**JOURNAL PUBLICATION GUIDELINES**

**ARQUITECNO**

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The articles must comply with the following normative (according to the base document)

* The articles must be between 8 and 10 pages long, size A4 (210 mm x 297 mm), all edges shall be of 3 cm length. Accepted languages: Spanish / Portuguese.
* The file shall not exceed the size of 2 MB (2000 KB).
* Titles in Spanish or Portuguese, (according to the language of the article) in lowercase (Sentence case), Arial 11, bold, centered alignment, limited to 20 words at most. Ending without period.
* Title translated to English, according to the title in Spanish or Portuguese. Lowercase (Sentence case), Arial 11, bold and centered alignment, limited to 20 words at most.
* The names and surnames of the authors shall go skipping a line below the title, separated by commas, with Arial 10 font, in cursive, and aligned to the right. The order in which authors show up must relate to the amount of input each one had on the work, meaning the most influential authors shall show up first. Maximum number of authors: 5.
* On a separate line, institutional information (all acronyms must be labeled accordingly), aligned to the right, in cursive Arial 10 font.
* Skipping a line, aligned to the right, email address for contact purposes, in regular Arial 10 font.
* Abstract in Spanish / Portuguese: entre 100 y 150 palabras. Includes well defined objectives, methodology, results, conclusions.
* Abstract in English. Same rules as the former.
* Keywords (in Spanish / Portuguese): up to 5 and cannot be included in the title.
* Keywords (in English): Same rules as the former.
* The body of the text shall use Arial 10 font set on single column, complete justification throughout, with a line spacing of 1,15, without indentation.
* Titles or subtitles must be in bold without underlining, aligned to the left. The text follows skipping a line in between.
* Article Body: the following structure is suggested: Introduction, Methodology, Development, Result discussion and Conclusions; followed by Bibliographical references. Titles and subtitles must not be numbered.
* References and bibliography: Placed at the end of the article in alphabetical order, according to APA (American Psychological Association) guidelines <http://normasapa.com/como-hacer-referencias-bibliografia-en-normas-apa/>. References must be cited in the text by surname of the authors and year of reference for the proper edition. Footers are not accepted.
* Charts and figures are accepted, which should not exceed 50 % of the article and must be referenced with respect to the text. These cannot exceed 15 cm in width.
* Figures cannot exceed a resolution of 300 dpi (dots per inch) and must be inserted at 100% scale.
* Charts and figures should be inserted close to the reference text, considering the size must allow proper legibility.
* Figures shall be inserted in the body text, according to the following normative: The figure shall be visible first, and the size cannot exceed the edges. The label goes below the figure: It starts with the number of the figure, for example: “Figura 1:”, followed by the figure’s description. Source: If the figure was taken from another source, it is compulsory to add information about it. Regular Arial 8 font. All figures must be cited in the body text.
* All charts are to be inserted in the body text as follows: This is the first element visible in the table, starting with and Uppercase and ending in the number of charts. For example: “Tabla 1:”. Name of the chart: The title of the chart, it should be simple and descriptive. Chart and content: The chart can only be formed by 3 horizontal lines, superior, inferior and one separating the heading from the data. Each column should include a heading which describes the information. Font used below the chart: Arial 8.
* Acronyms: In case any acronyms are employed throughout the text, their full equivalences must be provided. In case a popular character is cited, their full name and surnames are employed, without abbreviations.
* Originality Requirement. Appended to the article, there should be the author’s letter, which manifests the authenticity of the presented article.

**Generalities**

For editing purposes, the entirety of the article must be presented in a .doc file, which also includes its respective images, as mentioned previously, and, in addition, a .zip or .rar file shall also be presented which includes images, graphs, etc. in .jpg of .tif format. These shall be sent to the following emails:

* arquitecno2020@gmail.com
* devedoya@gmail.com
* claudiapilar2014@gmail.com

The subject of the message should be “Revista ARQUITECNO – Artículo”.

Accepted authors:

* Docents, investigators and extensionists in Technological environments and disciplines linked to Architecture universities from ARQUISUR.
* Docents, investigators and extensionists in Technological environments from the rest of the world, in disciplines linked to institutions which take part in the aforementioned areas.
* Students participating through scholarships or interns from Investigation Projects, included in formal systems of investigation. In this case, the article shall be accepted by the Scholarship or Project director.
* Students who are carrying out their Final Degree Project, or Graduation thesis in Technological areas. The article shall be accepted by the Director of the Finals Degree, or the Graduation thesis.

**ARBITRATION**

An editorial evaluation of form is done through a revision formulary.

The Academic evaluation Committee carries out a revision of the articles, done by experts in the field of study according to the procedure called Double-Blind Review, in which evaluators and authors never get to know each other, in order to preserve anonymousness throughout the editorial process.

The reviewers are provided with a Revision Formulary, emitted by the Editorial Committee.

The peer evaluators from the Academic Evaluation Committee, must conclude their revision with one of the following concepts:

* **Accepting the article without revisions.**
* **Accepting the articles suggesting minor observations.** Suggestions may be provided to produce a more adequate new presentation, which the author can decide whether to accept these or not. In this case a period may be offered to make the proper changes followed by a revision done by the Editorial Committee which grants the approval.
* **Recommending major revisions** to make the article viable (the evaluators shall review the article again).
* **Not accepting the article**: meaning the author is informed with the revision formulary and an evaluation table from the referees explicitly describing the reason why the article cannot be published.

In case both evaluators have discrepancies in regards to accepting the article, a third evaluator may resolve the dispute. The third evaluator is unaware about this dispute.

Ending the evaluation process, the Editorial Committee shall communicate the results to the authors and determine the roster of articles which received two favorable evaluations, rendering them acceptable for publication.

**PUBLICACIÓN**

The editorial Committee is the organism which decides in the last instance which articles are to be published. The Editor may proceed to initiate the Technical Edition process of the articles selected by the Editorial Committee. This process includes: orthographic, typographic and aesthetic revision of the material set for publication, and the according graphic design allowing its proper display and download in .pdf format. Finishing the layout and revision, the magazine is published in its official websites: [www.arq.unne.edu.ar](http://www.arq.unne.edu.ar) and <https://revistas.unne.edu.ar/>

- First edition of the year: June 25th

- Second edition of the year: November 25th

**SCHEDULE FOR ARTICLE PRESENTATION**

For the first edition:

* Until March 31: Presentation of the articles for publishing in the June edition.
* April 15: Notification of approval.
* In case any observations are given, these shall be resolved by May 15.

For the second edition:

* Until August 31: Presentation of the articles for the November edition
* September 15: Notification of approval
* In case any observations are given, these shall be resolved by October 15.