

ABOUT THE JOURNAL

History

Revista Colombiana de Entomologia was created during the first congress of the Colombian Society of Entomology held in 1973, as the official means of scientific dissemination of the Society. The issues were published in print from 1975 to 2017. Since 2018, the journal has been co-published by the Colombian Society of Entomology (SOCOLEN) and Universidad del Valle (Univalle) and is available only in electronic format.

Scope

Revista Colombiana de Entomología (RCdE) is an open access journal, published online with a continuous periodicity (semiannual). RCdE publishes original research articles, essays, scientific notes, book reviews and obituaries related to the area of insect science in English and Spanish. It also publishes review articles on general entomological topics, called "thematic reviews", however, these are only done by request of the Editorial Committee.

The journal focuses on papers in the area of entomology and related fields such as biodiversity, ecology, agriculture, human, veterinary and forensic medicine, physiology, systematics and taxonomy, biogeography and genetics that fall within the following topics:

- Agricultural entomology.
- Ecology and behavior.
- Insect growth and development.
- Insect anatomy and insect physiology.
- Systematic entomology.
- Medical, veterinary and forensic entomology.
- Microbiology and molecular entomology.

For details see Instructions for authors.

Submitted articles should not be previously published and are subject to double-blind peer review. The journal requires payment from authors at the time of publication. Fees vary according to the number of published pages (with a special discount fee for SOCOLEN members).

Publication costs

US\$ 24 dollars per final published page for SOCOLEN members.

US\$ 36 dollars per published page for non-members.

An invoice and payment instructions will be sent to the author(s) after the approval of the galley proofs via one of the following e-mail addresses: oficina@socolen.org.co, tesoreria@socolen.org.co and revista.entomologia@correounivalle.edu.co.



Publishing and financing institutions

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Note: To become a member of SOCOLEN you must fill out the membership application form that can be downloaded at www.socolen.org.co or by e-mail <u>oficina@socolen.org.co</u>. In order to apply for a member discount to publish an article, the author must be an active member.

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Editorial Policies

General Aspects

Original articles: Manuscripts submitted to the journal must be original, and not been published elsewhere in any form or language, nor have parallel submissions in other journals or media. Images, figures and photos must have authorization for their use if they are copyright protected.

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Co-authorship, conflicts of interest and funding: The manuscripts submitted must contain 1) the specific contribution of each of the authors following the recommendations of CRediT taxonomy (see https://casrai.org/credit/), 2) the sources of funding that gave rise to the project from which the publication arose, and 3) the express statement that there are no financial or financial conflicts of interest or if there is any conflict, declare it in the section on conflicts of interest.

Post-publication: After the publication of the article, it is expected that, together with the authors, each article will be disseminated and publicized through social and/or academic networks through the Digital Object Identifier (DOI). The journal has a series of strategies to make its contents visible, such as: keeping the indexing sites updated, dissemination of its contents to researchers interested in specific topics, and use of other reading formats such as XML.

Ethics in editorial processes

The journal follows the guidelines of the Committee of Publication Ethics (COPE) and the International Committee of Medical Journal Editors (ICMJE). For any ethical dilemma or malpractice identified, the procedures recommended by these organizations will be followed. The journal adheres to the COPE's 16 Principles of Transparency and Best Practice in Scholarly Publishing: website, journal name, peer review process, ownership and management, governing body, Editorial team/contact information, copyright and licensing, author charges, process for identifying and addressing allegations of research misconduct, publication ethics, periodicity of publication, access, archiving, revenue streams, advertising, marketing, and access.

If the journal identifies a malpractice on its own through the complaint of third party, an expression of concern will be sent to the authors requesting a response and the journal will follow the guidelines of the COPE flowcharts for its resolution. If no response is received or if the response is not satisfactory regarding the suspected malpractice, the manuscript will be rejected.

Plagiarism or self-plagiarism: The journal performs similarity analysis of all submitted manuscripts through plagiarism detection software. Plagiarism or self-plagiarism occurs when there is no adequate citation of own or others' information used in the manuscript to justify, show results, discuss, or conclude ideas within the manuscript.

Salami publication: This is the fragmentation of research into multiple articles or the duplication of information from already published works, changing some data or elements that do not have a substantial contribution from already published works.

Authorship conflicts: If they should exist, authors will be in charge of solving them and should consider the authorship criteria established by the Committee of Publication Ethics (COPE) and International Committee of Medical Journal Editors (ICMJE), which consider that an author should contribute substantially in the conception of the manuscript and/or analysis and



interpretation of the research data that supports it, actively participates in the writing and revision of the manuscript, agrees and approves the final version, and is responsible for the veracity and integrity of its contents.

Corrections: Authors may request corrections after publication, arguing the need for them. Their approval will be subject to the editor's approval according to their degree of seriousness and impact on the scientific quality of the article.

Retractions: This may be given in case of verification of a bad practice or due to aspects related to the scientific quality of the article. In this case, the article will remain published, and a retraction note is added explaining the reasons for the retraction.

Complaints and appeals: If the author(s) identify a malpractice or detects erroneous data in the results of a published paper, during the manuscript submission and/or publication process, he/she may make a complaint, correction or request a clarification through the contact e-mail: entomologia@correounivalle.edu.co. The editorial team will analyze the situation and will give due process according to COPE guidelines.

Production Processes Policies

Once the articles are approved for publication, the production process begins, which consists of style correction, citation checking, formatting for layout and markup, layout, proofs, markup, metadata standardization and publication of the final version in PDF and XML format.

Permanent communication with authors: During the production stage, constant and timely communication with authors is required regarding revisions and requests for clarifications. Each of the revised manuscript versions must be checked and approved by the authors, so a thorough and detailed review by the authors at each stage is essential to ensure the quality and accuracy of the text.

Production time: After the article has gone through peer review and has been accepted, it will enter the production phase of the publication process, which consists of copyediting, citation checking, formatting for layout and markup, proof-reading, metadata standardization and publication of the final version in PDF and XML formats. Production time will vary according to the numbers of manuscripts submitted at the time, complexity, length of the text of the manuscript, the graphic component of the manuscript, etc. The publication of the manuscript will vary from 15 days to one month after approval, depending on the speed with which the author(s) respond to the queries.

Peer review

Manuscripts submitted for publication to RCdE will go through an initial check by the Editorial Committee to determine its relevance, scientific content and if it follows the journal's format.



Once the manuscript meets these conditions it is sent for evaluation by external reviewers who are specialists in the subject area of the submitted manuscript, preferably an active researcher

with publications in the last 3 years. The average evaluation time is estimated between 6 and 8 months. The speed of publication of a paper depends on the availability of the invited reviewers (*Ad honoren*), and the response time of the authors to the reviews.

Editorial decisions

RCdE reserves the right to accept or reject articles and may make suggestions to improve their content. Decisions of the journal may be as follows:

- 1. **Accept:** The manuscript is accepted with minor changes. In this case the editor will request from the author(s) the final version of the manuscript and the complementary files: text in Word, tables in Excel and/or editable Word file, and final figures according to the format indicated in the instructions to authors.
- 2. **Minor changes:** When the manuscript is publishable after minor changes. The editor will send to the corresponding author a copy of the evaluation and a document with the corrections requested/suggested by the reviewers. The authors will have 15 days to make the corrections and submit a revised text to the journal to continue the editing process.
- 3. **Major revisions:** When the manuscript requires major changes, the editor will send a copy of the reviewers' evaluations and comments to the corresponding author. The authors will have 20 days to send the corrected version of the text, indicating the places where the changes were made with their corresponding explanation and justification. If for any reason the corresponding author cannot send the final version or the corrected version by the deadline, he/she should notify the editor to set a new deadline, which should not exceed more than 20 days. If the author does not meet the deadline, the manuscript will be considered as a new submission and the evaluation process will start over.
- 4. **Reject:** If the paper is rejected, the editor will notify the author(s) stating the reasons for the rejection decision.

In addition to making corrections in the text, the authors must submit a letter to the journal answering each of the queries and comments made by the reviewers in the evaluation form and in the text sent by the anonymous reviewers. When the authors do not agree with an opinion or recommendation of a reviewer, they should provide a verifiable scientific justification for not following the recommendations.

Appeals: In case the authors do not agree with the editorial decision taken based on the external reviewers' decisions, they may present their arguments (supported by scientific literature) that shows the bias or erroneous interpretation of the evaluation. The final decision of an appeal will be analyzed and approved by the Editor-in-Chief.



Role of the reviewer

Reviewers should have a critical approach to science and focus on recognizing the originality and relevance of the manuscript, the scientific rigor of the methods used in the study, the validity of the results, the content of the discussion, as well as the impact of the study and bibliographic support. The reviewers are expected to be impartial and objective, not to discuss the content of the text in other spaces until the manuscript is published, to avoid contacting the authors during the peer-review process, to declare conflict of interest if any and to avoid any type of impersonation.