

## Author Guidelines

### Presentation

**Revista CES Psicología** (CES PSICOL) published by Universidad CES gathers, in an ample way, the scientific production of different Psychology areas, and it is open to interdisciplinary dialogue. With the purpose of communicating and enriching the experiences and knowledge in these areas, CES Psychology journal presents to the academic and scientific community, every six months, in electronic and free format, the results of researches, reviews, theoretical or methodological contributions, and reserves itself the right to receive other types of works.

In order to guarantee the quality, visibility and impact of the articles published, the CES Psychology Journal counts with an Editorial Committee and a Scientific Committee and supports itself by peer evaluation or scientific arbiters.

The journal is currently included in the following database:

PUBLINDEX (category C), WEB OF SCIENCE (ESCI), REDALYC, SCIELO, LATINDEX, BVS-PSICOL, CLASE, FUENTE ACADÉMICA PREMIER –EBSCO-, INFORME ACADÉMICO, ACADEMIC ONE FILE, DIALNET, DOAJ, GOOGLE SCHOLAR, IMBIOMED, PROQUEST, HINARI, PSERINFO, FUNDACIÓN GINEBRINA PARA LA FORMACIÓN Y LA INVESTIGACIÓN MÉDICA, ULRICH, MC GILL LIBRARY BIBLIOTHÈQUE, WASHINGTON STATE UNIVERSITY, BIBLIOTECA DEL INSTITUTO DE BIOTECNOLOGÍA UNAM, GEORGETOWN UNIVERSITY LIBRARY and LANCASTER UNIVERSITY LIBRARY.

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In addition, in the cases that deserve it, you should attach to the articles the necessary permits for reproduction of tables, figures, parts of writings of others or things protected by copyright as well as photographs or information for which the permission of third parties for publication is required.

Bu means of the use of free tools, and with support of the Editorial Committee, the journal submits the article to a process of detection of plagiarism. Sending the article implies the acceptance of the authors for this procedure.

Sending articles to CES Psychology Journal does not represent any cost for the authors.

## Preparation of Articles

The articles can be written in Spanish, English, Portuguese or French and its extent should be maximum 6000 words without including references.

The preparation of works should be subject to APA Norms (American Psychological Association), in its last version at the time they were written. (For more information <http://apastyle.apa.org/>).

We ask them to send in another page, a presentation of the authors of the work (specifying the way in which they want to be quoted), with the basic information of their academic formation, their link to research or academic groups, contact data and recent publications, or their ID at ORCID (<https://orcid.org/>), preferably, in other database of researchers.

With the purpose of guarantying graphic quality of tables and figures, we ask you to present them in form of vectorial graphic (Word and Excel offer this option, under the denomination improved or similar metafile).

Take into account, the following publishing guidelines:

**Title:** Inform, in maximum 15 words, the specific issue on which the work is focused or the variables under study. **It should be written in the native language of the author, as well as in English and Spanish.**

**Abstract:** Description of no more than 250 words that have the more relevant aspects of the article, such as objective of the study, procedures used, main findings and conclusions. **It should be written in the native language of the author, as well as in English and Spanish.**

**Keywords:** Main terms that describe the topics of the article. APA Consult Thesaurus of Psychological Index terms. **They should be written in the native language of the author, as well as in English and Spanish.**

**Thanks:** Inform the name of persons or institutions that supported the research and the type of contributions. It is also necessary; to give information on the funding of the research, in case there is one.

**Quoting and References:** Correspond to the sources of information quoted in the article and the list with complete information of the same, which should be presented according to APA Norms. The general elements are:

In the text of the article, the sources can be quoted in three basic forms:

When the surname and date of publication do not form part of the sentence, both data should be included between parentheses, separated by a comma. For e.g.: The means of communication give them sense of ownership (Balaguer, 2008).

When the surname of the authors is part of the sentence, you only inform the date of publication between parentheses. For e.g.: Prensky (2001), noticed this difference...

When both, surnames of the author and publication date are part of the sentence, reason for which they are not between parentheses. For e.g.: From this angle, in 1990, Deleuze noted down that the digital societies promote...

Source of information with multiple authors:

When the quoted has two authors, both surnames are written every time they are referenced in the text.

When the quoted source has from two to five authors, the surnames of all the authors are written the first time that they are referenced in the text and then, every other time the same source is quoted, include only the surname of the first author followed by the expression *et. al.* (without italics and with period at the end). For e.g.: Restrepo, Martinez and Raigosa (2002), found that ... (first time quoted in the text), Restrepo *et.al.* (2000) affirm that ... (from the second quote on).

When a source has six or more authors, only the surname of the first is written, followed by the expression *et.al.* (Without italics and with period at the end) and the year.

You should use the symbol & to join the surnames of the authors both in the references of the quotes of the text that are in parenthesis, as well as, in the references at the end of the article. In addition, when there are more than two authors you should write a comma before the symbol &. For e.g.: A research carried out in Standford (Small & Vorgan, 2009) points out that the time dedicated to...

Types of quoting.

When the quotation is textual, include, besides the author and the year, also the page from which that quote was taken.

The quotes with less than 40 words will continue on line with the text with double quotation marks. For e.g.: it greatly contrasts with the fascination that youngsters express, among who "the understanding between the media and their daily life reaches its greatest expression" (Pindado, 2010, p. 72).

The quotes with more than 40 words are presented in an independent block, with an indentation of 0.3 cm. in relation with the left margin (all the block) and without quotation marks. For e.g.:

In this sense, Bettelheim and Rosenfeld (1994) affirm:

Maybe what is most important is that the therapists will get to convert their own personality and their own feelings in therapeutic instruments. To do this, they should promote intimacy with themselves; explore their own impulses, passions, fears, hopes and wishes. It is necessary that they reach a compromise not only of their will to help, but also with other less benevolent, like the impulse to influence or dominate other persons (pp. 240-241).

With respect to the references, take into account:

Order the list of references in alphabetical order of the surnames of the authors.

Write the surnames of the authors, followed only by the initials of their names, separated by a comma. Also use commas to separate the authors among themselves (even the one located before the sign &, and use the sign & before the last author). For e.g.: Chaparro-Hurtado, H.R., & Guzman Ariza, C.M. (2013). Digital Consumption of School Youngsters in Villavicencio. *Educ.*, 16(2), 229 – 243.

Include the DOI of the articles that have it.

Add the websites for references taken from Internet.

When the work has up to six authors, include all in the reference and if it has more than six authors, include the first six ones, followed by suspension points and then write data of the last author. For e.g.: Raigosa, J.M., Atehortua, M. A., Sepulveda, R.A., Roca, J., Melendez, D.A., Ossa, F., ... Toro, E.

#### Periodic Publications (Journals)

Author, (year), Title of the article, *Title of the journal (In italics and capital letter at the beginning of each main word), number (in italics and without spaces with respect to the volume), (Vol.), pages.*

For e.g.: Alvarado, S.V., Martinez, P.J., & Muñoz, G.D.A. (2011). Theoretical Contextualization on the Topic of Youngsters: A Glance from Social Sciences to Youngsters, *Revista Latinoamericana de Ciencias Sociales, Niñez y juventud*, 7(1), 83-102.

#### Non-periodic Publications (Books)

Author, Year, *Title of the work.* Place of publication, Editor or Publishing House.

For e.g.:

Bauman, Z. (2003), *Liquid Modernity*. Mexico, Fondo de Cultura Económica.

**The article should be sent to the Journal after the registration as an author through the platform Open Journal System-OJS: <https://revistas.ces.edu.co/index.php/psicologia>**

## Evaluation Process

The articles received are submitted, at first, to the Editorial Board's review to analyze if they fulfill with the Journal's submission requirements\*. If so, the manuscript will be submitted to consideration of two experts in the subject referred to in the article. Peer review will be under a double-blind revision, in order to keep the anonymity of authors and reviewers. The articles will be evaluated for coherence, clarity, scientific rigor, and practical and/or knowledge contributions; according to formats provided for this purpose by the Journal (see formats: <https://revistas.ces.edu.co/index.php/psicologia>). According to reviewers' recommendations, the Editorial Board decides if the article continues or not in the process. In case of being accepted, the respective suggestions will be sent to the authors, with the purpose that the article will be adjusted to the journal's requirements. It is liability of the authors to address all suggestions and recommendations made by the advisors, and if they disagree, they must support their decision stating reasons; otherwise, the Editorial Board will reserve the right of decision on keeping the article in the revision and consideration process for a future publication. Finally, the Editorial Board will validate the adjustments made to the articles, and consequently, approve its publication.

\*Criteria for supporting the evaluation of the works are:

Contribution of new theoretical and practical knowledge referred to the submitted subject.

Rigor to expose the subject

Consideration and clarity of ethical aspects

Current affairs and convenience of references according to content

Clear and coherent exposition

Correct grammatical composition and spelling

Carrying out all editorial policies of the Journal.

The Journal will acknowledge receipt of the manuscript through electronic mail or a letter to the author in charge of mail and will report on the result of the initial evaluation in a maximum term of two months. The final acceptance will depend on suggestions or modifications of the work that the advisors of the Committee propose to the author or authors. Withdrawal of an article will be requested in writing with a printed document to the editor and it will be done after written response from the editor. The author can ask information about the manuscript status through [revistapsicologia@ces.edu.co](mailto:revistapsicologia@ces.edu.co) or <https://revistas.ces.edu.co/index.php/psicologia>

With the purpose of guarantying that peer evaluation is blind, verify the compliance of instructions at the time of sending your article through the system OJS (in the option "Assure a blind evaluation").

## Ethical Aspects

It is understood that the expressions expressed in the articles are of sole responsibility of the authors and do not compromise the Journal's opinion and scientific policy. Both the authors and the reviewers are obliged to declare any conflict of interest if it were necessary, which should be recorded in the Author's Constancy Form, and in the article, in case of the authors, and in the Evaluation form, in the case of advisors.

The authors should certify that the activities described in the work proposed to the Journal are in agreement with the ethical criteria generally accepted, both in what refers to animal and human experimentation, as well as, all that refers to professional deontology (Colegio Colombiano de Psicólogos 2016). For further information, consult the Declaration of Singapore on integrity in research (2010), APA guidelines in relation to the standards and ethics of publications <http://www.apa.org/pubs/authors/ethics02.pdf> and those from the Committee on Publication Ethics (COPE) (<http://publicationethics.org/>).

In the articles derived from scientific research carried out on human beings it is essential to inform explicitly on voluntary participation through the signature of an "informed consent" and the "informed acceptance" when people without legal capacity to consent have taken part. Also, mention if the research project had endorsement of an enabled ethical committee for that purpose and point out their affiliation. In any case, the confidentiality protection of the information and anonymity of participants will be kept.

For further information, read the document Ethics and Good Practices of the Journal CES Psicología: <https://revistas.ces.edu.co/index.php/psicologia/libraryFiles/downloadPublic/117>