



INSTRUCTIONS FOR AUTHORS

Petroglifos Revista Crítica Transdisciplinar is an biannual electronic publication of informative nature aimed at researchers, professionals and the general public edited by the Fundación Grupo para la Investigación, Formación y Edición Transdisciplinar (GIFET). Petroglifos publishes in two periods: january-june and july-december, whose publication will be effective in the months june and december of the respective periods. Three categories of works are published: informative articles, essays and scientific articles with quantitative and qualitative approach which, must be original and unpublished, that is, not published or sent simultaneously to another journal for publication or to any other media of diffusion. Likewise, Petroglifos Revista Crítica Transdisciplinar admits works written in spanish, english and french. The following publication rules will serve as a guidance for authors who wish to publish their manuscripts.

I. EDITORIAL LINE

1.1.- The works must be oriented to the construction and dissertation of the societal realities in synergic convergence with role-playing themes educational, agro-productive, technological, managerial, cultural, environmental, health and economic, among others, both in the public and private spheres in the Latin American and Caribbean context.

1.2.- Aim: To project our American and Caribbean identity, approaching the natural sciences, social sciences, philosophy, art and spirituality from transdisciplinarity and decolonizing critical thinking.

1.3.- Petroglifos Revista Crítica Transdisciplinar reserves the right to accept or reject the job submitted for publication and will make suggestions that tend to im-

prove their presentation; therefore, the Editorial Committee reserves the right to adjust the article to maintain uniformity in the style of the journal.

II. EDITORIAL PROCESS AND PEER REVIEWS

Papers submitted for publication must be written in ODT, DOC, RTF and TeX formats, and sent to the Editor-in-Chief of Petroglifos Revista Crítica Transdisciplinar through the emails: editor@petroglifosrevistacritica.org.ve and revistapetroglifos@gmail.com.

Likewise, the works may be presented in spanish, english or french and must be consigned with the following documents:

a) A letter of faith signed by all the authors stating that the work has not been published and that there are no conflicts of interest between the authors.

b) Authors registration form duly filled with the requested information.

2.1.- Peer Review

The works will be submitted to a preliminary evaluation by the Editorial Committee of the journal. Those works that do not meet the requirements established in the instructions for authors will be rejected. The works that pass the preliminary evaluation will be refereed by specialists appointed by the Editorial Committee in the area of knowledge, using the "double blind" method. All works will be evaluated by three referees from the national or international academic community, with recognized experience in the subject of the work, coming from different national and international institutions and must obtain at least two positive evaluations to appro-

ve their publication.

The evaluation process will last two weeks and the identity of the authors and the designated referees will be kept in absolute anonymity. The Editorial Committee of Petroglifos Revista Crítica Transdisciplinar undertakes to keep the judgments and opinions of the arbitrators in absolute reserve. Likewise, the latter should avoid mentioning the result of their evaluation.

Likewise, the evaluation of the works will be carried out with total impartiality and the following criteria will be considered: originality (new information and relevance), precision and clarity of the title, extension and structure of the work according to the modality, adequate preparation of the summary according to the regulations, adequate writing of the work, taking into account the spelling rules; relevance and timeliness of citations and bibliographic references and adequate presentation of tables and figures.

The authors will receive the comments of the referees and must incorporate the modifications in the document within a period of two weeks. In the case the authors do not accept any of the suggestions established by the referees, they must justify such decision with valid arguments. The Editorial Committee will withdraw the work if the corrections are not delivered within the indicated period. Two negative evaluations will exclude the possibility of publishing the work in the magazine.

When the work is accepted by the journal, the corresponding author will be informed of the volume and number of its publication.

III. SUBMISSION OF PAPERS

All categories of work must be according to the following indications: letter-size sheet (8,5 "× 11" or 21,59 cm x 27,94 cm), with margins of 2,5 cm on all four sides without including numbers page.

3.1.- Informative articles

a.- Informative articles are considered free-style texts, product of bibliographic reviews, dissertations or socialization of experiences. The papers will consist of 10 to 12 pages with line spacing at 1,5 and with a font size of 11 points in Arial style. They should have the following structure:

- The title: it must clearly and precisely describe the content of the work without being too long (less than or equal to 20 words).

- Author(s) and affiliation(s): the full first name, initial of the second and full surnames must be written. Superscript numbers will be used after the names to identify the author(s) information such as: position, institution, email. You must use the full name of the institution with the abbreviation or acronym in parentheses; as well as the city and the country. Likewise, identify with an asterisk the author who will act as corresponding author.

- Abstract and keywords: It should have a maximum of 250 words and address the most relevant aspects of the work. Keywords must be simple or compound terms (maximum 6), which allow the content of the article to be identified and which have not been used in the title. To select words is suggested to consult and use the descriptors of the multilingual thesaurus, according to the area of knowledge (UNESCO, AGROVOC, EuroVoc). They must be written in the languages of the journal as indicated below in Table 1:



Table 1.- Language of the abstract and order of appearance in the work.

Work language	Abstract language
Spanish	Spanish (Resumen) and English (Abstract)
English	English (Abstract) and Spanish (Resumen)
French	French (Résumé), english (Abstract) and spanish (Resumen)

- Body of work: Must include sufficient information. The content should be organized clearly, highlighting the importance of the titles. The authors must express their critical position in relation to the subject matter.

- Final considerations: a final section must be included where the author(s) express their critical position in relation to the subject dealt with in the document.

- Bibliography consulted: : Since they are informative works, the abundance of bibliography should be avoided; however citations, if necessary, must be made following the standards of the American Psychological Association (**APA**) latest edition. The bibliography will be located at the end of the document.

b.- The tables must be presented in the same text file with the title located at the top in 11 point Arial typeface and be progressively identified with Arabic numerals, in order of appearance immediately after the paragraph where it is mentioned for the first time. They must be prepared using applications such as Open Office Writer®, Microsoft Office Word®, Open Office Calc® or Microsoft Office Excel®. The information contained in the tables should not be duplicated in the figures.

c.- The figures can be: graphs, photographs, maps, diagrams, among others. They will be identified consecutively and immediately after their mention in the text.

The title must be placed at the top in Arial font size 11.

d.- The original files of the figures included in the text must be sent separately from the document in JPG or PNG formats.

3.2.- Essays

a.- Essays are considered free-style texts, the product of bibliographic reviews, dissertations or socialization of experiences. The works will consist of 6 to 8 pages with 1.5 spacing and a font size of 11 points in Arial style.

b.- The title must clearly and precisely describe the content of the work, without being too long (less than or equal to 20 words).

c.- For the **author(s) and their affiliation**, a maximum of **TWO AUTHORS PER ESSAY** are accepted, the first full name, initial of the second and full surnames must be written. Superscript numbers will be used after the names to identify the author or authors information such as: position, institution and email. You must use the full name of the institution with the abbreviation or acronym in parentheses; as well as the city and the country. Likewise, identify with an asterisk the author who will act as corresponding author.

d.- Must contain a summary with a maximum of 250 words and address the most relevant aspects of the work. The keywords should be simple or compound terms (max 6), identifying the content of the article and which have not been used in the title. To select words is suggested to consult and use the descriptors of the multilingual thesaurus, according to the area of knowledge (UNESCO, AGROVOC, EuroVoc). They must be written in the languages of the journal as indicated in Table 1.

e.- Bibliography consulted: the abundance of bi-

bibliography should be avoided; however citations, if necessary, must be made following the standards of the American Psychological Association (**APA**) latest edition. The bibliography will be located at the end of the document.

f.- The essays should not present tables and figures.

3.3.- Scientific articles with a quantitative and qualitative approach

a.- Scientific articles are considered academic-scientific texts that show compliance with specific standards both in their general structure and in their content. It covers a wide variety of topics related to the editorial line of the journal under the paradigms of qualitative and quantitative research. The writing style is used with specialized and formal vocabulary. These must be innovative and constitute a contribution to scientific knowledge. The length of the works should not exceed 25 pages with 1,5 spacing and an 11 point Arial style font size, including tables, figures and cited literature. They are not required to include page numbering. Entries must include the following sections:

- The Title: it must be presented in Spanish, English or French with its respective translation, and clearly and precisely describe the content of the work, without being too long (less than or equal to 20 words).

- Author(s) and affiliation(s): the full first name, second initial and full surnames must be written. Superscript numbers will be used after the names to identify the institution to which the author(s) belongs; as well as the position and email. The full name of the institution must be used with the abbreviation or acronym in parentheses; as well as the city and the country. Likewise, identify with an asterisk the author who will act as corresponding author.

- Abstract: It must contain between 200 and 250 words and written in the languages of the journal as indicated in Table 1. It should briefly indicate the ob-

ject of study, purpose, methodology, results or findings and approaches.

- Keywords: use simple or compound terms (maximum 6), which allow the content of the article to be identified and which have not been used in the title. To select words is suggested to consult and use the descriptors of the multilingual thesaurus, according to the area of knowledge (UNESCO, AGROVOC, EuroVoc).

- Introduction: It must include a brief reference to the background and describe the current situation of the research object, in addition to the statement of the problem, the justification and end with a paragraph that presents the purpose (s) of the work carried out.

- Methodology (qualitative approach) or Materials and Methods (quantitative approach): it must be described clearly, precisely and sequentially, allowing its repeatability. In works with a quantitative approach, the analytical and statistical procedures used have to be cited as bibliographic references, describing only the modifications made and the novelty. In works with a qualitative approach, the theoretical framework that briefly describes concepts and models that guided the research should be indicated; as well as methods, techniques and procedures for gathering information, as well as for processing and validating it.

- Results and Findings (qualitative approach) or Results and Discussion (quantitative approach): this section of the work must respond to the objective indicated in the introduction. The results must be detailed in the same sequential order presented in the methodology. In both approaches, tables and figures may be used avoiding repeating their information in the text and viceversa. Likewise, the use of statistics for the validation of the results in the quantitative approach works is important. The discussion should



be based on the comparison of the results obtained with the cited available literature and that is directly related to the work.

- Conclusions (qualitative approach) and Approaches (quantitative approach): they must respond to the objectives of the work. Briefly and precisely indicate the most relevant research findings, that is, those that constitute a significant contribution to the advancement of the thematic field explored, in addition to providing guidance for future research.

- Acknowledgments (optional): includes acknowledgments to those people who have made an important contribution to the work.

- Literature cited: they should be located at the end of the document and conform to the standards of the American Psychological Association (**APA**) latest edition.

b.- The tables must be presented in the same text file with the title located at the top in 11 point Arial typeface and progressively identified with Arabic numbers, in order of appearance immediately after the paragraph where it is mentioned for the first time. They must be prepared using applications such as Open Office Writer®, Microsoft Office Word®, Open Office Calc® or Microsoft Office Excel®. The information contained in the tables should not be duplicated in the figures.

c.- The figures can be: graphs, photographs, maps, diagrams, among others. They will be identified consecutively and immediately after their mention in the text. The title must be placed at the top, in Arial size 11 font. Photographs and any other scanned image must be processed in JPG or PNG format.

d.- The original files of the figures included in the text should be sent apart from the document in JPG or PNG formats.

IV. OTHER STYLE CONSIDERATIONS

4.1.- The units of measure should be written as specified in the SIU (The International System of Units). Examples: gram (g), kilogram (Kg), grams per kilogram (g.kg^{-1}), milligrams (mg), kilogram per hectare (kg.ha^{-1}), liter (L), gram per liter (g.L^{-1}), milliliters (mL), milliliters per liter (mL.L^{-1}), meter (m), square meter (m^2), hectare (ha), hour (h), minute (min), second (sec).

4.2.- If the units are not preceded by a number will be expressed by their full name, without using their symbol (eg: "meters", "liters"). Also, words will be used for numbers from one to nine and numbers for higher values.

4.3.- Avoid excessive use of gerunds in the text.

4.4.- For plants, animals and pathogens, the genus and species must be cited in latin and in italics, followed by the name of the author who first wrote it, if known (Eg.: *Manihot esculenta* Crantz).

V. POLICIES

5.1.- License and open access

Petroglifos Revista Crítica Transdisciplinar adheres to the Berlin Declaration, which promotes Open Access to all digital content obtained as a result of academic, scientific and cultural research; as well as any other resource for which this journal is responsible and for which it has authorization from its respective authors. Petroglifos Revista Crítica Transdisciplinar offers immediate open access to its content based on the principle of making research available to society, free of charge, promoting the global exchange of knowledge. Users can read, download, copy, distribute, print, search or link the full texts of the articles published in this journal under the parameters of the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0](#)

International License.

5.2.- Copyright

Petroglifos Revista Crítica allows authors to retain the copyright of their articles without restriction. This means that this journal does not ask its authors for exclusive publication rights, nor does it require the transfer or exclusive concession of commercial rights of any kind.

5.3.- Charge for processing intems

The Petroglifos Magazine, DOES NOT GENERATE ANY COST for the evaluation, publication, processing and submission of articles.

5.4.- Antiplagiarism

The articles entered into Petroglifos Revista Crítica Transdisciplinar are submitted to the citation control system called Turnitin, this system provides a final report with the electronic addresses and documents where the paragraphs that are not cited correctly originated. At the same time, it is verified that all the citations are reflected in the manuscript correctly and the literal paragraphs have the corresponding quotation marks, indentation and quotation.

For those articles without plagiarism problems, the respective evaluators will be assigned. Otherwise, if the system report shows less than 50% agreement, the work is returned to the author, highlighting the paragraphs with plagiarism problems in colors, and a report with the following three aspects: name and authors of the documents that were used without making the citation, address of the web page where the match was found, suggestions and recommendations to correct the document.

In those articles where the coincidences are greater than 50%, they will be rejected immediately for not res-

pecting the code of ethics or the norms for the presentation of articles, in which the responsibility of the author in presenting an unpublished and original article is indicated, respecting the academic citation standards used by Petroglifos Revista Crítica Transdisciplinar.

5.5.- Editorial Ethics

Petroglifos Revista Crítica Transdisciplinar adheres to the code of conduct for journal editors, issued by the Ethics Committee for Publications (COPE) in order to make quality manuscripts available to both authors and their readers. The clauses of the referred code that guide the good practices applied in Revista Petroglifos are outlined below.

Clause I: General duties and responsibilities of the director

It will be responsible for all content published in the magazine. This means that the director must:

- a. Meet the needs of readers and authors.
- b. Continuously improve the magazine.
- c. Have processes that guarantee the quality of the published material.
- d. Maintain the integrity of the authors and reviewers file.
- e. Prevent commercial interests from compromising ethical standards.
- f. Always be ready to publish errata, clarifications, retractions or apologies, as appropriate.

Clause II: Relations with readers

a.- Readers should be informed about who has funded the research or other academic work and if the funders have played any role in the research and its publication, and if so, what that role has been.

Clause III: Relations with authors



a. The decisions of the review committee to accept or reject an article for publication should be based on the importance, originality and clarity of the article, as well as on the validity of the study and its relationship with the mission of the journal.

b. The journal editor should not reverse the decision to accept an article unless serious problems are identified with the article.

c. The new editor will not override the decisions to publish articles made by the previous editor unless serious problems are identified.

d. A description of the peer review processes will be posted, and directors will be able to justify any significant deviations from the described processes.

e. Promote channels of communication and management of complaints and appeals for the authors. In this sense, the email director@petroglifosrevistacritica.org.ve is established for this purpose.

Clause IV: Relations with reviewers

a. The editor should provide guidelines to reviewers on everything that is expected of them, including the need to handle submitted material confidentially.

b. The editor will require reviewers to disclose any potential conflict of interest before agreeing to review an article.

c. The director will have systems in place to ensure that the identity of peer reviewers is protected.

Clause V: Relations with the members of the editorial board and the review committee

a.- The director will provide the new members of the editorial coordination and advisory committee with gui-

delines on everything that is expected of them, and must keep the existing members up-to-date on new policies and developments.

5.6.- Digital preservation

By implementing this policy, Petroglifos Revista Crítica Transdisciplinar seeks to support the identification of the significant characteristics of its digital documents to maintain their accuracy, reliability and authenticity, reducing the obsolescence and aging of physical media. This is achieved through the conversion of storage formats and the rejuvenation of digital information, procedures that are carried out twice a year.

5.7.- Privacy

The names and email addresses entered in this magazine will be used exclusively for the purposes stated by this magazine and will not be available for any other purpose or other person.

5.8.- Use of interoperability protocols

Petroglifos Revista Crítica Transdisciplinar uses interoperability protocols to facilitate the collection of your information through other distribution systems. For this, the Extensible Metadata Platform (XMP) standard is used, which creates in XML the metadata stored within the digital files of your articles.