mentioned. It is also a scenario for self-criticism, acknowledging limitations or possible variables in future research.
- **References:** Sources that have been cited or commented on the article should be mentioned here in alphabetical order, sixth edition APA style.

General considerations to keep in mind about articles

The minimum number of references are 15 for research papers, 30 for literature reviews, 20 for reflection papers, 20 for opinion papers and 20 and 15 for case studies.

Arbitration system

The arbitration system of the Investigación y Desarrollo Journal is a double-blind modality with external / internal reviewers, and it follows these steps:

1. Reception of papers by e-mail revista.dide@uta.edu.ec, or the journal's website: <http://revistas.uta.edu.ec/erevista/index.php/dide>
2. Petition for a declaration of commitment from authors
3. Submission of article to editor to initiate arbitration process.
4. Submission of article to editorial board to verify compliance with journal's rules of presentation, topic according to the lines of research, brief reading of the topic and anti-plagiarism check. In case there are shortcomings in the content, it will be sent to the editor to evaluate and determine whether it can continue in the arbitration process or not.
5. Once the article complies with the established requirements, the editorial board designates two reviewers according to the topic.
6. In case the editorial board does not accomplish the assigned duties, requirements and dates established, the editor would take the pertinent actions to continue with the arbitration system
7. The reviewers evaluate the content of the articles to make one of the following decisions:
 - Approved for publication
 - Approved for publication subject to the author complying with the requested corrections
 - Rejected

8. In the event that one evaluator accepts the article and another rejects it, the editorial board may request an additional evaluation to break the tie.

9. In case a reviewer does not accomplish the assigned duties, requirements and dates established, the editorial board would take the pertinent actions to continue with the arbitration system.

10. Editorial board receives the reviewers' reports and authorizes their submission to the editor

11. The editor, based on the reviewers' reports, makes the final decision of publication and sends the acceptance letter to the authors, if it is the case.

Note: Communication among the editor, editorial board, reviewers and authors will be by email: revista.dide@uta.edu.ec, which is managed by the technical team of the journal.

Code of Ethics

For the actions and performance of the actors involved in the publication process of this journal (editor, editorial board, reviewers and authors), Investigación y Desarrollo journal follows the international code of ethics established by the Committee on Publication Ethics (Code of Conduct and Best Practices Guidelines for Journals Editors, COPE), available at: <https://publicationethics.org/about>.

Privacy Policy

The names and e-mail addresses entered and/or registered will be used exclusively for the purposes stated by this journal and will not be available for any other purpose or to any other person.

Anti-plagiarism

All papers received for publication in this journal are subjected to anti-plagiarism check by means of URKUND software where grammatical and spelling coincidences must not exceed 8%, otherwise the article will be rejected. This guarantees that the works are unpublished and comply with the standards of editorial quality that assures their scientific production.

Conflict of interests

All authors are obliged to state explicitly that there are no conflicts of interest that may have influenced the results obtained or the proposed interpretations. Authors must also indicate any funding from agencies and/or projects from which the research article arises. In case there is no external funding, authors must declare the work as self-funded or own funds.

Statement of responsibility

The content of works submitted to Investigación y Desarrollo Journal is the responsibility of the author and attests that the work is original and unpublished, does not present contents from other authors or other fragments of works already published. Furthermore, they confirm the veracity of the data, that is, that the empirical data have not been altered to verify hypotheses.

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Author's contribution

Investigación y Desarrollo journal considers that authors contribute equally in the elaboration of works, therefore it does not request a contribution statement

Open access

The journal is publicly accessible and does not charge a fee for publication or access to its material.

Digital Preservation

All the articles of the journal are deposited in the servers of Universidad Técnica de Ambato, which make a monthly backup of its database and quarterly backup of its server.