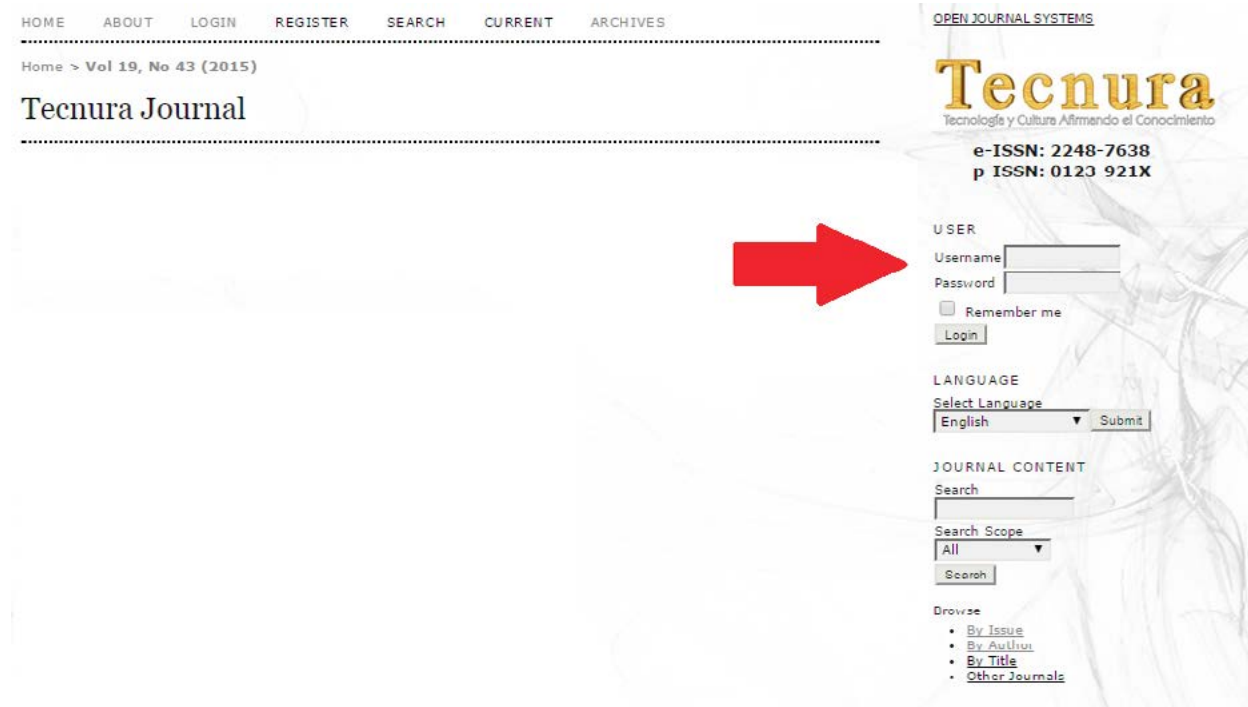# AUTHORS GUIDELINES

This guideline presents a brief description of the procedures that must be carried out in order to send a document to the journal.

Step 1: Author subscription

To start sending any articles, the author(s) must subscribe to the journal.

A form will appear, and it should be completely filled. Register the author's personal data, as well as username, password and mail (institutional preferably).

Register

Fill in this form to register with this site.

Click here if you are already registered with this or another journal on this site.

Profile

Form Language	English ▼ Submit
	To enter the information below in additional languages, first select the language.
Username *	
	The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password *	
	The password must be at least 6 characters.
Repeat password *	
Salutation	
First Name *	
Middle Name	
Last Name *	
Initials	Joan Alice Smith = JAS
Gender	▼
Affiliation	
	(Your institution, e.g. "Simon Fraser University")
Signature	
Email *	PRIVACY STATEMENT
Confirm Email *	
ORCID iD	
	ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).
URL	
Phone	
Fax	

The biography summary must be short and in accordance with the format established by the journal.

Bio Statement
(E.g., department and rank)

Full name, Undergraduate, Postgraduate, Complete affiliation, City, Country.
If you wish to add any other kind of information, place it right before City as brief as possible.

Lastly, it is important to select in type of registration "Author", so that the platform enables the author profile.

Confirmation ☑ Send me a confirmation email including my username and password

Working Languages ☐ English
☐ Español
☐ Português (Brasil)

Register as ☑ Reader: Notified by email on publication of an issue of the journal.
☑ Author: Able to submit items to the journal.
☐ Reviewer: Willing to conduct peer review of submissions to the site.
Identify reviewing interests (substantive areas and research methods):

To confirm the form, select the option "Register" in the last part of the page.

Register Cancel

* Denotes required field

Step 2: Accessing the platform

In order to access the platform, authors must log in with their username and password (The process to get the username and password is described in Step 1).

HOME   ABOUT   LOGIN   REGISTER   SEARCH   CURRENT   ARCHIVES

Home > Vol 19, No 43 (2015)

Tecnura Journal

OPEN JOURNAL SYSTEMS

Tecnura
Tecnología y Cultura Afirmando el Conocimiento

e-ISSN: 2248-7638
p-ISSN: 0123-921X

USER
Username
Password
☐ Remember me
Login

LANGUAGE
Select Language
English ▼ Submit

JOURNAL CONTENT
Search

Search Scope
All ▼

If username and password are correct, the platform will identify the author and generate a new window "Active Deliveries".

Step 3: Start a new delivery

In order to send an article to Tecnura journal, the author(s) must be registered (Step 1) and must be logged in the platform (Step 2).

If you wish to "Star a new delivery", this option is enabled in the "Active Deliveries" window. To access the corresponding menu you must select the option "Click here".

If this option does not appear enabled, the user is not registered as author; then the profile will need to be edited. Select "My profile" in the log in window and activate the Author field in the registration format (Step 1).

The delivery of articles is performed in five (5) steps.

1. Start the delivery

The first step is intended to ensure that the author understands the rules of the journal in terms of the delivery of articles. The author(s) will need to choose the section to which they will send their work. They will also receive information related to the journal´s privacy terms, the copyright note, the conflict of interest statement, and the authors' fees, in case there are. If you need help, contact technical support (information appears in the upper section of the webpage).

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

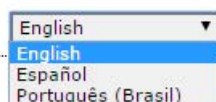Encountering difficulties? Contact Diego Armando Giral Ramírez for assistance.

If the journal accepts content deliveries in more than one language, you can choose your preferred one so as to continue with the process. You will need to fill all the required fields in the language you choose. You can also, optionally, fill the required and optional fields related to the other languages supported by the journal. For instance, should you choose French as the delivery language, then the article´s title and body will need to be written in the same one. Additionally, you will be able to include this information in English (or any other languages available in the journal), as well as other metadata (keywords for indexes, etc.)

Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pulldown below.

Language *

    English ▼
    English
    Español
    Português (Brasil)

Authors should verify and mark each one of the items mentioned in the checklist.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

☐ The authors declare that the article under consideration is original, has not been previously published, and it is not being submitted simultaneously to another journal.

☐ Attached as supplementary files:

1. Format cover letter

2. Format information articles and authors

☐ The article should be written following Microsoft Word 2003 format or later version, maximum of 25 pages, letter format, 3cm margins, 1 column, double spaced, Times New Roman, size 12, up to third level Arabic nomenclature. There should be no footnotes in the text or separate words with hyphens.

☐ The type of article could be research, reflection or review. If it is a research article, it should contain chapters on methodology, results and funding. In case of a review article it should have at least 50 references.

☐ The information form of the authors should contain the full address and contact phone number for each corresponding author.

☐ The title, abstract and key words of the article should be written in Spanish and English.

☐ All authors should have in their biography: Undergraduate degree, Postgraduate degree, Institutional affiliation (university department), email address, city and country.

☐ The introduction should be well documented, with sufficient references to important texts from the chosen field.

☐ All equations are made with the equation editor, sorted and referenced in the article as "Equation (x)". They should also be centered, right-aligned, with numbers in brackets.

☐ All figures should have a minimum resolution of 300 dpi (dots per inch), grayscale or color when printing without distinguishable colors. Each figure needs to be referenced in the article and have a corresponding source (author's own or taken from ...).

☐ Tables should be numbered consecutively, and not inserted as images. All tables should be referred to in the text.

☐ All references should be in the Roman alphabet. The literature citations are by author and year (Arias, 2007; Perez and Rojas, 2006, Perez et al., 2005). The list of cited articles should be titled "REFERENCES" and they need to be in an alphabetical order by the last name of the first author. All references need to be cited in the article.

Later, the copyright terms and privacy statement of the journal will be displayed.

Copyright Notice

Journal's Privacy Statement

Los nombres y direcciones de correo-e introducidos en esta revista se usarán exclusivamente para los fines declarados por esta revista y no estarán disponibles para ningún otro propósito u otra persona.

Authors can add observations that will be visible for the editor.

Comments for the Editor
Enter text (optional)

Finally, you can proceed to the next step by clicking on "Save and continue".

2. *Upload the delivery*
The second step allows uploading the article´s file, usually a document created in a word processor.
- Click on Find to open a file selection window in order to locate the document in your computer hard disk drive.
- Locate and select the file you want to send.
- Click on Open inside the file selection window; the document's title will appear in the page.
- Click on Send so that a copy of the file is transferred from your device to the journal's website.

Step 2. Uploading the Submission

1. START **2. UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Diego Armando Giral Ramírez for assistance.

Submission File

No submission file uploaded.

Upload submission file   Seleccionar archivo | Ningún archivo seleccionado | Upload | ENSURING A BLIND REVIEW

Save and continue   Cancel

- Once the article is loaded, click on Save and continue.

Submission File

File Name	8335-38995-1-SM.pdf
Original file name	Paper.pdf
File Size	20KB
Date uploaded	2015-03-31 05:05 PM

Replace submission file   Seleccionar archivo | Ningún archivo seleccionado | Upload | ENSURING A BLIND REVIEW

Save and continue   Cancel

3. Introduction of the delivery metadata.

The third step of the process is intended for the author to send all the necessary metadata. The first section of metadata is related to the author. At this point your personal information appears automatically. If necessary, in this part you will add any additional information.

Should the article have several authors, add the data with the button Add author. You can also modify the order of the authors list, identify one of them as the contact person for the editor, and delete authors added by mistake. It is important for you to register all the article authors.
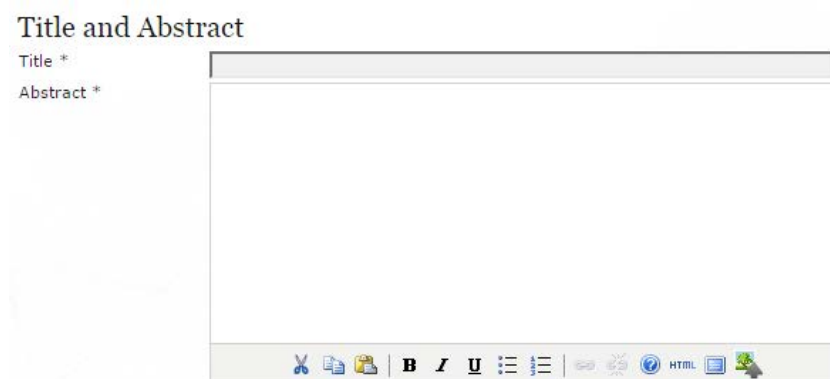
Next, write the article´s title (First letter in capitals and the others in lower case) and its abstract.

Click on button Save and continue to proceed to the fourth step.

4. Upload complementary files.

This step is optional. If you have any complementary files, such as research instruments, data sets, etc.; add them here. Those files are indexed also by each author, identifying the relation with the delivery, as well as their property. Complementary files can be uploaded in any format, and they are made available for readers in their original format.

- Locate and select the file you wish to send.
- Click on Open inside the file selection window; the document's title will appear in the page.
- Click on Send so that a copy of the file is transferred from your device to the journal's website. Change its name according to the conventionalisms agreed by the Editorial board.
- Once the article is loaded, click on Save and continue.

5. Confirm the delivery

This last step gives you a synthesis of the delivery.