



REVISTA COLOMBIANA DE ENTOMOLOGÍA

INSTRUCTIONS FOR THE SUBMISSION OF MANUSCRIPTS

Before submitting a manuscript, authors must ensure that it complies with the Journal's editorial policy in form and structure. Manuscripts must adhere to the standards indicated in the instructions and be submitted through the OJS platform at the following link: <https://revistacolombianaentomologia.univalle.edu.co/>.

Author's commitments

- Complete the requested information on the OJS platform, and list all the authors in the "collaborators" boxes.
- Maintain high standards for publication.
- Provide contact information for all authors.
- Respect the authorship of the documents for those who have made a significant contribution to the conception, design, writing or interpretation of the study. It is recommended to apply the **CRedit** taxonomy recommendations (see <https://casrai.org/credit/>).
- Ensure the originality of the document avoiding plagiarism - multiple, redundant, or recurring publication.
- Recognize the cited sources, duly citing the references in the citation format recommended by the journal.
- Adhere to the guidelines of good editorial practices according to the ethics statement of the COPE Guidelines.

Commitments of the Editorial Board

- Clearly follow publication decisions.
- Follow editorial ethical guidelines in accordance with COPE Guidelines and encourage authors to follow good practices during the publication processes.
- Starting from the principle of equality, confidentiality, participation, and cooperation in research, in order to contribute to a timely and fair disclosure of the results.
- Verify originality checking of the manuscripts through Turnitin services, in order to avoid plagiarism.
- Respond in a timely manner to any request, appeal, or doubt, to the authors during the review process.



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Before submitting a manuscript:

- Check the section of the journal and the type of article, indicating the type and subject section to which the manuscript belongs to.
- The manuscript must be accompanied by a cover letter signed by each of the authors of the text. This must consider each of the elements mentioned in the sample letter.
- Make sure that all authors have an ORCID identifier (mandatory), affiliation (institution, city and country), and email.
- The manuscript must comply with the editorial guidelines as indicated for each type of article.
- Authors must read the Journal's instructions before submitting the manuscript, including publication fees, ethical guidelines, reviewing time, and the journal's evaluation process.
- In the case of articles written in English, the authors must ensure that the works submitted in English have been reviewed, preferably, by a person fluent in the language. If the authors are not native English speakers, it is suggested to send the document to a certified translation service. If the document does not meet the language standards, a translation certificate may be requested, or the manuscript may be rejected altogether.

[Manuscript Structure Model](#)

[Presentation letter](#)

Subject sections

- **Agricultural entomology:** Research manuscripts on insects and other arthropods that modify or impact the agricultural system through their direct or indirect interactions. Includes manuscripts on both beneficial and detrimental insects. Manuscripts reporting studies related to the control of insect pests, integrated pest management (IPM), insect pollination of agricultural crops, etc.
- **Ecology and behavior:** Manuscripts related to interactions of insects and their environment, including but not limited to studies on nutrient recycling, decomposition of animal waste, carrion, leaf litter; insects as a food source for other organisms, disease transmission, competition, predation, mutualisms, parasitism, phytophagy, pollination of non-agricultural crops, seed dispersal, insect interactions at different trophic levels, etc.
- **Insect growth and development:** Manuscripts on insect developmental biology, including studies of cell biology, embryology, morphology, physiology, and molecular biology.



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- **Insect anatomy and insect physiology:** Manuscripts related to insect structures (body parts and organs), including studies on external morphology and internal anatomy and associated chemical and physiological processes.
- **Systematic entomology:** Manuscripts that present results on studies of insect diversity and their inter-relationships, including taxonomy and phylogenetics, preferably on insects that have agricultural, medical, or commercial importance or relevant to ecosystems.
- **Medical, veterinary and forensic entomology:** Manuscripts on research studies related to insects of interest in public health, including insect vectors of diseases in humans or animals. Studies of scientific tests of insects and other arthropods in legal cases are also included in this topic, e.g., at determining post-mortem intervals.
- **Microbiology and molecular entomology:** Manuscripts related to the structure and function, at the molecular level, of the genetic material (genes) of insects and other related arthropods. Studies including, but not limited to, the understanding of genetic mutations associated with morphological features, disease, pesticide resistance, insect chromosome and gene structure, DNA replication, Mendelian inheritance, molecular biology, concepts of inheritance, cell cycles, mutation, biochemical genetics, epistasis, biochemical pathways, genetic systems, genome evolution, genetic control of embryonic development, sex determination, transgenic pests and beneficial insects related to pest management programs.

Types of articles

- **Research articles:** Unpublished scientific manuscripts, based on research results in entomology or related fields. Figures and tables should be imbedded in the body of the text; references in the manuscripts should include critical, relevant, and recent studies. Maximum manuscript length: 25 pages. The manuscript should have an abstract and keywords in Spanish and English, introduction, materials and methods, results, discussion, conclusions, acknowledgments, conflict of interest, contribution of the authors, and information on the sources of financial support.
- **Reviews of general entomological topics:** Manuscripts based on the review and analysis of previous scientific literature on a specific topic to offer a current state of a said topic from an analytical perspective. The structure of review articles is the same as for research articles, except that the materials and methods section should follow the PRISMA guidelines for analytical reviews and meta-analyses. Review articles are generally requested by the Editorial Board to experts in specific topics or if they are directly submitted by the authors without an invitation, these will be analyzed by the Editorial Board before being considered for review. Manuscripts may contain figures, tables, and it is requested to have a minimum of 70 references. Maximum manuscript length: 30 pages.
- **Taxonomic articles:** Must maintain the structure of the scientific article and the results section can be replaced by description, redescription, review of the taxon, and the



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discussion section by notes or comments. In the conclusions, the summary of the new description and its contribution to the field of science should be given. Maximum manuscript length: 25 pages. New records will be received with a maximum of one page for each record, under the conditions detailed above.

- **Scientific essays:** Manuscripts in which points of view, theoretical or methodological problems central to entomology are raised, and solutions or perspectives are proposed to address them, and should always be supported by a review of current and relevant literature. It should include a structured abstract and keywords in English and Spanish, introduction, development of the topic (points of view and discussion), and conclusions. Maximum manuscript length: 10 pages or 5,000 words.
- **Scientific Notes:** Short manuscripts aimed for the fast communication of results or new laboratory or field techniques; They must be brief, direct and have a maximum of 25 citations. Maximum manuscript length: 7 pages.
- **Book reviews:** These are documents that present a value judgment about a book in the field of entomology in which the book's content, contribution and disciplinary relevance are described or analyzed. They should be short and direct. Maximum manuscript length: 3 pages.

During the submission process

- The authors should keep in mind that all the fields requested in the Open Journal System (OJS) are mandatory and they must be completed at each stage of the application. The platform will send a notification that the submission was successful. If you are not sure of the completion of the submission, contact the editorial team at the journal's contact email.
- The manuscript should have the following structure and style:

General presentation: Letter size with 2.5 cm margins on each side, and numbered pages. Written in "Times New Roman", 12 points, 1.5 spaces. Left justified. Full text in a single file with tables and figures included within the text (in low resolution). Do not use footnotes.

Type of article and subject section: Mention in the upper left the type of article and the subject section to which the study corresponds.

The title: It is suggested to have no more than 20 words. All titles and subtitles in bold with the first letter in uppercase, the rest in lowercase. The title in English must be a faithful translation of the title in Spanish.

Authors: Provide the full name for each author, in capital letters. In case of using two surnames, join them with a hyphen to avoid confusion when cited. Each author should have a unique superscript listing his/her institutional affiliation, city and country, e-mail address and ORCID identifier (required).



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The author for correspondence must be indicated with an asterisk that designates him or her as such at the bottom of the page and provide a detailed address of correspondence as additional information.

Structured abstract: The abstract may have a maximum of 250 words, consisting of the main points discussed in the article with its results and conclusions. It must be submitted in Spanish and English.

Keywords: Between seven and ten keywords, which are not contained in the title, in alphabetical order, separated by commas, with initial lowercase except for scientific names. These words must be standardized in the AGROVOC thesaurus; in case of using words from another thesaurus, indicate its name. They must also be submitted in English and Spanish.

Introduction: It states the context and nature of the problem, provides the basic relationship with other research on the same topic, justifies its study and closes by presenting the general objective of the study.

Materials and methods: They present the information necessary for the work to be reproducible. If the methods have been published or are common, they are briefly explained citing the original publication. If, despite being common, they have undergone modifications, the changes should be indicated. The experimental design, the number of repetitions, the number of specimens per repetition and the size of the sample and the type of statistical analysis used should be described. The programs used for data analysis should be cited. The place where the study was conducted should be given (preferably with latitude and longitude coordinates). The time of the year when the study was carried out should also be given.

In taxonomic studies, the necessary information about the examined material and the repository for the specimens must be included. In the case of DNA sequences, accession numbers of the databases must be included. DNA voucher specimens should be deposited in a recognized museum.

For taxonomic works, if the document required visits to biological collections, the name of the museum and repository where the study specimens are housed must be specified.

The results: Should be limited to the obtained data and be presented in a logical sequence. When the work required a statistical analysis, the necessary data for understanding the article must be included in the text. The researcher must not only rely on the statistical results, but also on their interpretations. When results are described or statements are made that depend directly on statistical tests not indicated in tables (e.g. "There were no differences between treatments A and B"), specify the basic parameters of the test in parentheses (e.g.: if an ANOVA, cite ($F = X,XX$; $df = X,X$; $P < X,XX$)). When the information is extensive, it should be abbreviated in tables or appendices (complementary information). The data indicated in the tables and figures should not be repeated in the text (and vice versa).

For taxonomic works: The description of new taxa must follow requirements of the international codes of nomenclature (ICZN). For a new species of arthropod: The name of the new species should be followed by n. sp. The author(s) of the species, related figures, holotype (with measurements),



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paratypes (if any), diagnosis, description, etymology, comments should be provided. New species names should be registered in ZooBank (<http://zoobank.org/>) and once the work is approved the Life Science Identifier (LSID) should be included in the text.

The discussion: Indicates the generalizations and principles that can be verified based on experimental facts. It clarifies the exceptions, modifications or contradictions of the hypotheses, theories and principles directly related to the facts. Point out the practical or theoretical applications of the results. It compares the observations with other relevant and up-to-date studies and, if applicable, explains the mechanisms that could cause the results obtained and their differences with those of other studies. It does not repeat the data mentioned in the results. It reflects the intellectual suitability of the researcher. Results and discussion can go in the same section. Subheadings are sometimes recommended for some sections to clarify their content.

Conclusions. Obvious sentences should be avoided, but it reports the consequences of the work in the theoretical models that are mentioned in the presentation of the problem in the introduction. It is the selling point of the article. It exposes in a clear, concise, and logical way the contribution that was made.

Acknowledgments. In this section, keep in mind the aforementioned authorship criteria. It should be in the following order as far as possible: people (omitting professional titles), groups, entities that financially supported the study and the number of the research grant. It is recommended to thank the anonymous reviewers.

Origin and source of funding. The background or reason that inspired the work and the source of funding should be mentioned.

Authors contribution. It is requested to list the names of each author (as they appear on the first page of authors) and mention their role in the investigation. It is suggested to use the criteria and definitions established in CRediT – Contributor Roles Taxonomy (<https://casrai.org/credit/>).

References. The complete list of the cited literature in the text should be included in alphabetical order, number of authors and year in APA 7 format. Check the references and take into account the punctuation, spacing, names and initials of the author(s), full name of the journal, volume, number and pages according to the 7th edition of the APA format.

Avoid using citations from gray literature (extension papers, conference summaries or local reports), as well as theses. If this type of source is used, it must have a retrieval link from the repository where it can be downloaded.

Except for some exceptions, all citations should preferably include a DOI (check that it actually works) and if the source does not use this identifier, a file retrieval URL should be added if available, preferably from the main source.



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General guidelines for citing references

- References must always have the following structure.

Author. (Year of publication). *Title of the material*. Publisher or Institution.

- The last names of the authors go with the surnames as they appear in the cited source followed by a comma and the initials of the first names separated by a period/full stop.

Rincón-Acero, J. O.

- Two to seven authors must be separated by the ampersand symbol (&).

Rincón-Acero, J. O., & Villalba, C. A.

Rincón-Acero, J. O., Borrero, F., Maldonado, P. P., & Villa, C. P.

- References must be listed in alphabetical order. In case of having sources from the same author, these are organized in chronological order from the oldest to the most recent.

- When there are references of the same author and year, a letter of the alphabet must be added to distinguish them and organize them in alphabetical order of the title of the source without taking into account the articles (e.g., A, The).

Zoubiri, S., & Baaliouamer, A. (2011a). The potentiality of plants as source of insecticide principles. *Journal of Saudi Chemical Society*, 18(6), 925-938. <https://doi.org/10.1016/j.jscs.2011.11.015>

Zoubiri, S., & Baaliouamer, A. (2011b). The tropical occurrence and agricultural importance of *Beauveria bassiana* and *Metarhizium anisopliae*. *Journal of Saudi Chemical Society*, 19(7), 956-968. <https://doi.org/10.1016/j.jscs.2011.11.015>

- Only the first word of the title, subtitle (if present), proper nouns and scientific names (following the pertinent nomenclatural rules) are capitalized. Major words of the journal name should be capitalized.

Zoubiri, S., & Baaliouamer, A. (2011). Potentiality of *Allium sativum* ground leaves as source of insecticide. *Journal of Saudi Chemical Society*, 18(6), 925-938. <https://doi.org/10.1016/j.jscs.2011.11.015>

Periodical publications (articles in journals and newspapers)

It must contain the following elements: Author: Surname, Initial of the name (initials of the name separated by a period/full stop (.) and a space). When there are several authors, the symbol & is used before the last author's name. Year. Title (only the first letter is capitalized). Full name of the Journal (the first letter in each word is capitalized, except for articles, in italics, followed by a comma without



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italics). Volume in italics, Number (in parentheses without italics followed by a comma). Pages (separated with a short dash), if it is a continuous publication, please add the e-locator (DOI) or the reference link. The link should start as <https://doi.org/>

McGuire, A. V., & Northfield, T. D. (2020). The tropical occurrence and agricultural importance of *Beauveria bassiana* and *Metarhizium anisopliae*. *Frontiers in Sustainable Food Systems*, 4(6), 21-43. <https://doi.org/10.3389/fsufs.2020.00006>

Zoubiri, S., & Baaliouamer, A. (2011). The potentiality of plants as source of insecticide principles. *Journal of Saudi Chemical Society*, 18(6), 925-938. <https://doi.org/10.1016/j.jscs.2011.11.015>

If the article has more than seven authors, list the first six authors followed by ellipses in place of the rest of the authors and include the name of the last author, without using the & symbol. **Note.** For references with more than seven authors the journal follows APA 6th Edition.

If the article is in press, the date is replaced by the words in press or in press in parentheses, followed by the title of the work and DOI.

If it is a non-scientific reference, in addition to the date, the month and day should be included.

Printed Books

Name of the author or editor: Last name, Initial of the name (initials of the name separated by a period/full stop and space). (Ed. or Eds.). (Year). *Title in italics*. Publisher.

Beutel, R. G., & Friedrich, F. (2014). *Insect morphology and phylogeny*. Academic Press.

Books with DOI

Name of the author or editor: Last name, Initial of the name (initials of the name separated by period and space). (Ed. or Eds.). (Year). *Title in italics*. Publisher.

Beutel, R. G., & Friedrich, F. (2014). *Insect morphology and phylogeny*. Academic Press. <https://doi.org/10.1016/j.jscs.2011.11.015>

Book chapters with DOI

Name of the author (Last name, Initials of the names). (Year). Chapter title. Name of Editors (Eds.) preceded by "In", *Book title in italics*, *Book edition information* (Edition and pages in parenthesis preceded by pp.), Publisher and DOI.



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Beutel, R. G., & Friedrich, F. (2014). Insect morphology and phylogeny. In D. W. Onstad (Ed.), *Insect resistance management: biology, economics, and prediction* (5th Ed., pp. 6-36). Editorial Morpho. <https://doi.org/10.1016/j.jscs.2011.11.015>.

If the edition number and volume must be added, in addition to the pages, the order will be edition, volume, pages.

Thesis or dissertations

Please avoid citing theses or dissertations, if their citation is necessary, they must be digitally recoverable, otherwise the citation will not be accepted. Cite as: Author. (Year). Title in italics; type of thesis, and institution that grants it between square brackets. Name of the database or repository in which it is located and DOI or URL.

Peña, C. (1995). *Effect of a polyoidal extracted from canelo bark* [Master's thesis, Universidad Nacional de Colombia]. Repository of the Colombian National University. <https://doi.org/10.1016/j.jscs.2011.11.015>

Gray literature

Avoid using gray literature. Documents such as newsletters, conferences, presentations, work documents, manuals and other documents are considered gray literature. They should be cited as: Author. (Year). Title [type of document in square brackets]. Institutional origin. DOI or URL.

Beutel, R. G. (2014). *Insect morphology and phylogeny* [Identification Manual No. 48]. Sociedad Colombiana de Entomología. <https://doi.org/10.1016/j.jscs.2011.11.015>.

Programs and computer applications

They are only cited and included in the references if the software is mentioned in a direct citation. Example: "In this research, potential distribution maps of insects were constructed using the EntoNet program as a modeling tool." In this case, the structure of the reference is as follows: Author or company name. (Year). Title of the material (Version 2.0) [Software or application app]. Distributor or Company name. URL.

Beutel, R. G. (2014). *EntoNet* (Version 2.3) [Software]. Intel. <https://demo.EntoNet.com>.



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Websites and databases

Avoid using websites. Websites and databases may be cited when the information does not exist anywhere else, and it is essential to the manuscript. When the material is kept archived at a URL without any type of update, there is no need to include the date of consultation. If the material is subject to updates or changes, the date of consultation must be included. Its structure is as follows: Author(s). (Year, Date of last update or n.d. if there is none in the case of databases). *Title*. Website name. Editorial. URLs.

Samuelson, A., Evenhuis, N., & Nishida, G. (2001, June 22). *Insect and spider collections of the world*. <http://www.bishopmuseum.org/bishop/ento/codens-r-us.html>.

Noyes, J. S. (2022, March). *Universal Chalcidoidea Database*. *World Wide Web electronic publication*. Natural History Museum, London. Retrieved June 22, 2022, from <http://www.nhm.ac.uk/chalcidoids>.

In-Text citation guidelines

The citation style of general literature within the text adheres to the APA 7 format. It is necessary that each of the citations within the text have its respective complete source in the list of references.

Verbatim quotes: Those that reproduce a text exactly as appears in the source text. It should be put in quotation marks or distinguished by italics. In this case, the citation must indicate the page or pages after the year. Verbatim citations of less than 40 words are enclosed in quotation marks, if they are more than 40 words, they must be in a separate paragraph with a different font size and indentation.

(Castro, 2016, p. 59)

Paraphrasing: The author may provide ideas and results from a source, but in their own words. The citation should cite the author, followed by the year.

(Menchure, 2016)

In either of the two cases, if the last name is part of the text, only the year and the page or only the year, depending on the case, are put in parentheses. If the date of the work is not known, the year is replaced by n.d.

According to the words of Castro (2016, p. 59)

In the words of Menchure (2016)



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Citation of two authors: In this type of citation, the authors must be separated by ampersand “&” regardless of the language of the manuscript. In case the names of the authors are part of the speech, they are separated with “and”.

(Castro & Poveda, 2016)

According to the words of Castro and Poveda (2016)

Citation of three or more authors: in this case, the last name of the first author is followed by the abbreviation et al., in normal letters (i.e., not in italics).

(Castro et al., 2016)

According to the words of Castro et al. (2016)

Citations of references by the same author and year: They must be differentiated by means of letters of the alphabet.

(Castro & Poveda, 2016a)

(Castro & Poveda, 2016b)

Quotes from several authors and the same information: each one of the authors is recorded in the same parentheses separated by semicolons. If the references are by the same author, the years are listed in chronological order.

(Carrillo, 2012; Castro, 2019; Poveda, 2016a)

(Castro & Poveda, 2012, 2016, 2019)

Citations of corporate authors: The first time it is cited in the text, the full name and acronyms are entered in square brackets. The next time they are cited, only the acronyms should be given.

(Colombian Society of Entomology [SOCOLEN], 2015) - parenthetical citation

Colombian Society of Entomology (SOCOLEN, 2015) – narrative citations of corporate authors: The first time it is cited in the text, the full name and acronyms are entered in brackets. In the following appearances, only the acronyms should go.

(Colombian Society of Entomology [SOCOLEN], 2015) - parenthetical citation

Colombian Society of Entomology (SOCOLEN, 2015) - narrative citation



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(SOCOLEN, 2015) - parenthetical citation

SOCOLEN (2015) – narrative citation

Citation of specimens: All studies such as descriptions, new records, re-descriptions and revisions of species, must cite the material examined, which must be deposited in a recognized institution, whose acronym should be listed together with collecting data. The original language of the label must be kept if it is written in English, Spanish or Portuguese. If the language is other than these, indicate the translation in parentheses.

When citing the material examined for species description, this must be located as the first section of the description treatment. For insects that are not new species, e.g., new records, the examined material should be placed at the end of the species information. The material studied should be listed as follows: Specific name in italics. Number of specimens examined, sex (♀ or ♂). Country, Department, Municipality, Town, Coordinates, Altitude, Collection method, Collection date (day-month as the first three letters, year), Collector. Use the correct symbols for degrees, minutes, and seconds. Acronym of the collection in which it is deposited (in square brackets). Please check the official acronym catalogs at Arnett et al. (1993). "The Insect and Spider Collections of the World," 2nd edition, (<http://hbs.bishopmuseum.org/codens/codensearch.html>).

Examples: • *Gigantodax osornorum*. 2 larvae, undetermined. COLOMBIA. Cundinamarca Usme Páramo de Sumapaz, Quebrada Hoya Honda 4°21'09"N 74°11'02"W, 3,240 m Manually captured, Feb 16, 1991, Martínez, X. [ICN]. • *Campsomeris servillei*. 1♀, 2♂♂. COLOMBIA. Valle del Cauca, route Cali – Palmira, 1,000 m, Malaise trap, 1-Sep-1984, Alvarado, M. [UDVC].

Citation of scientific names: The writing of scientific names must adhere to the international codes of nomenclature (ICZN, ICBN, etc.) in the case of the genus and species, they are written in italics (italics) following the rules of the aforementioned codes. There are several sources on the internet such as Nomenclator Zoologicus, ITIS and Zipcodezoo, among others, that can be used as a guide to correctly spell the full name of your taxon.

Fauna: For the writing of scientific names of animals, the first time a species or genus is cited in the manuscript, add the author's name, year, order and family; this will be done in the body of the text, not in the title, summary or abstract. Examples: • First citation: *Apis* L., 1758 (Hymenoptera: Apidae); later citations: the genus *Apis*. • First citation: *Apis mellifera* L., 1758 (Hymenoptera: Apidae); posterior citations: *A. mellifera*.

Flora: Regarding the scientific names of plants, it is not necessary to write the years of publication of the species, it is sufficient to specify only the author: *Cedrella odorata* L., *Chamaedorea elegans* Mart. However, if any author considers it necessary to include the year of publication of the species, he/she can do so by separating the author and the year with a comma: *Cedrella odorata* L., 1759.

For both plants and animals, after the first citation of a species, the first letter of the genus name should be abbreviated: *A. mellifera* and *C. odorata*. The genus name should be spelled out when starting a new sentence.



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Other organisms: When referring to an organism only by genus, use the abbreviation sp. Example: *Beauveria* sp., and for several species of the same genus, use the abbreviation spp. Example: *Beauveria* spp.

Units: International System of Units (SI). When expressing magnitudes, apply unit symbols separate from the value and use decimals instead of fractions. The decimal separator in Spanish is a comma (,), e.g.: 10,3 mm. In English texts, a period/full stop (.) is used. To separate thousands, in Spanish use a period/full stop (e.g.: 1.003 insects) and in English, separate with a comma (eg: 1,003 insects). This applies to tables and figures. Common unit symbols (length, mass, time, volume): Meter (s) = m, Kilometer (s) = km, Centimeter (s) = cm, Millimeter (s) = mm, Gram(s) = g, Kilogram(s) = kg, Second(s) = s, Minute(s) = min, Hour(s) = h, Liter(s) = L or l, Molar = M, Revolutions per minute = rpm. Abbreviate meters above sea level as: m asl. ● When whole numbers from zero to ten are not followed by units, they are written with letters (one, two, etc. and not 1, 2, etc.). Examples: three replicates, eight plots, six species. ● When recording dates write day – month (in letters) – year. Example: May 12, 1996. ● Acronyms must be explained the first time they are mentioned in the text; later, just use the acronym. Example: Integrated Pest Management (IPM). ● When Latin words are used, they should be in italics. Example: *Ad libitum*. *A posteriori*. *In vitro*.

Tables: They must be cited in numerical order in the text. The title must be concise and self-explanatory of the content of the table and must appear at the top (Table XX. in bold. Legends in normal font). Table footnotes marked with numbers or asterisks may be used. Only horizontal lines are used for the outside of the table and under column headings. The explanation of the table must not be a duplication of the method of the work.

Figures: They include drawings, maps, graphs, and photographs, which are published in color, except bar graphs that should follow the journal's style. In the internal text of the figure use Times New Roman. Graphs must be in two dimensions in the clearest and simplest way possible. The legend of the figure goes at the bottom (Figure XX. In bold, legend in normal font). The abbreviations and symbols in the figures must correspond to those indicated in the text; if they appear for the first time, they should be explained in the legend. Scale values should be displayed on the image or in the legend. Credits should be given when figures that appear in other publications are used, in this case it is required to provide a letter of permission of use of the figure by the original author or the copyright holder. Illustrations submitted during evaluation must be of low resolution.

Citation of figures: They must be cited in numerical order in the text. If the citation is in parentheses, they should be indicated as "(Fig. XX)", example: In Figure 1 or (Fig. 1). Prefer to assemble mosaics of images instead of several figures and number them with figure numbers and capital letters (Fig. 1A, 1C-1F).

Final figures: If the manuscript is accepted, send the images of maps, photographs, or drawings as separate files such as JPG or TIFF with a minimum of 300 dpi resolution, with widths between 90 mm or 160 mm to avoid extreme enlargements or reductions. For graphics, please send a reference image and the editable digital file. Make sure that the letters and figure numbers are in Times New Roman font and in bold. Keep the images without numbers and internal text as they will be requested to facilitate the layout of the article.



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Note: Both the tables and the figures must provide valuable and illustrative information for the manuscript and not be redundant with the information provided in the text or among themselves. At this stage of submission, the figures must be of low resolution so that the file does not exceed 800 kB. Keep a copy of the figures without texts for the layout stage, since if the manuscript is accepted for publication, the figures must be sent in high resolution.

During the review, evaluation, and approval process

Once the author can track the status of his/her manuscript through the OJS platform and at each stage of the publication process he/she will find the "Discussion" option that will allow him/her to communicate with the editorial team.

Submission status: The manuscript is under review by the editorial committee. At this stage, manuscripts may be returned, and correction requests can be made.

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