

INSTRUCTIONS FOR AUTHORS

The Journal of Public Administration RAP-GLAP, is a semi-annual periodic publication of scientific, disciplinary and thematic character of the administrative sciences that its main goal is the sharing of studies treated with conceptual and methodological rigor, of interest to the academic community in teaching processes of undergraduate, postgraduate, the investigation and the extension. Attempts to be a debate scenario of the national and international tendencies, contributing to the consolidation of study disciplines and it receives contributions in Spanish, English, French and Portuguese.

Editorial Policies

The RAP-GLAP journal publishes original and unpublished scientific articles, that have not been previously published in any printed, electronic or digital media (other magazines, congress memories, Web portal, CD-ROM) and that are not submitted to another publication. The articles are accepted for definitive publication after a rigorous process of quality reviewing and academic relevance, according to the evaluation of external arbitrators to the magazine.

Paragraph: specials cases

For the investigators' case that have been participated as authors of a published article in the journal and want to submit another manuscript to a new call for articles, only can be done if it has passed minimum one year of the last publication or the equivalent of two editions. If in the same call for articles we received two or more manuscripts where it features the same author or more, it should be taken in mind that only one will be published in case it meets all the publication technical requirements; The selection will depend on the evaluation made by the editorial committee members based on the next criteria:

- Average of the evaluation grades issued by the peers.
- Order in compliance with the evaluation process, which concludes with the arbitrator's final approval of the authors' corrected version, where is validated that the recommendations were taken or it was given clarity about the observations given by the magazine based on the evaluation by the peers and it confirms the relevance for the publication.
- Relevance, timeliness and interest of the manuscript.



Thematic lines

- Public Administration
- Public policy

Sections

The manuscripts accepted for evaluation and possible publication correspond to the Bibliográfico Nacional de Publicaciones Seriadadas Científicas y Tecnológicas de Colombia (PUBLINDEX-COLCIENCIAS), next they are described according to typology:

Scientific and technological investigation article. Document that presents in detail, the original results of the investigation finished projects; Structure: 1. Introduction 2. Theoretical frame 3. Methodology 4. Results and discussion 5. Conclusions 6. References 7. It can be included and additional section for thanks.

Reflection article. Document that presents results of the finished investigation from an analytic, interpretative or critic perspective of the author about a specific topic, going to the original sources; Structure: 1. Introduction 2. Theoretical frame 3. Discussion 4. References.

Article review. Resulted document of the finished investigation where is analyzed, systematized and integrated the results of the published or unpublished investigations, about a science or technological field, with the goal of taking in count improvements and development tendencies. Is characterized for presenting a careful bibliographic revision of the existing literature (at least 50 references); Structure: 1 Introduction 2. Theoretical frame 3. Theoretical development 4. References.

Subject review. Result document of the literature's critical revision about a specific topic.

Case Study. The results of a study are presented and described in the case study about a particular situation to release the technical and methodological experiences and the gotten material while working with an individual, organization or specific situation, to describe the problem or to indicate how to resolve it.

Letters to the author. Critical, analytic or interpretative positions about the published documents in the journal that in the committee editorial judgment makes an important contribution to the topic's discussion by the scientific community of reference.

Editorial. Document written by the editor, an editorial committee member or a guest researcher about orientations in the magazine's subject domain.

Evaluation Policies

The evaluation process in its first phase is made by the editor in chief who will select the manuscripts that met the methodological criteria and thematic content of the magazine.

The Editor in Chief is responsible for the article publication process and for the evaluation state of each of them.

The Editor in Chief and the Editorial Committee reserve the right to accept or not the manuscripts for evaluation and publication. This decision is based on factors as: established policies and criteria, arbitrators concepts, the appropriated material needs for the readers of *La Revista de Administración Pública del GLAP*, the priorities determined by the editorial group, manuscript quality in consideration and current importance of the treated topic.

The preselected manuscripts go to evaluation by two arbitrators that are selected for their known experience in the subject, they are active investigators with academic alliances of diverse institutions of national and international higher education and with publications in indexed magazines related with the thematic line.

The final decision to publish the manuscripts, requires the evaluation of minimum two arbitrators with a grade no less than three (3) for each evaluation and added the two evaluations the average grade cannot be less than three point five (3.5).

The refusal or suggestions will be communicated to the author. In case of modification the author will have ten (10) calendar days to accept the suggestions and in consequence, to send the final version of the manuscript to a new revision.

Intellectual property policies

The authors assure that the manuscript that subjects for possible publication is their own and that it does not infringe any third party's copyrights, being of industrial property or copyright, or another, and assure likewise that, the work's content does not attempts against the right to honor, to the intimacy and to a third person's image. The author as guarantor of the manuscript authorship assumes every civil or penal responsibility, including the damages indemnifications that may be executed against the magazine by a third party that find their rights and interests violated in case of any intellectual authorship reclamation. The work will be presented to the users' disposition to make of it an honored use and not to violate the author's rights. According to the applicable national and international legislation, specially provided by the Law 23 of 1982 (Colombia's authorship right law), by ends of study, investigation, or any other licit end, in a way that always the authorship will be mention and does not get any financial benefit. The magazine, with the willing of being part of the new forms of information distribution and allows an open access of its contents to the users, has the license "Creative commons Atribución-NoComercial-CompartirIgual 2.5 Colombia".



Article's technical requirements

Document extension. Minimum of 8000 words; Maximum of 10000 words, including bibliographic references.

Spacing and margins. Paragraphs with one and half spacing interlined (1, 5 lines) and margins with 3cm in every side.

Font type and size. Titles and subtitles begin with a capital letter and continue with consecutive numeration. Arial font 12 points for the text title and subtitle; Arial 10 points for the footer quotes and tables, graphics and figures sources.

Tables, graphics and figures. Are quoted in the text with consecutive numeration for every type, specify title and elaboration source following the standard in APA Style 6th edition (American Psychological Association). In case of being the author's own creation, it follows the same rule.

References and bibliographic quotes. For the consulted sources, use APA Style 6th Edition.

Manuscript order

Document header: title, resume and keywords in the original language with English translation.

Tables, graphics and figures go at the end with their respective quote in the text.

- Annexes
- References in alphabetical order.
- Attached documents: Certification letter of originality and transfer of rights, author's format and the article data format.

Articles structure

Document header

The title must be precise, concordant with the work's content and try not to exceed words. If possible, the title should not make use of abbreviations and acronyms. Include the original language and translated to English.



Author's information. Include complete names and last names of each author. As note in the footer's first page with an asterisk for the first author, double asterisk for the second one, and like that successively. Add the main data of every author in the next order: a. Position, department, faculty, university, city and country. b. Academic undergraduate degree and last degree obtained, which have to have the institution's name, city and country. c. Investigation group's name, category according to *Colciencias* (if applicable), institution, city and country. d. institutional e-mail.

Analytical summary. Explains the manuscript's development in its thematic, detailing records, methodology, consequences and results. Is a concept-resumed analysis, fundamental proposals and ideas, following the original text structure, highlighting its essentials elements and keeping the main idea. It must have as minimum 150 words and maximum 250 with English translation (abstract).

Keywords. Are the ones who identified the developed thematic in the article, listed in the original language, with English translation. Must be minimum four and maximum seven words separated by commas.

Manuscript main text. It is recommending a redaction with style, written in third person, see the general orthographic rules and the accent for the capital letters; the expressions in other language or foreign voices go in italics (e.g., *ad honorem*). The manuscript's body must comply in a mandatory way, with the enunciated sections for each modality like this: *Introduction.* The purpose will be indicated, and a study justification will be made in a resumed way. In this section only will be included bibliographic references strictly, necessities and it will not be introduced data or conclusions. *Results.* Presents in an argumentative way the study results, with tables, graphics and figures in a logical sequence. Avoid in the body text the repetition of graphic data in tables, figures or graphics. *Tables.* It must be presented in the original program; with consecutive numeration in the order of its first quote in the text; short title; the precise explications will be added in the table footnotes identified with consecutive numeration, not in the header. In this note will be specified the non-usual abbreviations used on each table; each table is quoted in the text; for published data or not coming from other source, it will count with the needed authorization for reproduction. If the table has been already published, quote the original source and hand the written authorization of the copyright's owner for the material's reproduction. This authorization is necessary, regardless of whom the author or the editorial is, is established as exception to the author's copyrights when it's taken from public domain documents. However, always the original author has to be quoted. *Discussion.* In the work's body is set out the new and important aspects of the study and the conclusions that come from them. It should not be repeated in a detail way the data or other information already included in the introduction and results sections. Explain the results meaning, the study limitations, like its profits and values for future investigations. It will be compared the observations made with other relevance studies. *Conclusions.* It must be related with the objectives and avoid affirmations and conclusions that are not demonstrated or slight well founded by the data. Unfinished works will not be quoted. It could be proposed new hypothesis when is justified, but it must be clearly identified as that. It could be included recommendations when is appropriate *Abbreviations.* Use only normalized abbreviations; avoid abbreviations in the title and in the resume. When an abbreviation is used for the first time in the text, this will

be followed by the full term, only if it's a common unity measure. *Bibliographic quotes*. They are identified in the text, as from articles as from books, it will be made by the use of parentheses following the APA Style (American Psychological Association) sixth edition that is explained in this guide. It will be included at the end of the document in alphabetical order without numbers and with a hanging indent, listing only the authors quoted in the text. When necessary include several articles from the same author, it must be written in order by year of publication from the oldest to the newest.

APA Style 6th edition and its use

The policies of editorial quality and respect to the ownership intellectual rights in RAP-GLAP demands the use of the APA's Publication Manual, 6th edition. With the willing to do a pedagogic labor with the authors. A short review of the correct use of this system it is presented through examples:

Textual cites in the article's body. By citing in the article's body: if the citation has less than 40 words. It must be put between quotation marks the cite, follow by the reference, like this: González (2011) holds that "by integrating the previous proposals and by having in mind the intellectual production existing in the net theory, it is possible to recognize three analysis levels – Organization, Net and the whole net". Regarding to this... (p. 14) ... "by integrating the previous proposals and by having in mind the intellectual production existing in the net theory, it is possible to recognize three analysis levels – Organization, Net and the whole net" (González, 2011, p. 14).

More than 40 words quotation. The block has to be presented with font Arial 10, in regular space, without quotation marks, beginning in another paragraph and letting five spaces of the left margin, like this:

Nevertheless, the analysis in social media is an interesting tool in the characterization of a network, by the integration of the sociometric analysis and the graphs theory, that are used traditionally by several disciplines for study the links structure and the relationships of the network as a whole. In this analysis is possible to include graphically the components, the properties and the nature of the organizations that made the network (González, 2011, p. 16).

Direct material quotes online without paging. Generally, the direct material quotes online provides author, year and number of pages between parentheses. Several electronic sources do not include page numbers. If the paragraph number is visible, it must be used in place of the page number, using the abbreviations to:

González (2011) holds that “by integrating the previous proposals and by having in mind the intellectual production existing in the net theory; it is possible to recognize three analysis levels – Organization, Net and the whole net” (para. 4).

If the document includes subtitles but without page numbers nor paragraphs, cite the subtitle and then the paragraph number the next way:

González (2011) holds that “by integrating the previous proposals and by having in mind the intellectual production existing in the net theory; it is possible to recognize three analysis levels – Organization, Net and the whole net” (Methodology, para. 2).

Quotes changes that requires explanation

Omitting material. To indicate that you have omitted material of the original source use the ellipsis (. . .), for example:

The developments in the psychology area, the neuroscience, the cognitive area and the comprehension (. . .) ask new theories. This is the marketing case (Avendaño, 2013, p. 17). Use four periods to indicate any omission between two sentences. ... the first period indicates the ending of the first quoted sentence and the . . . indicated the next. For example: The developments in the psychology area, the neuroscience, the cognitive area and the comprehension about the human brain functionality have allowed that other known psychology disciplines and areas ask new theories. . . .

Is applied a matrix that collected information about the external and internal image of the establishments according to the color, the light and the photographic image use. The results show that a good percentage of the establishments apply the Neuromarketing principles associated with the perception about color, light and the photographic image (Avendaño, 2013, p. 17). Do not use the ellipsis at the beginning of any quote unless, to prevent wrong interpretations, is needed to empathize that the quote begins or finishes in the middle of the sentence. For example: “The developments in the psychology area, the neuroscience, the cognitive area and the comprehension about the human brain functionality have allowed that other known psychology disciplines and areas ask new theories. . . . (Avendaño, 2013, p. 17).

Inserting material. Use brackets, not parentheses, to include additional explanations that are not part of the original quotes. Emphasis in a word(s): If you want to empathize a word in the sentence, this must be in italic. Immediately after insert between brackets the phrase [emphasis], the next way: In the present investigation, that is framed in the economic and finances, is estimated that the risk premium by inflation for Colombia by the inflation expectations given by the indicator Break Even Inflation (BEI) [emphasis]. The models used in the previous studies of this kind are structurally complex that are not parsimonious, cause the parameters numbers to calculate is high and of difficult comprehension and they focused in the metric to the inflation expectations (Ríos, 2013 p. 28).



Citation within a quotation. Do not omit embedded quotes in the original material that is being cited. The cited work does not need to be included in the references list (unless that is quoted as first source in another part of the document).

“Emerged diverse classification criteria of the work conditions, that are related to the physical and social ambiance, of organization and the quantity and quality demands, role exigencies, workload and work time that affect the health, the security, to the kind and quality of the work contract, and that’s what is denominated as Bienestar Laboral (Casales, 2003)” (Restrepo y López, 2013, p. 66).

Publication per author. The quotation method requires that the author’s last name and the year of publication be inserted in the text like this: 122 Cuadernos de Administración / Universidad del Valle García (2011) suggests that social media... In a recent study (Rodríguez, 2011) suggest that social media... Since 2011, Ceballos suggests that social media... In a recent study, Zapata (2011) suggests that social media... also recommends the modification...

Publication with more than one author. If it’s about more than two authors, all the time that paraphrase or a textual cite is made, both must be mentioned. If there are 3 or more, the author’s group is mentioned in the first quote, but in the next is only used the first last name of the author followed by the expression et al. like this: Murillo, Zapata, Martínez, Ávila, Salas y López (2007) found data... in their investigation, Murillo et al. (2007) concluded... if two references with more than three last names and the same quotation year in the same quote the next authors’ last name until it gets differentiated follow by a comma and et al. Like this: Ceballos, Rodríguez, González, et al. (2012) Ceballos, Rodríguez, González, Murillo, et al. (2012)

Use of the &. when a quote is made in the text body in an article in English the authors’ last names must be separated by the word and; if the quote appears between the parentheses in tables, texts and in the reference lists take apart the last names with an ampersand &. In case, the article is written in Spanish or another language but English, the ampersand only will be used in the references list and if the authors are mentioned in a quote between parentheses. For example: Carvajal, J. G., & Davila, C.A. (2013). Mobbing or workplace harassment. Review of the issue in Colombia. Cuadernos de Administración, 29 (49), 85-9. Cabarcas, A., Martelo, R. J., y Tovar, L. C. (2013). Software to improve the application of quantities techniques in prospective studies. Cuadernos de Administración, 29 (49), 63-73.

Institutions as authors. Always mention the institute’s complete name; however, is possible to use the acronym corresponding as long as is mentioned between brackets in the first quote, in the next way: The American Psychological Association (APA) (2001) suggest that... APA (2001) mention that its publication manual the tables...

Authors with the same last name. If the reference list contains publications of two or more first authors with the same last name, the initials of the first author must be included in

every text quotes, even if the publication year is different. The initials help the reader to avoid confusions in the text and to locate the quotes in the reference list like this:

Quote in the document. Some studies of S. L. García (2012) and of M. García (2012) point out that...

García, S. L. (2012). Esquematización del funcionamiento tácito de un sistema de educación superior virtual en México. Cuadernos de Administración, 28 (47).

1. García, M. (2012). Caracterización del comportamiento de las Pymes según el género del gerente: un estudio empírico. Cuadernos de Administración, 28 (47).

Works with an unknown author with anonymous author. When the quote has not an identified author quote, the first words of the reference in the list (usually the title) and the year. Use quotation marks to indicate the article's title a chapter or a web page and use italics for a magazine, book, pamphlet or a report:

The studies points out ("Dinámica del desempeño", 2012)... According to what is indicated in El humanismo administrativo (2007) when the work's author is designated as "anonymous", quote in the text the word anonymous follow by a comma and the year. In the reference list the work is alphabetized with the word anonymous.

Two or more publications in the same parentheses. When a quote has several authors in the same parentheses, place the authors in alphabetical order as appears in the reference list (including references that could be abbreviated with the acronym et al.). If is needed to quote two works of the same author in same parentheses, the correct order is to place as last the unpublished ones or in publication progress, the next way:

Previous studies (Varela y Rodríguez, 2007, 2009, in press) ...

Identified works of the same author and with the same date are differentiated with the suffix a, b, c... after the year, like this:

Some studies point out that regarding the entrepreneurship (García, 2012a, 2012b, 2012c).

When two or more publications are quoted from different authors without matches in their last names, it must be separated each work with semicolon like this:

About the studies of investigation nets some authors (Rodríguez, 2003; Cobo, 2011) point out that...

Classic works. When the publication year is not available, like some very old works, quote the translation year that you used, preceded by the abbreviation trans., or the version year that you used, followed by version:

Aristotle, trans. 1931 when the original publication date is known, include it in the quote like this: James (1890/1983)

Quotation of source's specific parts. For quoting indicate the page, tables, chapters, figure or equation etc., in the appropriated point of the text, always give the number of pages for the quotes. See that the page, but not the chapter, is abbreviated in the quotation:

(González, 1999, p. 45) (Ceballos, 2001, chapter 2) quotes (inside) of a parenthesis. In the quotation that appears in the parentheses use comma in place of brackets to point out the year: (See chart 4 of Rodríguez, 2007, for more information).

Works without publication date. Is common in very old classic works, it must be the author's name followed by the acronym n.d. "no date" between parentheses like this:

Certain theories (Aristotle, n.d) holds... In the Bible (n.d. ed. 2008) is discussed...