



## INSTRUCTIONS FOR AUTHORS

Petroglifos Revista Crítica Transdisciplinar is an biannual electronic publication of informative nature aimed at researchers, professionals, and the general public, published by the Fundación Grupo para la Investigación, Formación y Edición Transdisciplinar (GIFET). Petroglifos publishes two issues per year, in the periods January-June and July-December, with publication taking place in June and December of the respective months. Three categories of works are published: popular science articles, essays, and scientific articles with quantitative and qualitative approaches. All submissions must be original and unpublished, meaning they have not been previously published or submitted simultaneously to another journal or any other media outlet. Petroglifos Revista Crítica Transdisciplinar accepts works written in Spanish, English, and French. The following publication guidelines will serve as a guide for authors wishing to submit their manuscripts.

### I. EDITORIAL LINE

**1.1.-** The works must be oriented towards the construction and dissertation of societal realities in synergistic convergence with topics related to the educational, agro-productive, technological, managerial, cultural, environmental, health and economic role, among others, both in the public and private sphere in the Latin American and Caribbean context.

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

**1.3.-** Petroglifos Revista Crítica Transdisciplinar reserves the right to accept or reject submitted works for

publication and will make suggestions to improve 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

Works submitted for publication must be written in DOC format, and sent to the Editor-in-Chief of Petroglifos Revista Crítica Transdisciplinar via the following email addresses: [editor@petroglifosrevistacritica.org](mailto:editor@petroglifosrevistacritica.org), [revistapetroglifos@gmail.com](mailto:revistapetroglifos@gmail.com).

Likewise, submissions may be presented in Spanish, English or French and must be accompanied by 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)** Author registration form duly completed with the requested information.

#### 2.1.- Peer Review

Submissions will undergo a preliminary evaluation by the journal's Editorial Committee. Those that do not meet the requirements outlined in the author guidelines will be rejected. Submissions that pass the preliminary evaluation will be peer-reviewed by specialists appointed by the Editorial Committee in the relevant field, using a double-blind review process. All submissions will be evaluated by three reviewers from the national or international academic community, with recognized expertise in the subject matter, from various national

and international institutions. Submissions must receive at least two positive reviews to be approved for publication.

The evaluation process will last two weeks, and the identities of the authors and appointed reviewers will be kept completely anonymous. The Editorial Committee of Petroglifos Revista Crítica Transdisciplinar (Petroglifos Transdisciplinary Critical Journal) is committed to maintaining the absolute confidentiality of the reviewers' judgments and opinions. Likewise, the reviewers must refrain from mentioning the results of their evaluations.

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, length and structure of the work according to the modality, adequate preparation of the abstract according to the regulations, adequate writing of the work, taking into account the spelling rules; relevance and currentness of the citations and bibliographic references, and adequate presentation of tables and figures.

The authors will receive the reviewers' comments and must incorporate the revisions into the document within two weeks. If the authors do not accept any of the reviewers' suggestions, they must provide valid justification for this decision. The Editorial Committee will withdraw the work if the corrections are not submitted within the specified timeframe. Two negative reviews will result in the work being excluded from publication in the journal.

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

### III. SUBMISSION OF PAPERS

All categories of work must be submitted according to the following instructions: letter size sheet (8.5" × 11" or 21.59 cm x 27.94 cm), with 2.5 cm margins on all four sides not including page numbers.

#### 3.1.- Essays

**a.-** Essays are considered free-style texts, resulting from literature reviews, dissertations, or the sharing of experiences. Papers should consist of 6 to 8 pages with 1.5 line spacing and Arial font size 11.

**b.- The title** should clearly and accurately 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 name, middle initial, and full surname(s) must be written in full. Superscript numbers will be used after the names to identify the author(s)' information, such as position, institution, and email address. The full name of the institution must be used, with the abbreviation or acronym in parentheses, as well as the city and country. The corresponding author must be identified with an asterisk. The ORCID code of each author must be included.

**d.** Submissions must include an **abstract** of no more than 250 words, addressing the most relevant aspects of the work. Keywords should be simple or compound terms (maximum 6) that identify the article's content and are not used in the title. To select keywords, it is recommended to consult and use the descriptors in the multilingual thesaurus, according to the area of knowledge (UNESCO, AGROVOC, EuroVOC ). Keywords must be written in the journal's languages as indicated 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)

**e.- Introduction:** You should include the objective or purpose of the essay, the reason for the content or justification of its current relevance.

**f. Essay Body:** It should include sufficient information. The content should be organized clearly, highlighting the importance of the headings. The authors should express their critical stance regarding the topic discussed.

**g.- Literature Cited:** Excessive bibliography should be avoided; however, citations, if necessary, should follow the guidelines of the American Psychological Association (APA) latest edition. The bibliography will be located at the end of the document.

**h.- Essays may include up to three figures, which can be graphs, photographs, maps, diagrams, or other types of images. Figures should be identified consecutively and immediately after their mention in the text. The title should be placed at the top in 11-point Arial italic font. Figures may be original or from other sources; in the latter case, proper attribution is required, following the guidelines of the APA 7th edition (2020).**

*Nota.* Adapted from *Image Title*, Image Author, year of image publication, Source. License type.

The dimensions of the figures must have a maximum of 1200 x 1200 px and the original files must be sent separately from the document in JPG or PNG format.

identified as in the document.

### 3.2.- Informative articles

**a.-** Informative articles are considered free-style texts, resulting from literature reviews, dissertations, or the sharing of experiences. Papers should consist of 10 to 12 pages with 1.5 line spacing and 11-point Arial font.

**b.- The title:** should clearly and accurately describe the content of the work without being too long (less than or equal to 20 words).

**c.- Author(s) and affiliation(s):** Include the full first name, middle initial, and full surname(s). Use superscript numbers after the names to identify the author(s)' information, such as position, institution, and email address. Include the full name of the institution with the abbreviation or acronym in parentheses, as well as the postal address, city, and country. Identify the corresponding author with an asterisk. Include the ORCID ID of each author.

**d.- Abstract and Keywords:** The abstract should be a maximum of 250 words and address the most relevant aspects of the work. Keywords should be simple or compound terms (maximum 6) that identify the article's content and have not been used in the title. To select keywords, it is recommended to consult and use the descriptors in the multilingual thesaurus, according to the area of knowledge (UNESCO, AGROVOC, EuroVOC). Keywords must be written in the journal's languages as indicated in Table 1.

**e.- Introduction:** You should include the objective or purpose of the work, the reason for the content or justification of its current relevance.

**f.- Body of the work:** It must include sufficient information. The content should be organized clearly, highlighting the importance of the headings. The authors



must express their critical stance regarding the topic addressed.

**g.- Final considerations:** a final section should be included in which the author(s) express their critical stance regarding the topic discussed in the document.

**h.- Literature Cited:** Because these are works of a popular nature, an abundance of bibliography should be avoided; however, citations, if necessary, should be made following the guidelines of the American Psychological Association. Association (APA) latest published edition. The bibliography will be located at the end of the document.

**i.- Tables** must be submitted in the same text file with the title at the top in 11-point Arial italic font and sequentially identified with Arabic numerals, in order of appearance, immediately following the paragraph where they are first mentioned. They must be created using applications such as Microsoft Office Word® or Microsoft Office Excel®. The information contained in the tables must not be duplicated in the figures.

**j.-** The figures will be included following the instructions in point **h** of the Essays.

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

### 3.3.- Scientific articles with a quantitative and qualitative approach

**a.-** Scientific articles are considered academic texts that adhere to specific standards in both their general structure and content. They cover a wide variety of topics related to the journal's editorial focus, under the paradigms of qualitative and quantitative research. A formal, specialized writing style is used. These articles should be innovative and contribute to scienti-

fic knowledge. The length of the articles should not exceed 25 pages, with 1.5 line spacing and 11-point Arial font, including tables, figures, and cited literature. Page numbers are not required.

**b.- The title:** 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).

**c.- Author(s) and affiliation(s):** Include the full first name, middle initial, and full surname(s). Use superscript numbers after the names to identify the institution(s) to which the author(s) belong, as well as their position and email address. Include the full name of the institution with its abbreviation or initials in parentheses, along with the city and country. Identify the corresponding author with an asterisk. Include the ORCID ID of each author.

**d.- Abstract:** It should contain between 200 and 250 words and be written in the languages of the journal as indicated in table 1. It should briefly indicate the object of study, purpose, methodology, results or findings and approaches.

**e.- Keywords:** Use simple or compound terms (maximum 6) that identify the article's content and are not used in the title. To select keywords, it is suggested to consult and use the descriptors in the multilingual thesaurus, according to the area of knowledge (UNESCO, AGROVOC, EuroVOC).

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

**g.- Methodology (qualitative approach) or Materials and Methods (quantitative approach):** This section must be described clearly, precisely, and sequentially, allowing for its repeatability. In quantitative



studies, the analytical and statistical procedures used must be cited as bibliographic references, describing only the modifications made and the novel aspects. In qualitative studies, the theoretical framework must be indicated, briefly describing the concepts and models that guided the research, as well as the methods, techniques, and procedures for data collection, processing, and validation.

**h.- Results and Findings (qualitative approach) or Results and Discussion (quantitative approach):**

This section of the paper should address the objective stated in the introduction. The results should be detailed in the same sequential order presented in the methodology. In both approaches, tables and figures may be used, avoiding repetition of their information in the text and vice versa. Furthermore, the use of statistics to validate the results in quantitative studies is important. The discussion should be based on a comparison of the results obtained with the cited literature that is directly relevant to the study.

**i.- Conclusions (quantitative approach) and Approaches (qualitative approach):**

These should address the objectives of the study. Briefly and precisely state the most relevant findings of the research, that is, those that constitute a significant contribution to the advancement of the thematic field explored, as well as provide guidance for future research.

**j.- Acknowledgments (optional):** Include acknowledgments to those who have made an important contribution to the work.

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

**l.- Tables** should be submitted in the same text file with the title at the top in 11-point Arial italic font and sequentially identified with Arabic numerals, in order

of appearance, immediately following the paragraph where each table is first mentioned. Table identification should follow the guidelines of the American Psychological Association (APA) latest edition. They must be prepared using applications such as Microsoft Office Word® or Microsoft Office Excel®. The information contained in the tables must not be duplicated in the figures.

**m.-** Within this group of works will be included the **review article** which presents in a complete and structured way a general and updated view of a thematic area of collective interest, of a scientific-technical nature and of national or international relevance, offering a synthesis and critical analysis of the current knowledge available on the subject. Review articles should offer a critical evaluation of previously published literature on the topic addressed. They will be submitted for peer review and should not exceed 15–17 pages, including tables, figures, and references. The review article should include the following sections:

- **The title:** 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):** Include the full first name, middle initial, and full surname(s). Use superscript numbers after the names to identify the institution(s) to which the author(s) belong, as well as their position and email address. Include the full name of the institution with its abbreviation or initials in parentheses, along with the city and country. Identify the corresponding author with an asterisk. Include the ORCID ID of each author.

- **Abstract:** It should contain between 200 and 250 words and be written in the languages of the journal as indicated in Table 1. It should briefly indicate the object of study, purpose, methodology, results or findings and



approaches.

- **Keywords:** Use simple or compound terms (maximum 6) that identify the article's content and are not used in the title. To select keywords, it is suggested to consult and use the descriptors in the multilingual thesaurus, according to the area of knowledge (UNESCO, AGROVOC, EuroVOC ).

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

- **Body of the work:** It should include sufficient information. The content should be organized clearly, highlighting the importance of the headings.

- **Final considerations:** a final section should be included in which the author(s) express their critical stance regarding the topic discussed in the document.

- **Literature Cited:** should be placed at the end of the document and conform to the standards of the American Psychological Association. Association (APA) latest edition. The review article should have between 20 and 30 references.

n. Figures must be original. These may include graphs, photographs, maps, diagrams, and others. They should be identified consecutively and immediately after their mention in the text. The title should be placed at the top, in 11-point Arial italic font. Its dimensions should be 1200 x 1200 px.

o.- Photographs and any other digitized images must be processed in JPG or PNG format.

### 3.4.- Statement on the use of Artificial Intelligence (AI) Tools

a.- Authors must declare whether generative artificial intelligence tools were used during the preparation of this manuscript, specifying the tool's name, version, and developer, as well as the purpose of its use. The journal establishes the following restrictions, aligned with the international guidelines of the Committee on Publication Ethics (**COPE**):

- **Authorship:** AI tools cannot be listed as authors or co-authors, as they cannot assume legal or ethical responsibility for the content.

- **Citations and References:** The use of AI to generate bibliographies is not permitted, due to the risk of fictitious references.

- **Transparency:** Failure to declare the use of AI will be considered a lack of scientific integrity and may result in the rejection of the manuscript or the retraction of the article.

#### Example:

*"The authors declare that, during the preparation of this manuscript, generative artificial intelligence tools (specify tool name, version, and developer) were used for the purpose of (indicate specific function, e.g., improving grammatical fluency, translating specific sections, or generating graphical representations). After using this tool, the authors critically reviewed, edited, and validated the resulting content, assuming full responsibility for the originality, veracity, and accuracy of the data and statements presented. Furthermore, it is confirmed that the AI does not meet the criteria for authorship and, therefore, is not credited as an author or co-author of the work. Its use does not, under any circumstances, replace the critical judgment or technical supervision of the responsible researchers."*

## 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<sup>-1</sup>), milligrams (mg), kilogram per hectare (kg.ha<sup>-1</sup>),



liter (L), gram per liter ( $\text{g.L}^{-1}$ ), milliliters (mL), milliliters per liter ( $\text{mL.L}^{-1}$ ), meter (m), square meter ( $\text{m}^2$ ), 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 (e.g.: *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 respecting 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](mailto:director@petroglifosrevistacritica.org) 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 guidelines 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.

