

## **Presentation**

**Razón Crítica** is a periodical review of academic and research character, managed by the Faculty of Social Sciences of the Foundation University of Bogotá Jorge Tadeo Lozano (Colombia), which is published every six months. It aims to create a space for reflection, application and dissemination of results of research processes, especially in relation to social sciences and alike<sup>1</sup>.

The Magazine is structured through the recognition of the fundamental principles of: (a) plurality, (b) promoting research, creation and innovation, (c) the culture of self-evaluation and questioning of knowledge; (d) learning with the character of permanent construction.

Accordingly, the selection and evaluation of articles for each of the editions of the Magazine involves a process that seeks to ensure the quality of them, among the texts received. To do this, the articles referred to the process must be unpublished, original, not first undergoing a process of arbitration in another publication<sup>2</sup>, and they may be written in Spanish, English and Portuguese. In any case, they should be able to be categorized primarily as research articles, reflection and / or revision. A preliminary assessment of the texts postulated will be done, and those that result approved will be sent to two (2) external academic peer reviewers, following the double-blind method.

As an academic Magazine, the different lines of thought and perceptions are guaranteed. However, the Magazine is not responsible for the opinions and concepts of authors selected for publication.

---

<sup>1</sup> It is oriented towards issues related to the following disciplines and / or areas of expertise: Political Science, Law, International Relations, Sociology, Social Communication and Journalism, Movies and Television, and Humanities. Priority to studies and proposals inter, trans and / or multidisciplinary of these fields will be given.

<sup>2</sup> The texts archived in repositories of the institutions may be accepted provided that the author submit the declaration of originality and send the supports that the document is only archived and unpublished.

# **POLICIES**

## **I. Publishing**

### **A. STRUCTURE**

The Magazine has the following management and structuring bodies:

#### **- PUBLISHER UNIVERSITY**

It is established as responsible educational institution of publishing, printing and distribution of the Magazine, the Foundation University of Bogotá Jorge Tadeo Lozano, higher education institution organized under the laws of Colombia, based in Bogotá, Republic of Colombia, with Legal Personality recognized by Resolution 2613 of August 14, 1959, issued by the Ministry of Justice, identified with Nit 860006848-6, represented herein by Cecilia María Vélez White, identified with citizenship ID card 32489688 from Medellín, where as lead and legal representative.

This authority will also host for the development of the proper activities and that fall off by impact and to this publication.

#### **- DIRECTOR**

He or she is the person who is responsible for the elucidation and direct review of editorial policies, supported by publishers for verification and compliance with them. In this regard, he or she will also be responsible for submitting to the Editorial Board policies for final approval.

Also he or she represents the Magazine and is responsible for the functions related to the management and coordination of the same. At the same time will also be the person responsible for proposing actions of self-assessment and improvement of the Magazine.

## **- EDITORIAL BOARD**

It will consist of researchers who have a permanent scientific production, and occupy that post in recognition of his/her research career and his/her contributions to knowledge in the subject areas in which the Magazine focuses.

At least 75% of people in the Council are outside the publisher University; 50% of them must hold a doctoral degree in their fields, and this must be related to the issues of the Magazine; at least 30% of the Editorial Board must belong to foreign institutions.

The Editorial Board intervenes to assess the work carried out and to project that of the next period. Its intervention, such as that of members of the Scientific Committee, requires not attendance or simultaneously; in any case, it will be supported by the chief publisher and the director.

The Editorial Board's functions will include:

- a) Approve the editorial policies and / or their review, to the proposal of the director; in this work it will be supported by the editors.
- b) Define the editorial criteria, together with the publisher.
- c) Propose to publisher the peer evaluators for constant and updated consolidation of the Bank of Peers.
- d) Assist the director on issues of coordination of the Magazine.

## **- PUBLISHER**

He/she is in charge of assisting the director and the Editorial Board, and is named in recognition of his/her work and research career; for it must have production of articles published during the past two years in indexed Magazines.

He/she will be responsible for interaction with peer evaluators and authors. Thus, is the competent person to ensure the continuous flow of the editorial process and who verifies the direct compliance

with the parameters established for the Magazine. Besides those already mentioned, the publisher shall have the following specific functions:

- a) To coordinate the work of the Editorial Committee.
- b) To ensure strict compliance with the editorial policy and the academic quality of the Magazine.
- c) To know the articles and carry out the first review and evaluation thereof, in terms of the process of qualification and selection of articles.
- d) To assign the peer reviewers for articles.
- e) To interact with the authors of the articles and to inform them the corrections and assessments, maintaining the anonymity of the peer reviewers.
- f) Submit a letter of acceptance or rejection of the papers presented, according to the evaluation process.
- g) To approve the final art of the Magazine before moving it into print.
- h) To propose measures and actions necessary for the development of the publication.
- i) Propose measures to stimulate authors, publishers, referees and other persons associated with the publication.
- j) To have direct contact with the Publications Department of the University.

These functions can be undertaken jointly with the director and / or through the appointment of deputy publishers<sup>3</sup>.

---

<sup>3</sup> They present themselves as permanent or occasional support to the publisher, depending on the number and subject matter chosen by the Magazine.

The Magazine may have editorial assistants for the implementation and support of the purely administrative functions. Such appointments may be made by the director and / or publisher, depending on needs and the work to which it will support.

- **SCIENTIFIC COMMITTEE**

It will consist of renowned professionals in the fields or thematic lines marked for publication. It will have several experts, preferably external to the publisher University or foreign research institutions. They should be doctors and have made publications in indexed Magazines during the two (02) last years, preferably.

The Scientific Committee serves as an advisory and consultative body, especially to the Editorial Committee, on issues related to the thematic lines or areas of knowledge established in editorial policy. It can also analyze and conceptualize on academic and scientific issues involved in the operation and development of the publication.

- **ACADEMIC PEER EVALUATORS**

They are active researchers in the thematic lines of the Magazine; they are knowledgeable about the issues in general, and have developed or are close to the guidance or specific topics of the articles that will be evaluated.

For being a peer evaluator of the Magazine it is required:

- a) to have publications in national or international indexed Magazines on the subject of review, preferably over the last two years;
- b) to hold a master's degree in his/her professional career, related to the subject area of the Magazine<sup>4</sup>.

Members of the Magazine may nominate candidates for academic peers, provided they are not reviewers of articles submitted by them. Together, the application for academic peers may come from the person concerned; this by sending the correspondent information, resume and attachments

---

<sup>4</sup> It is preferably sought that the panel of arbitrators used for an edition, most of them have the title of doctor.

to the e-mail of the Magazine. That application will be made known to the publisher and / or director, who will decide its inclusion when it qualifies.

They may be national or foreign. No arbitrator may be in the same edition in more than two (02) items. 80% of the referees evaluators must be external to the publisher institution and different from the members of the Editorial Board.

#### **- AUTHORS**

They are the persons carrying out the academic and research contribution to the publication, sending an article according to the established evaluation requirements and allowing this. They do not require a specific level of training, since the assessment will be made exclusively on the article. They may be national and / or foreign, provided that the article is written in a language that supports the Magazine.

All authors and co-authors at the time of release of the article shall send in physical or electronic means a declaration of originality signed. No article may be subject to peer evaluators without having made the referral and reception check. Once the articles are selected for publication, it will be sent to the author the respective transfer of rights.

At least 75% of the authors of each edition should be assigned to outside institutions of the publisher entity.

Both the director, the publisher, the associate publishers and members of the Committees may submit articles for the evaluation process. However, the articles admitted for a same edition having as authors such persons may not exceed 25%.

Peer evaluators also may nominate their articles to the Magazine; however, in the edition in which they develop their role it will be given priority to papers presented by other authors, reserving the article preferably for the next edition where he will not act as peer evaluator. Exceptionally, such articles may be published provided they do not exceed 20% of the total number of articles for this edition.

**PARAGRAPH 1:** However, in the formation of the Committees of the Magazine the Committee of Publication of the Faculty will act as advisory body, guiding and supporting the activities implemented, while maintaining consistency with the policies and guidelines that it outlines.

**PARAGRAPH 2:** Membership and participation in some of the organizational structures of the Magazine does not imply alone and necessarily an employment relationship or service delivery to the publisher University. Therefore, activities are unpaid, unless specifically determination from the institution.

## **B. ARTICLES AND OTHER PUBLICATIONS**

Publishable articles in the Magazine, as well as developing the thematic line or areas of knowledge, must have the following characteristics:

- These are unpublished original texts and may not have undergone a process of arbitration in another publication.
- There shall be classified as research articles, reflection and / or revision.

In this respect, it will be appreciated or valued as content of the Magazine the following types of items:

- ***Research articles:*** those that collect scientific knowledge product of research conducted. The article must present both the problem or research question or hypothesis developed as a methodology. It also must indicate the name of the research, the entity to which it was produced and the code provided by this.
- ***Review articles:*** these collect findings of advances ongoing or completed research results, in which are analyzed, systematized and integrated elements of the area of knowledge, in order to account for the progress and development trends. They are characterized by presenting a careful bibliographic review.

- **Reflection articles:** these can be generated about research results from an analytical or critical perspective of the author and / or facing aspects not arising from the research, that is, on issues relevant to the subject area of the Magazine. However, it is privileged those linked to research.

The extension will be between 7,000 and 10,000 words in length, including titles, abstracts, keywords, references and footnotes.

In a separate file, with the same characteristics of the article, each author should include his/her information: academic qualifications, current workplace or site of study, the research group to which belongs, and email. There should also include information about provenance of the article and the type thereof, i.e. information on project of which is a part, such as the name of it, the funding institution and the respective code of research within the institution.

The Magazine may contain other sections such as:

- **Editorial:** Paper prepared personally or co-authored by the publisher, the contributing publishers, director and / or a member of the Editorial Board, which presents and relates specific aspects of the Magazine.
- **Letters to the publisher:** There are established as critical, analytical or interpretative positions on documents published in the Magazine, and that according to judgment of the publisher are an important contribution to the discussion of the topic.
- **Translations:** Issues effected against classic or current texts, and / or transcripts of historical documents relevant to the issues of publication.
- **Book reviews:** Made on books and other publications relevant of the thematic lines or areas of expertise of the Magazine.

**PARAGRAPH:** The reception of an article does not imply the acquisition of a commitment from the Magazine for publication. Besides the selection of an item does not generate explicit obligation to be included in the edition of the Magazine for which it has been participated. However, the

author has the right to be informed about the issue that possibly is going to publish the article, so he or she can decide whether to accept this option.

### **C. FREQUENCY**

The Magazine will feature every six months.

### **D. FORMAT OF PUBLICATION**

The Magazine will be published in physical and electronic means.

### **E. COMMUNICATIONS**

There will be, for all purposes, the e-mail of the Magazine: **razoncritica@utadeo.edu.co**, which is set as the official channel of communication. Referrals may be made jointly and / or in physical communications in having the following data:

Name	:	<i>Razón Crítica</i> Revista de Estudios Jurídicos, Sociales y Humanos. Universidad de Bogotá Jorge Tadeo Lozano.
Country	:	Colombia.
City	:	Bogota, D.C.
Address	:	Carrera 4 No. 22-61, Módulo 7, Oficina 604.
Postal Code	:	110311
E-mail	:	<u>razoncritica@utadeo.edu.co</u>
Phone	:	+57 (1) 242 70 30, Ext. 3170 - 1470.

It is taken as the date of the communication that contained in the correspondent guidance provided by the post office.

### **F. LANGUAGE**

Spanish is taken as the official language of the Magazine. However, articles submissions may be written in Spanish, English or Portuguese.

## **G. CITATION AND REFERENCES**

Citations and references are presented accordingly to specifications of APA style - Sixth version<sup>5</sup>.

## **H. QUALIFICATION PROCESS**

The process of evaluation of articles submitted for publication in the Magazine consists of four (04) distinct stages: (a) receipt; (b) preliminary assessment; (c) evaluation of academic peers; (d) final selection for publication.

The *receipt* process is linked to the call for new articles. This call is open all year, except that publication be otherwise designated. However, the internal editorial process will establish its place in the editions of the Magazine, informing the author. Articles should be sent by e-mail of the Magazine. Along with the article must be sent the statement of originality. As mentioned, we reiterate that the articles submitted must be unpublished, original, not having undergone a process of arbitration in another publication.

With the articles received the preliminary evaluation process will begin, which will involve the review and evaluation by members of the Editorial Committee, the director and / or the (main or associated) publishers, as appointments generated by the director and / or the publisher. Those responsible for this first evaluation point out the relevance of the document and compliance with editorial guidelines. Each article obtaining positive conceptualization in the preliminary assessment will be sent to two (2) external academic peer evaluator, in order to start the respective evaluation process.

---

<sup>5</sup> American Psychological Association (2009), *Publication Manual of the American Psychological Association* (6th ed.) Washington, DC: American Psychological Association.

The identity of the peers will be reserved by the Magazine, in order to hold free concept on them. Also, the peers will not have knowledge of the author to be evaluated (double blind method).

The opinion issued by the peer evaluators may be: (a) approved; (b) approved with amendments – which are substantial or about form; (c) rejected. In case of discrepancies between the concepts expressed by peers, except when both are approving requests and one purely formal amendments, the text will be sent to a third evaluator peer, whose decision is final. The peers evaluation will be communicated to the author of the text, and in no case shall appeal against it.

In the event that the approval contains a concept with substantial changes, the text with corrections made after the text must return to the evaluator peers who expressed the concept. Corrections should be made within a period of ten (10) working days from the day following the referral of the original concept. After the said period, if information is received it will be understood that the article has been removed from the process by the author. If deemed appropriate, it may request that the text is for the next edition in order to establish a longer period for making the modifications, which will be determined and communicated to the author by the publisher.

The peers selection is performed in accordance with the levels of study, recent publications and thematic specialty, according to the bank of peers that holds the Magazine for that purpose.

Articles that have completed the process successfully will be selected for publication, which will be informed by the publisher.

In case of excess amount of articles, the director and the publisher decide which of these may be published in the next edition of the Magazine. This selection is created taking into account the limitations raised in this Manual with respect to authors, types of articles, among others.

The reception of an article does not imply the acquisition of a commitment from the Magazine for publication. Also, the selection of an article does not generate explicit obligation to be included in the edition of the Magazine for which it has applied. The author will be informed about the possible edition that his/her text will be published, so that he/she can decide whether to allow the publication or remove the text.

## **I. PROVISION OF ORIGINALITY AND ASSIGNMENT OF RIGHTS**

All authors and co-authors at the time of release of the article shall send electronically the signed declaration of originality. No article may be subject to peer evaluators without the submission of the declaration and its reception is proved.

Once the items are selected for publication, the author will be sent the respective assignment of property rights. This must be returned signed by them as soon as possible, by electronic means to continue the process.

In the case where the rights have previously been assigned to a financing institution of the project, the authors must inform the entity and establish the respective authorization to assign the rights to the given text, ensuring the absence of conflict of interest between the publishing institution and that which funded the research, should be different. In this respect, the transfer of rights submitted to the Magazine will be understood that overrides any general or specific assignment, and it is the duty of the author indicate if any, and solve incompatibilities generated.

#### **J. COPYRIGHT NOTICE**

The publication of an article in the Magazine implies authorization to the director and publisher of the Magazine, for partial or complete reproduction, for purposes academic, non-commercial, non-profit in websites, networks, bibliographic databases, indexes, directories or any other means of electronic reproduction, referring always to the author and the Magazine in question.

#### **K. PRIVACY STATEMENT**

The names and e-mail addresses entered in the Magazine will be used exclusively for the stated purposes of this and are not available for any other purpose or for someone else.

## **II. Ethical**

#### **A. RESPONSIBILITIES OF AUTHORS AND PROCESSES**

The Magazine holds policies for its operation with public character. Also it is based on a guidance document for the authors, containing the minimum guidelines for submitting articles.

The authors are fully responsible for the ideas expressed in the articles, as well as the ethical soundness of them. The Magazine seeks to ensure academic and research capability, respecting creation and the work performed by the authors, through their evaluation processes, seeking to protect plurality and relativity of thought.

Through the declaration of originality by the authors, they must attest that the text referred is of his/her own and that in the same, intellectual property rights of third parties are not infringed. In the event that material that is not intellectual property of the authors is used, it is only their responsibility and should have, if appropriate, with authorizations for the use, reproduction and publication of elements such as tables, charts, maps, diagrams, photographs, among others.

It ensures that all the texts received will be reviewed with the tools available to the publisher University for detection. The establishment of plagiarism, even in part, causes the text to be rejected outright, either because it is in the preliminary review or by any of the academic peers. The decision shall be notified to the author.

The referral of the articles or other publications supported by the Magazine implies that the authors agree to submit their texts to established processes, and their enhanced collaboration to achieve its successful completion. However, the Magazine reserves the right to make minor grammatical and stylish corrections, without consulting the authors.

Throughout the process, communication with the authors, who also may make appropriate inquiries, be sought. Thus, it is conceivable that the ideal means of communication to be used is the official e-mail of the Magazine. In the case where there are several authors, it is suggested the appointment of a single contact to the formalities of publication.

Finally, the authors should sign a "transfer of economic rights", which authorize the use, reproduction, processing, distribution and publication of the text to the publisher University. This document is essential to include the text in the Magazine.

## **B. LIABILITY OF PRELIMINARY EVALUATORS AND PEER EVALUATORS**

The articles submitted to the revisions described in the editorial policies subject their readers, especially the peers at the time of acceptance, not to allow the reading and the use or dissemination of the text evaluated. They can not make comments offensive, derogatory or personal type on the assessed, unless the latter are intended to ensure the quality of the publication.

When being subjected to the evaluation of academic peers, the process of reading and analysis of the quality of the texts will be guided by the parameters of the double-blind method, that is, neither the author know the name of the peer evaluator and the evaluator will not know the author's name. To do this, the pair uses the evaluation form provided by the publisher, which will mark the approval / rejection. If approved, the observations may be appropriate and if necessary should be forwarded to the author for knowledge, and if appropriate, to make changes in the text.

## **C. EDITORIAL RESPONSIBILITIES**

Participants in the editorial process, in accordance with the established functions, are responsible for the definition, implementation and evaluation of editorial policies so that they comply with their own standards of scholarly publishing valued as scientific nationally and internationally.

The process of continuous self-assessment is a fundamental principle of editorial work, and for that there are the structure and organization which ensure the quality and expectations of the academic community.

When the situation warrants, the Magazine shall publish corrections or clarifications and provide the relevant explanations. Thus, receiving complaints involves the response of the person in charge, in a timely completion, initiating, if necessary, internal investigations in order to solve possible problems.

It is always intended to make the selection of the most relevant articles for publication, respecting, as far as possible, the dates of receipt. This is based on the assessment and review processes that has been established, which favor the quality, originality and relevance, as well as those who have been expressly mentioned.

All the received articles are favored by confidentiality, as indicated above.

Finally, once concluded the publishing process, it is the responsibility of the editorial team to inform the authors to enable them to use their respective creation.

## **NORMS FOR SUBMISSION OF ARTICLES**

### **GENERAL**

The electronic submission of an academic contribution to the Magazine should be sent in a 2003 – 2010 Word document format. The text will also have the following general specifications:

Font		Times New Roman
Font size	Titles, body, references	12
	Extensive quotations and footnotes	10
Spacing	Rest of the document	1.5
	Extensive quotations	Simple
Front and rear spacing		0
Margins	Top	3 cm
	Right	
	Left	
	Bottom	2 cm
Page size		Letter (21,59 x 27,94 cm)
Indent		First Line (1,25 cm)
Orientation of the sheet		Vertical

Pages must not contain any type of logo and should be numbered in the bottom right.

The extension of the articles will be between 7,000 and 10,000 words in length, including titles, abstracts, keywords, references and footnotes<sup>6</sup>.

<sup>6</sup> As for other types of texts, except the editorial section and translations, these must be no longer than 2,000 words.

All elements of the Magazine should be written in an academic language, clear, concise and accessible to the audience of the publication.

In a separate file, the same characteristics as in the article, each author should submit their data: academic degrees, current place of work or study, the research group to which they belong, and e-mail address. The author will also include information on provenance of the article and the type thereof, i.e. project information of which is a part, as the name thereof, the financing institution and the respective code of research within the institution.

## **SPECIFICATIONS**

For the preparation of the article the following specifications apply:

**(a) With respect to the title and subtitle:** The main title of the article will have central disposal. Inside the main title there can be no abbreviations or acronyms. Furthermore, it shall not exceed ten words. The main title should have a footer by using the "\*" symbol, in which information is entered about the type of work<sup>7</sup>, not exceeding 120 words. In any case there will be no epigraphs or dedications.

<b>EXAMPLES</b>	* This article is structured around the thesis "The imposition of oil easements: a Latin American concept" presented for the degree of Doctor of Law at the University of Bogotá Jorge Tadeo Lozano. Led by Professor Matthew Jaramillo and evaluated by juries Mateo Sánchez and José Manuel Suárez Delgado.
	* This article is structured as a partial result from the support of research conducted for the "Observatory of DDR and Justice and Peace Law" project led by Dra. Beatriz Eugenia López Suárez. Project approved with the SA- 457-2012 code, the Research Centre of the University of Bogotá Jorge Tadeo Lozano, and as part of the research group "Law and Globalization".

Captions contained in the article must be enumerated according to the norms presented in the following notes. They will be justified and without indents, except the Introduction and References, which will be centered and unnumbered.

---

<sup>7</sup> For research articles it should be indicated if it is a partial or total product, what type of project is allocated to, and its title, the code assigned by the Research Centre, and if it is part of a particular group of research, and the funding institution.

**(b) With respect to the author:** The name of the autor should not appear in the article, a separate file is for such purposes, where the title of the article and the name of the author will be given.

In the corresponding file along with the author's name, the required data will be brought to recognize the credits, such as: e-mail address, name of the institution where he/she works and job title, information about the level of education, among others. This information may not exceed 150 words.

**(c) Regarding the Abstract and Keywords:** Leaving two spaces from the title, an Abstract of the article will appear in the original language of the text, with a maximum of 200 words. The Abstract should include all the most important developments of the article, including the methodology and thematic correlations, and present the main conclusions.

After the Abstract will be included a list of terms with a maximum of five keywords (concepts) on the content of the article. These words will appear in an alphabetical order.

**(c) With respect to the numbering and division:** For the numbering and division of the contents of the article it will be used the format led by Roman numerals, in the first instnce, and then capital letters, then lowercase Roman numerals and, finally, lowercase letters, as shown in the following example:

**INTRODUCTION**

**I. THE BEGINNINGS: PRESIDENTIAL MODEL SETUP.**

**II. REPRODUCTION OF PRESIDENTIAL MODEL IN THE COLOMBIAN ECONOMY.**

**A. EN LA THE CONSTITUTION OF 1886**

**i. Reforms in the Reyes Quinquennium.**

**ii. Reforms of 1668.**

**a. Influence of the French Constitution of 1958.**

**b. Development of the Reformation.**

**B. IN THE CONSTITUTION OF 1991.**

**CONCLUSIONS**

**REFERENCES**

It is necessary to pay special attention to the proper establishment of this division of contents, in ascending and continuous order. So, if established, for example, a division A., there must always be B.; thereby to maintain the respective order in the presentations made.

(e) **For the acronyms and abbreviations:** Always the first mention of an entity or regulation will be completed and followed by the acronym or abbreviation in scripts specifying that this will be used on. Hereinafter it will be written the acronym or abbreviation alone in the text.

*Example:* "The High Commissioner for Peace, hereafter, ACP signed an agreement with groups outside the law. Subsequently, the ACP presented the report."

(f) **For additional issues:** In addition to what is described above it should take into account the following principles in the text:

- **DATES:** firstly the number of the day, then the month and finally the year is written. Example: March 1, 2009 (the months are written with initial capital letter and the years have not point).
- **FIGURES:** For the texts in Spanish the point for the thousands is used, and the comma for decimals. Only when the "o" is between two numbers it puts accent. Example: 1.000.345,34 or 234,567.
- **USES OF MEASURES:** for references or units of measures will be taken as a parameter the signs of the International System of Units, the old metric system.
- **USES OF CAPITALS:** capitalized shall bear, in addition to proper names:
  - o The names of specific policy instruments: Constitution, Justice and Peace Act, Penal Code, Code of Procedure; and laws, decrees, resolutions, circulars and memoranda as are specified with its own number.
  - o The words State, Government and the names of the institutions and those responsible for them.
- **USES OF LOWER CASE LETTERS:** initial lower case shall bear:
  - o The generic names of schools and currents of thought and their followers, unless they are part of a proper name. Example: constitutionalist.

- Generic names of institutions and companies. Example: the courts of first instance, a ministry, a court of appeal.
- Charges, academic titles and dignities of any kind, when they are not abbreviated. Example: judge, president, director, engineer, king, bishop of Constantinople.
- **USES OF ITALICS:** Italics are used for: a) the words or phrases in foreign languages. Example: *inter partes*, *common law*; b) the terms or concepts that the author wants to emphasize. Example: The High Commissioner for Peace signed an agreement with *groups outside the law*.
- **USES OF NUMBERS:** In general, a number alluded is written with letters whenever it is between zero and ten; others will contain Arabic characters.
- **USES OF QUOTES:** Quotes are used to words or expressions which the author wants to distance from or those that he/she wants to give an ironic sense, but without italics.
- **QUOTES:** To quote a textual reference, it is proceeded as follows:
  - The sentence or sentences quoted will appear in common letters, not in italics, and into quotation marks at the beginning and the end, provided that the text quoted has no more than 50 words. **Example:** In this regard, Article 114 gives the Congress competition of being "the natural legislator, i.e., the only established authority in principle to create the law" (Chinchilla, 1996, p. 30).
  - When the text quoted has more than 50 words, it will appear apart, with smaller letters and indents. **Example:**

The stipulation of the principle of separation of powers that occurred in enshrined in Article 113 provision, which comes from reformulating that stipulated in Article 55 of the Constitution of 1886 and

[... ] results in three essential guidelines for the organization of the State: a) The functions and public powers are not to be concentrated in a single person but rather spread evenly in several subjects of power; b) Each will be equipped with sufficient independence or autonomy -in front of the other - to fulfill the specific role which has been entrusted, with no ties of subordination or hierarchy each other when producing the decision that it's own; c) Notwithstanding the above, among the holders of power it is to establish mechanisms of control, surveillance and enforcement by way of reciprocal audit. (Chinchilla, 1996, p. 30).

This way it conceived to overcome the classical liberal doctrine,

- **TABLES, GRAPHICS AND IMAGES:** They should have a foot that identifies its origin and content. At the top they must have their reference, number (for each type of element) and title or name. **Examples:** Table No. 01. Norms collection; Chart No. 01. Statistics of homicides from 2010 to 2012; Picture No. 01. Photo Carrusel.

Pictures, graphics and images that are part of the text must be delivered as obtained from the computer program or equipment that have been processed with. They must have sufficient quality to allow optimal playback.

## **CITATION AND REFERENCES**

Citations and references are presented with adherence to specifications of APA style - Sixth version<sup>8</sup>.

References are presented complete and at the end of the text, in alphabetical order of the surnames of the authors, with all data in the works cited. They are only able to refer to the texts employed or used in the body of the article. The works by the same author are arranged chronologically. Each

---

<sup>8</sup> American Psychological Association (2009), *Publication Manual of the American Psychological Association* (6th ed.) Washington, DC: American Psychological Association.

reference is formatted in French paragraph. The heading **References** in the section will have bold and centered, sustained capital letters. Each entry must be separated by a space and without any vignette or number.