AUTHOR GUIDELINES

Psicogente is a scientific journal, peer-reviewed (double-blind), that publishes research in psychology and social and health sciences associated with it, with the purpose of disseminating and updating scientific-technological advances among researchers, academics and professionals interested professionals in the psychological field through research results reviews, systematic reviews, Meta-analyses and reflection papers adapted to the publication style of the American Psychological Association (APA).


All those professional with research works related with social and human sciences especially those ones related to psychology field, can publish in Psicogente journal.

If you are interested in publishing in Psicogente, we invite you to take into account the following instructions:

1. WITH REGARD TO ARTICLE SENDING AND RECEIVING

In order to send articles to Psicogente journal is online through the OJS (open journal systems), prior registration to the journal. You should also send your article to the email address: Revpsicogente@unisimonbolivar.edu.co

In both options the article will be acknowledged in ten days maximum after having been sent and it will be informed to the author (or to the first of them in case it is signed by several authors) about the article status in 2 months maximum.

Psicogente journal is receiving articles permanently; so that number and date of possible publication depends on the order of arrival or entry of the articles to the journal, the process of assessment in general, as well as the Editorial committee opinion.
To formalize the reception of the article, or the author(s) should send duly completed the following documents:

1. Article letter of presentation
2. Curriculum vitae of each author
3. Property rights duly signed by the authors

2. TYPE OF PUBLICATIONS

Psicogente publishes articles that meet the following basic criteria:

1. Originals.
2. Results of scientific research processes.
3. Articles should not be simultaneously postulated in other journals

The following documentary types are considered to be citable production:

ARTICLES RESEARCH RESULT (Original)

Scientific document that describes and clearly and precisely diffuses the results of an original investigation. It has the following sections:

Introduction: Responds to the question of why the study was conducted, includes a compendium of the latest findings on the subject, rationale, approach and background of the subject to investigate.

Method: Specifies elements of the research design: methodology, participants, instruments, procedure, data analysis and conflicts of interest.

Results: Rigorous, exhaustive and sufficient report of the information found from a statistical analysis (or interpretation if it was a qualitative cut) that is supported in tables and figures, adjusted to APA standards (last edition).

Discussion: Retake the results obtained and compare them with previous ones, contextualize their importance, as well as the practical and theoretical implications of them. In this section, future research is mentioned, as well as possible uses of the results. In this part, possible objections, limitations and comments on the results are often taken into account. It is usually closed with the main conclusions of the study.
References: They are placed at the end and in alphabetical order with strict correspondence with the cited within the text, with a font of at least 6 pt. An initial script should not be placed to indicate authorship. Adjusted to the style of APA standards last edition (60 minimum references).

REVIEW ARTICLES.

Scientific writing that reviews, reviews, selects and provides a critical point for a specific topic. Relevant known, unknown and controversial aspects must be identified. It should be a document that saves time and effort in reading primary documents. 70 minimum references. Within these articles are subdivided the type

* Theoretical Review

* Systematic review

* Meta-analysis

The structure of review articles should be similar to the research articles (Introduction, Method, Development and Results, Discussion and References) annexing the section of:

Development and Results: The content of the reviewed articles and / or studies should be indicated, showing the author's opinion on the literature reviewed, particularly unique or important research findings and conclusions about research trends. It must report rigorous, exhaustive and sufficient information elements of the subject matter that is supported in tables and figures, adjusted to APA standards (latest edition).

CONFERENCE PAPERS

Scientific documents in which research advances or completed research are presented that are postulated to academic meetings such as conferences, seminars or symposia and once accepted by its scientific committee, are presented there and then published by scientific journals. (60 minimum references). The CPs should be similar in structure to the research articles (Introduction, Method, Results, Discussion and References).

If you need more information please check: Type of publication

3. BASED ON THE FORM AND CONTENT OF THE ARTICLE
For any type of article nomination, Psicogente requires in its drafting follow the rules of existing style of publication based on American Psychological Association (APA) collected in the publications Manual of the American Psychological Association. (You can access more information on http://www.apastyle.org/)

The articles to be sent to Psicogente journal must be structured as follows:

- The total amount of words in an article must not exceed 25 pages including references.

- Page 1, corresponds to the label of presentation (Psicogente template); in this page the title of the article should appear; the first and last name of the author or authors of the article, together with the corresponding institutional affiliation. Followed by the abstract and key words

  - The Abstract, should show the content of the article in a text no more than 250 words. Specify for its construction: Type of article (results, review or reflection), research objective, method used, results and discussions.

  - Key words, must include between 3 and 6 words. These key words must express the precise content of the work. Take into account that the key words are those which your work would be identified by searchers of the databases. Regardless of the language in which the article is submitted, you will include in the first page in spanish and english, the following: title (title), summary (abstract) and key words (key words).

- As a footnote requested: 1. indicate the name and project source of financing of which derives the article. 2 professional title, title, name of the department or faculty where you work, the e-mail address each one of the authors and ORCID (https://orcid.org/)

For more information review: Psicogente Template

- Page 2 onwards correspond to the body of the article

- All articles are required in word format; to a column; 1.5 spacing; with typeface Times New Roman, size 12; with 2.54cm for the four margins.

- For titles and subtitles of the sections bold must be used. You should use italics and not quotation marks, to highlight key terms within the text; the bold letters are only for titles inside the text.

- Take into account the use of indents at the beginning of each paragraph.
➢ It is necessary that when the article has *tables or figures*, these ones must be located in the exact place where you consider should be submitted, never as annex.

**As part of the body of the article takes into account the general structure that involves:**

**Introduction:** a thematic recapitulation to develop is involved, theoretical advances and research background that underpins the work developed in the article. It represents a sample of relevance together with objectives and proposals for work achievement. This work must be duly cited and can contain as many subtitles as the author consider is necessary.

**Method:** It includes organization specification carried out to reach the proposed objectives along the work presented. It implies the presence of subsections to demonstrate: Design employee, instruments for collecting the information, participants, procedures develop, data analysis and conflict of interest.

**Results:** they show the structure of the collected data based on the proposed objectives. These results must be submitted in a clear and accurate way according to the method set; it must include tables and figures in the same paragraph if the results need to be shown.

**Discussions:** They determines the juxtaposition of the results with the theoretical wealth above and sustains the work developed. Discussions represent a sample of the author reflections in relation to the new knowledge generated in dialog with the existing knowledge.

**References:** they should be given taking into account standards of the American Psychological Association (APA). Each reference developed along the submitted manuscript should be reported in this paragraph. Each reference is a separate paragraph and must be indented in French space for their presentation.

As mentioned above, the articles presented to Psicogente should continue in its presentation with the international standards of the APA. Here are some examples of these standards, applied to the case of references:

The referrals will be established only from what is quoted in the article. The general elements are:

**A. Reference citations within the article.**

This method quoted by author-date (the author’s surname should be written with the initial capitalization, punctuation coma, the year of publication of the text or cited document), allows the reader to trace the source of information in alphabetical order in the list of references at the end of the article. These can be written as indicated by the following examples:
Gravini (2005) found that learning styles...

In a recent study on learning styles... (Gravini, 2006)...

Thus, when the surname of the author mentioned is part of the narrative of the article (1st example), includes only the year of publication of the document cited in parentheses.

In the 2nd example, the surname and date of publication of the document cited are not part of the narrative of the article; as a result both are included in parentheses, separated by a comma.

B. Works with multiple authors.

When a document has two authors, both must cite every time that the reference is in the article. But when a document has more than two and less than six, cite all authors the first time that you use the reference in the article. In subsequent appointments of the same document, the first author’s last name, followed by the phrase et al. joined by the symbol of the ampersand & (with no cursive any of the 2 options and with period to the end of al.) plus the year of publication.

The option chosen will be maintained throughout the article. For example:

Duran, Romero & Vasquez (2006) found that students... (the first time the article is cited). Or Duran et al. (2006) found that... (Next time the article is mentioned).

When there are six or more authors who sign a document, from the first date write only the surname of the first author followed by the phrase et al and the year of publishing (see example above); however in the list of references you will report the names of all the authors, using the symbol the ampersand (&) to join the penultimate and the last author.

When citing two or more different authorship of documents in the same reference, the authors’ last names and respective years of publication will be written, in order of dates, from the oldest to most recent, separated by a semicolon in the same brackets. For example:

In several investigations (Gravini, 2005; Duran, Romero & Vásquez, 2006; Marin, 2007) it was concluded that...

C. Bibliographic listing.

This list will be called as References and is closely related to the documents cited in the article, that is to say, it includes only those that were used in its preparation. Avoid including references which are not cited. In addition, it will be prepared in strict alphabetical order at
the end of the article, always in line with international standards of the APA. In its elaboration, the following aspects must be taken into account:
It is written double spaced. In addition to the last names, the initial capitalization of the first names of the cited authors should be included. The titles of the books are written in italics. In the case of journals, the italics includes from the title of the same until the volume number.

D. Overview (Examples of citations listed below were performed at single space to save space in the writing of this guide they must appear to double space in the list of references of its work).

It is also clarified that these examples are the most common types of publications; in order to know how to elaborate the references of other types of publications it is necessary to consult the APA Manual of Publications the latest one).

-Periodicals publications (journals)

The last name of the author (s), initial capitalization of their first names. (Year). Title of the article. Journal’s title, volume, pages.

Examples of references according to APA:

1. Professional journals.

-Article with a single author (paging continued):


-Article with two authors (separated paging):


Article on the Internet.


Note that in the last two examples, it is included both the volume and number since each edition number its pages separately; italics extends to the volume of the journal and the numbers 15 and 4 correspond to the number of the edition. In case of articles taken from internet, these should always provide the DOI, nevertheless if the text do not have the DOI include the link, website or URL where the article was taken.
In the case of an article extracted from a database it will be placed the name of that base after the colon.

2. Newspaper articles.


In newspaper articles the abbreviation p. is used when the quotation is on a single page. In excerpts of two or more pages we use the abbreviation pp.

Non-recurrent publications (books)

Last name of the author(s), initial capitalization of their first names. (Year). Title of the work. Place of publication or city: editor or publishing house. If you have handled a translated book after the original publication, it will be added at the end in brackets name of the author and its abbreviation trad, after the title, and finally, the text Original work published in. in parentheses, as well as the year with a period at the end.


Note that when the author and publisher are the same, you use the word Author to identify the publishing house.

2. Collectives Book chapters or groups of records.

Author(s); (year). Title of the work, and then introduced AT, the director or the directors, editors or compilers (initial letters of first and last names ) followed in parentheses by Dir., Ed.
4. THE EDITORIAL PROCESS (EVALUATION AND ARBITRATION OF ARTICLES).

After the receipt of the article and verification of the sending of the corresponding documentation (by the authors). The assessment process of articles in "Psicogente" journal consists of three stages: one of these stages is a preliminary assessment, arbitration or peer evaluation and the other final validation.

-Preliminary assessment process: It corresponds to the first stage of the assessment process. In this stage a review of the editorial quality of the article postulated is made by the editorial team; this team revises its structure and checks that the articles follow submission and APA rules established by Psicogente.

If failures are found, they will be informed to the author to whom the work will be returned for correction; If the author does not return it with the corrections, the article will be rejected, but if the author returns it duly adjusted, and is approved by the editorial team, the text will go to the content review stage by expert peers. The successful completion of this first stage does NOT mean that the article has been accepted for publication.

-Arbitration process: It corresponds to the second stage of the assessment process. In this stage the scientific quality of the article, focusing on its content is assessed by arbitress or peer reviewers. For this process, the editor and Psicogente editorial team, will choose and classify the papers which have completed a preliminary assessment satisfactorily, then arbiters will be assigned for its relevant assessment.

Eventually, all articles are reviewed anonymously, followed by a double-blind procedure. However, the author (s) can suggest three possible reviewers at least, who are considered as expert for assessing, indicating e-mail address, institutional membership and recent scientific publications in the field of the postulated paper. The acceptance of the arbitrors is based on Psicogente editorial committee criteria, who will judge their suitability.

The arbitrors will take into account in the assessment process, as follow:
1. Relationship (relevance) between article and Psicogente journal criteria
2. Criteria based on formal aspects of the paper
3. Criteria based on aspects of paper content or fundamental theme:
4. General assessment criteria: a final assessment will be offered: quantitative assessment: from 5 to 1, being 4 the highest mark and 1 the lowest mark. qualitative assessment: a description from accepting the paper the way it is; accepting the paper with some suggestions; it could be accepted but with a wide review; and not to be accepted
5. Conclusions and /or comments: 50 words at least.

The opinion of the arbitrators is decisive for the acceptance or not of postulated articles. If arbitrors suggest not to publish the paper, this one will be rejected automatically, even if you have successfully completed the first stage (preliminary assessment). In the other hand, in case the arbitrors suggest that paper should be published, but with corrections, the paper will be sent to both the arbitrors and author for correction, later the author should send back to Psicogente accepting the peer’s suggestions.

In case of controversy (for example, when one peer accepts the paper and another one refuses it), a new peer evaluation will be asked to resolve the conflict. In any case, the editorial committee has the final decision to reject or accept the article.

For more information about the role of peer reviewers, review the following files:

Peer instructions and paper assessment form

- Final validation process: it is related to adjustment verifications according to the peer’s suggestions and the editorial committee is responsible for the assessment and paper publication decision.

The acceptance of the paper will depends on the Autor (s) consideration and full response to Psicogente journal based on the arbitrator’s proposed suggestions or modifications within a period no more than 20 days after its notification.

At the same time, the editorial committee reserves the right to introduce required corrections in order to adapt the text to standards of the publication, without implying alteration to the contents in any way, which are author’s responsibility.

Psicogent’s Editorial Committee decides the acceptance and subsequent publication of papers received. The estimated time for the evaluation and publication of an article from its receipt to its appearance in Psicogente is six (6) months on average.

5. ETHICAL CONSIDERATIONS IN THE PUBLISHING PROCESS
In order to safeguard the received information and to be published subsequently, Psicogente journal is concerned about the compliance of the essential rules by the actors involved in the editorial process. This journal aims the verification of good scientific practices monitoring, according to the Code of Ethics and Bioethical based on psychology practice in Colombia, Law 1090 of 2006, the ethical principles for medical research in human beings considered in the Helsinki Declaration of the World Medical Association and the ethical principles of psychologists and code of conduct of the American Psychological Association (APA) including 2010 amendments of 2010. Likewise the entire Psychological Association (APA), publishing and editorial process are based on the principles of transparency and good practice in academic publications established by COPE (Committee on Ethichs Publication).

The adopted principles by Psicogente journal, take into account:

Editor’s duties:

1. Decisions of publication: Based on the editorial board review, the editor can accept or reject the submitted manuscript or you can send it for modification.

2. Manuscripts review: the editor ensures that each manuscript is evaluated by the editor initially, who may use all appropriated means to examine the originality of the manuscript content. Then it is sent to the peer review process to double-blind, with two expert arbitrators minimum; each evaluator will make a recommendation to publish the manuscript in its current form or to modify it or to reject it.

3. Impartiality: the editor ensures that each manuscript received is evaluated on its intellectual content, regardless of the author (s) sex, gender, race, religion, the nationality, etc.

4. Confidentiality: The editor must ensure the manuscript confidentiality of the manuscripts submitted by the author (s) is kept confidential.

5. Disclosure and conflicts of interest: the publisher may not use unpublished materials, described in the manuscript submitted for his/her own research, without the prior written consent of the author or authors.

The duties of the Authors:

1. International reporting standards: The authors must submit with accuracy their original research papers, as well as to discuss its importance objectively.

2. Originality: The authors must ensure the paper’s originality and that it is unpublished.

3. Publications manifoldness, redundancies or concurrence: The authors should not send the same manuscript to other journals or conference proceedings. It is also aimed that the author or authors shall not publish redundant manuscripts, or manuscripts describing the same research in several places of publication, after the initial manuscript has been accepted by Psicogente Journal for its publication.
4. **Recognition of sources and bibliography:** All the sources of data used in the research and publication cites which have influence his/her research must be recognized by the author(s). Then in the article, a complete and accurate list of references must be included.

5. **The paper’s authorship:** the authorship should be limited only to those who have made a significant contribution to the conception, design, execution and / or interpretation of the submitted study. All those actors who have contributed to the manuscript significantly should appear as co-authors. The corresponding author must also ensure that all authors and co-authors have known and approved the final version of the submitted manuscript and their inclusion as co-authors.

6. **Data access and retention:** authors must retain the raw data in relation with its article sent. They must submit a statement that all the data considered in the paper are real and authentic.

7. **Disclosure of financial support:** all sources of financial support, if there is any, must be disclosed.

8. **Fundamental errors in the published paper:** When an author discovers an error or significant inaccuracy in his paper, the author must notify the editor immediately.

**The duties of the Reviewers:**

1. **Confidentiality:** manuscript reviewers and editor does not have to disclose any information considered in the manuscript. All the information included in the manuscript information should be treated in strict confidence.

2. **Recognition of sources:** manuscript reviewers have to ensure that all sources of data used in the research are recognized by the authors. The existence of any manuscript likeness or overlap with any other article published, which is known by the reviewer, has to be immediately informed to the editor.

3. **Standards of objectivity:** manuscripts review should be carried out objectively. The reviewer will express their views clearly, based on their views.

4. **Punctuality:** If a reviewer considers it is not possible to review the research of a manuscript following the instructions, or within stipulated time for this purpose, the reviewer must notify the editor, in this way, a careful and rigorous review can be ensured.

5. **Conflict of interest:** All reviewers must ensure that there is no conflict of interest with the research, author (s) and or funding sources.

6. **Copyright Notice**

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Authors may adopt other non-exclusive license agreements to distribute the version of the published work (eg to be deposited in an institutional telematic file or published in a monographic issue) provided the initial publication is indicated in this journal.

7. Privacy Statement

The names and e-mail addresses entered in this journal will be used exclusively for the purposes established in it and will not be provided to third parties or for their use for other purposes.

For more information on guidelines for authors download: Editorial Police

For more information:

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