



**ISSN: 2007-8242**

## **INSTRUCTIONS FOR AUTHORS**

### ***Topics and purpose***

ECSAUC (Estudios en Ciencias Sociales y Administrativas de la Universidad de Celaya) is a peer reviewed open access journal, ISSN: 2007-8242, published annually. This multidisciplinary open access journal aims to: Enhance, communicate and promote findings of management, education and social studies; and encourage scientific work and scientific networking that promotes actions for the benefit of society.

The journal publishes original and unpublished research articles and essays. The topics' variety can include a wide variety of Social and Management studies. Articles should not be simultaneously sent to other journals. *ECSAUC* is indexed in LatIndex and Universia.

### ***Format***

The length of the research article must be limited to 20 pages and must be written following the guidelines presented in the Publication Manual of the American Psychological Association, 6<sup>th</sup> edition. The paper should be written in the provided Word template in order to meet the format criteria.

## **Content**

The content of the research article must include the following sections:

### In the first document

- Title page: title of the article, full names and institutional affiliation of the authors, country of the institution, authors' email. The title page must be sent separately from the article in order to ensure the anonymity in the peer review process.

### In the second document (anonymous)

- Title.
  - Abstract: the length of the abstract must not exceed 250 words.
  - Keywords: 3 to 5, separated by semi-colons.
1. Introduction: overview, problem statement, variables or categories analyzed, and a brief description of the sample and data collection methods.
  2. Literature review.
  3. Method.
  4. Results.
  5. Discussion.

Criteria defined by Hernández-Sampieri, Fernández y Baptista (2010) should be met in every section.

Articles should meet the codes of ethics of the American Psychological Association and the International Sociological Association.

## **Submission process**

Manuscripts must be sent in PDF and Word documents to the Research Centre of the Universidad de Celaya: [anacuevas@udec.edu.mx](mailto:anacuevas@udec.edu.mx) e [investigacion@udec.edu.mx](mailto:investigacion@udec.edu.mx). The submission deadline is August, 15. These documents will then be forwarded to peers from the Committee of Reviewers according to the paper's topic.

### ***Selection criteria***

The Editorial Board and the Committee of Reviewers will evaluate and select the research articles that will be published in each number of the journal. The following criteria will be examined in each paper:

- Originality and topic relevance.
- Contribution to the advancement of existing knowledge in the discipline.
- Congruence of the problem statement with the research methods, theoretical foundations, the empirical findings and the conclusions.
- Integration of findings into existing knowledge.
- Scientific or technological contribution in the field of research.
- Compliance with the APA and ISA codes of ethics.

During the process of evaluation authors and peer evaluators will remain anonymous. The editors will forward articles to peer evaluators who will respond in one of the three following cases: not accepted, accepted with changes, accepted. In cases of disagreement, the Editorial Committee will analyze the case.

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