
REQUIREMENTS TO PUBLISH

SCOPE

The Journal of Research in Administrative Management and Information Sciences INVESTICGA is an on-line annual publication created by the Administrative Management Center of the Capital District Regional, for the educational community (apprentices, instructors, administrative personnel, businessmen and external people) to have a space to publish articles of reflection, research and revision, product of the projects carried out that generate new knowledge and contribute to a practical development.

EDITORIAL POLICY

Mission: To publish articles of all the education community mainly promoting apprentices' participation, awakening the research spirit and generating recognition for their academic work.

Vision: To become an academic reference for SENA's apprentices at national level and for the companies in the country to impact on results that help productivity as well.

Directed to: the entire SENA community and the entrepreneurs to make known the scientific advances made by the Training Center, which contribute to the competitiveness, economic and productive development of the country.

Themes: Social Sciences and Administration.

The theme of the Journal is focused on developing applied research projects that aim at the generation of knowledge and its integral management, from a multi and transdisciplinary perspective, in areas such as:

- Administrative management
- Business management
- Human Talent Management
- Document Management
- Library Management

RULES FOR PREPARING ARTICLES

1. Types of articles that can be written to be published in the JOURNAL, according to Colciencias¹:

- Article of scientific and technological research: a document that presents in an accurate way the original results of research projects already completed. The structure generally used includes four important parts: introduction, methodology, results and conclusions.
- Article of reflection: a document that presents par-

1. Clasificación tomada del documento "Orientaciones generales de la actualización del índice de publicaciones seriadas científicas y tecnológicas colombianas", Colciencias, 2002

tial results of ongoing research from an analytical, interpretative or critical perspective of the author turning to original sources.

2. Structure of the article

The articles that are published must be unpublished according to the model established by the editorial committee.

The following elements must be considered to write the article, according to the order presented.

- Title: it contains 5 to 10 words at the most, and it must be clear and understandable for the reader allowing to identify the topic
- Authors' information: besides their name and surnames it is important for students to inform their speciality, the coordination to which they belong and their schedule. The instructors must inform their profession and graduate studies such: specialization, master's degree and PhD, and whether they are still studying or have already finished, and additionally inform about the coordination they belong to and if they are part of a Research Group OR Seedebed.
- Abstract: between 250 and 350 words.
- Abstract: in English
- Key Words: between 5 and 10 words both in Spanish and English
- Introduction: description of the research carried out, summary information of which was your process for designing and developing the research showing the results issued by the same.
- Date on which the research was carried out.
- Methodology: within this process the following must

be taken into account according to (Méndez Álvarez , 2013): "for this the level of deepening depending on the type of study must be defined, as well as the method, the information gathering techniques and the treatment that one expects to give to the same".

- Results: it is the space where the situations presented along the research carried out are explained, clearly and concisely, showing the solutions that generate changes or positive impacts.
- Conclusions: "the researcher must enunciate the knowledge he has reached about his research object as a result of the process of gathering information, analysis, verification or not of hypotheses, compliance with the objectives and answer to questions raised for the study. (Méndez Álvarez , 2013)

3. Display format

- The article must be submitted in the Microsoft Word® program (versions 97 and up).
- Times New Roman letter of 12 points, double space and letter size paper. The extension of the article must be: 10 sheets for instructors, administrators, teachers and researchers and 8 sheets for apprentices (without including photographs, graphs or tables).
- Figures, images, tables and graphs must be included in the development of the article, these must be titled and numbered indicating if they are their own elaboration or the source from which they were taken.

4. Copyright.

The person who publishes in the JOURNAL will receive a copy of the edition in which his/her article appears.

The articles that are published can be used for academic purposes, mentioning the source and the author.

When the article is approved by the Journal, it will transfer the rights thereof to the Administrative Management

Center, through a Transfer of Rights Act.

4. Process for delivering the articles

The call is permanent and the articles are received throughout the year by mail to the email: revistainvestigatiga@sena.edu.co submitting the article with the letter determined by the editorial committee which must be signed by the author (s) originally, according to the format established by the JOURNAL.

Methodology for Revision

The journal has a blind evaluation methodology, a process that consists of three parts and takes between one and two months.

First Part :

Evaluation by the Editorial Committee of the journal

1. Reception of the article: The editor and co-editor of the journal verify that the work has been sent according to the parameters established and brings the letter of presentation of the same, if it complies satisfactorily with these, an answer is sent by email acknowledging receipt and it will enter to be studied.
2. Evaluation of the theme: each article is then assigned to a member of the editorial committee to begin its evaluation regarding the Journal's Research Line, if it does not apply, the reason why it is not accepted will be informed by email. For articles that meet the spelling and typographic conditions, they will have a member of the committee that will be in charge of being the bridge of information between the scientific committee and the author (s), who will make the corrections known.

Second Part :

The Scientific Committee initiates the blind evaluation.

1. First peer blind evaluation: two experts of the committee who have experience in the theme of the article are chosen to evaluate it in an anonymous way.

The editor in charge of the article will send it to the peers together with the following documents:

- Document of publishing rule: document that informs the requisites to publish.
- Evaluation format according to the type of article: the peers indicate in this document whether it meets or not the parameters of form and content, and also make an assessment of the entire article, noting the observations and suggestions; finally they will give some recommendations to know if the article can be published or not once the pertinent corrections are made and they will accept or reject the option to continue with the evaluation of the article. The time available to the evaluating peer is 2 weeks to complete the process and return the document for review by the author (s).

2. Second evaluation: the editor receives the evaluation format of each of the peers who studied the article in order to write a report unifying the observations and recommendations, and then sending it to the author (s) who decides if he/they present the article with the given recommendations or make the decision to finish the evaluation process.

If the author (s) wishes/wish to continue, the editor stipulates a new date for the delivery of the document with the mentioned corrections.

If the author (s) does/do not wish to continue, he/they will be informed by email that the article will be eliminated from the process, as well as if it is rejected by the evaluators.

3. Validation of the second delivery: when the second version of the article is received, the editor sends the document anonymously to the peers, with the first evaluation that each peer submitted to make sure that the changes suggested were made and to verify those that were made in the second delivery.

The peer will carry out the evaluation and will confirm the editor if the article needs any more changes or if it is correct to be published.

Third Part:

It is the last phase of the process, where the Committee Editor reviews the articles for the last time and confirms that the evaluation process has been carried out with the necessary rigor.

Finally, it is notified if the article is published or not.

1. Final version of the article: the peers send to the editor the evaluation of the document with adjustments, where a second report about the evaluators' observations is made and if the peers match, the article is sent to the Editorial Committee for its final validation and to confirm the author(s) that it will be accepted or rejected.
2. If one or several peers consider that modifications to the document should be made, the editor will be informed so that he can notify the author (s) in order to make modifications and thus stipulate a new delivery date, repeating the former process and thus exhausting the third and last delivery to define if the article applies for publication.
3. If the author (s) wish/wishes to make observations on the changes requested by the evaluators, the editor in charge is the link between the parties so that this information is clarified through a blind dialogue.
4. If different evaluations are generated among the evaluators and an agreement is not reached, a new expert is requested to enter the evaluation process in order to resolve this contradiction.

5. Committees that make up the Journal

The Journal has two committees that evaluate the articles, in order to select the articles that will be published:

Editorial Committee

It is the group responsible for the publication of a work, who is committed to the author (s) to organize the evaluation systems of the document according to the parameters established and proceed to publish the article, promoting the disclosure of the same.

The Editorial Committee is made up of instructors, administrators and businessmen who are related to the Training Center, who have the training and experience in the evaluation of research articles that apply according to the subject and its structure.

"In the publication cycle of a research journal, the editorial management allows to improve the quality of scientific and editorial content, and to streamline the editing work by controlling the different processes: from the request of the articles that are going to be published, their review by academic peers, their edition, publication, filing and promotion." (MANAGEMENT OF INNOVATION AND COMPETITIVENESS- SENA, 2014)

Scientific Committee

According to the document (MANAGEMENT OF INNOVATION AND COMPETITIVENESS - SENA, 2014) it is defined as follows: "It ensures that the editorial lines are conserved and respected, as well as the objectivity, quality and rigor of the publications".

It is the group that observes and qualifies and will be integrated by entrepreneurs and researchers of the productive sector, who are experts in areas of Strategy and Organizational Management, the members of this committee will be appointed for a period of one year.

6. Instructional material for using the APA style 6th edition

The preparation of articles should be based on the APA style sixth edition, for which there is instructional material made by the Directorate of Vocational Training of SENA, taking into account the following:

- Validate the style
- Make bibliographic citations
- Bibliographic references
- Microsoft Word tools to apply the APA standard

BIBLIOGRAPHY

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Méndez Álvarez, C. E. (2013). Methodology. Design and development of the research process with emphasis on entrepreneurial sciences. (Diseño y desarrollo del proceso de investigación con énfasis en ciencias empresariales). México: Limusa S.A.