

## **Guide for external pairs**

### ***Revista Criterios***

*Revista Criterios*, when arbitrated, carries out rigorous processes of evaluation and validation of the candidate manuscripts. The peer review is a process that allows giving validity, rigor and scientific quality to those manuscripts postulated by different authors. The evaluation system adopted by the magazine is 'double blind'.

This guide aims to direct the evaluation criteria that contains the evaluation formats implemented by the Editorial UNIMAR for the external peers, who are part of the Arbitration Committee of the *Revista Criterios* of the Mariana University. They are selected for their high and recognized scientific career and human, and are in charge of carrying out the process of evaluation of the articles.

### **Responsibilities of the pairs**

- Carry out the evaluation in a rigorous, clear, formal and fast way. Complete the evaluation form of the assigned article and deliver it on the dates established by the Editorial Direction of the journal. The term for the reading and evaluation of the entrusted article is stipulated according to the date of delivery of the article with each evaluating pair.
- Be objective in criticism, and constructive in their comments, justifying their statements and showing neutrality and respect for the work and its author.
- Inform the editor in those cases in which there is suspicion of plagiarism, self-plagiarism and / or fraud; that is, copy, self-copy, falsification or manipulation of the results of the investigation.
- Keep confidentiality. The peer reviewers cannot make use of the information of the manuscript that they evaluate (such as disclosure of results prior to publication or disclosure of the elaborated concepts) for personal benefit; make it known or make it available for the benefit of any other person and organization.
- Report possible conflicts of interest. If during the reading of the work, they find any ethical impediment or conflict of interest that may affect the issuance of the concept, they must inform the editor (a) to reassign the document to another evaluating peer.
- Endorse with their name the list of referees that will be included in the journal. Their name as a collaborating referee will be visible in the general list of the Arbitration Committee, but it will not specify which article they valued. In this way, their identity will be protected. The Arbitration Committee of the journal is rotating; that is, their name will be included as long as they have exercised their work as evaluators and will be for a period of two years.
- Sign the declaration of conflicts of interest.

### **Recommendations to take into account and facilitate the evaluation**

It is important to highlight that the peers evaluate quality, originality and content belonging. The articles sent for evaluation by external peers, have already passed the first evaluation phase, since the Editorial Committee has selected in advance those manuscripts that meet the qualifications required by the publication, classifying them according to their typology, which is considered as document that presents the original and unpublished production, of scientific, technological or academic content, as follows:

- **Research result article:** document that presents the original and unpublished production, of scientific, technological or academic content and, in a detailed manner, the original results of research processes. Preferably structured as follows: Introduction, Methodology, Results, Discussion, Conclusions and References.
- **Reflection article:** manuscript that presents research results from an analytical, interpretative or critical perspective of the author, on a specific topic, using original sources.
- **Review article:** manuscript result of a research where the results of published research are analyzed, systematized and integrated, on a field of study, in order to account for progress and development trends. It is characterized by presenting a careful bibliographic review of at least 50 references of primary sources.

In addition, we receive articles of other types, such as:

- **Short article:** short document that presents original preliminary or partial results of an investigation, and that usually requires an early dissemination.
- **Case reports:** documents that present the results of a study on a particular situation, in order to make known the technical and methodological experiences considered in a specific case; includes a systematic review of the literature on analogous cases.
- **Subject review article:** documents that are the results of a critical review of the literature on a particular topic.
- **Letters to the editor:** critical, analytical or interpretative positions on the documents published in the journal, which, in the opinion of the Editorial Committee, constitute an important contribution to the discussion of the topic by the scientific community of reference.
- **Editorial:** document written by the editor, any member of the Editorial Committee, or by a person invited by the editor. The editorial may be related to current problems or new findings in the field of action of the journal.

In general, it summarizes the aspects that will be found in the evaluation formats, so that it allows you to have an idea of the evaluation that is proposed. However, it should be noted that some articles, such as revision or reflection, could adapt a similar structure, according to the proposal made by the author:

- **Title:** clear, concrete and specific.
- **Summary:** it will include the main objectives of the research, scope, methodology used, most outstanding results and the most outstanding conclusions; it must be clear, coherent and succinct, and have excellent quality in translations into English and Portuguese.
- **Introduction:** it will mention the problem or objectives of the investigative process, by referring to the possible antecedents under which the investigative work is based. Likewise, it will contain a commentary on the type of methodology used, a justification for its choice, in addition to the pertinent and precise inclusion of the bibliographic support that theoretically bases this first approach to the content of the manuscript.
- **Methodology:** will include the design, techniques and materials used in the research to obtain the results, clearly expressing the type of design, the type of sampling used and / or statistical techniques and other instruments used to collect the information.
- **Results:** it will present the significances obtained from the research process, specifically, the contribution made to the new knowledge, where the coherence between the objectives

stated at the beginning of the investigation is evidenced, and the information obtained through its collection instruments.

- **Discussion:** this section presents those relationships, interpretations, recommendations that the results obtained point in parallel with other research, background, and theories related to the topic addressed.
- **Conclusions:** their presentation will be made in a clear, concrete and consistent manner with the topics developed in the manuscript, so they must have precise arguments that justify and validate each of them.
- **References:** list of bibliographic sources that were cited within the manuscript.

For each of these types of article (see Table 1), Editorial UNIMAR and the Editorial Committee have created several evaluation formats that aim to synthesize the most important aspects to be evaluated by external peers. In them, it is possible to make observations and suggestions, and of course, express whether a manuscript can actually be published, if this one needs to improve certain elements before its publication, or on the contrary, it is not accepted for publication in the journal.

It should be noted that the Editor and / or the Editorial Committee, once they know the concepts of the evaluating peers, make final dispositions regarding the approval or rejection of the article.

Table 1. *Type of evaluation formats according to type of article*

Type of evaluation formats	Typology of article
Type 1	Research result article
Type 2	Review article
Type 3	Reflection article
Type 4	Subject review article
Type 5	Short article, Case reports, Letters to the editor.

It should be clarified that the communication established will only be electronic. If required, you can schedule video conferences or any other similar meeting.

## Contact

Editorial UNIMAR

Universidad Mariana

Calle 18 No. 34-104 / Bloque Madre Caridad: oficina 106B – Pasto, Nariño, Colombia

Pbx: 7244460 - Ext. 185

[editorialunimar@umariana.edu.co](mailto:editorialunimar@umariana.edu.co)

Opening hours: Monday to Friday from 8:00 a.m. - 12:00 and 2:00 p.m. - 6:00 pm. Saturdays from 8:00 a.m. - 12:00 m / Concerns or comments may be addressed to contact information.