

INSTRUCTIONS FOR AUTHORS

Scope and editorial policy

The Journal DIMENSIÓN EMPRESARIAL, with the support of the Universidad Autónoma del Caribe (www.uac.edu.co), aims to publish academic articles considered within the typology established by the Ministerio de Ciencia, Tecnología e Innovación (COLCIENCIAS, www.colciencias.gov.co/) and which is reproduced below. Unpublished scientific writing will be considered for publication; also, essays, bibliographic reviews, and analytical book reviews. It must be published in English, Spanish or Portuguese regarding topics of economics, administrative and accounting sciences.

To apply for the publication of an article, the proponent must subscribe to the Journal (<http://ojs.uac.edu.co/index.php/dimension-empresarial/user/register>) and fill out the corresponding form <http://ojs.uac.edu.co/index.php/dimension-empresarial/author/submit/1>. With this, in his own name and the others authors names, it is certified that the article presented has not been proposed in other academic journals or, if appropriate, required explanation in a note to the editor to explain the reasons why the document was not published in another journal. In the case it has been previously presented as working documents, the complete reference where it was published should be included. Likewise, in its own name or the team of authors, it certifies the originality of the article and it is guaranteed of respect for intellectual property rights.

The texts presented should be, as far as possible, a contribution to knowledge in the economic, administrative, accounting and social areas. The Journal is published quarterly in advance and its target audience is students, business managers, and decision makers. Dimension Empresarial is composed of five spaces: 1. Editorial; 2. Scientific articles; 3. Final projects degree; 4. Free reflection; and, 5. Book Review.

Type of articles¹

In the PUBLINDEX National Bibliographic Index, it is considered that the published documents correspond to the following typologies:

1. Scientific research article. These documents present, in a detailed manner, the original results of research projects.
2. Reflection article. These documents present, based on completed research, new results with new data or new theoretical interpretations.
3. Literature review article. These documents present results of the theoretical advances of the knowledge in the economic, administrative and accounting areas. It is characterized by presenting a careful review of articles published in scientific journals with a minimum of 75 references from a specific area of knowledge.

There are other types of documents that can be published in the Journal but are not considered as scientific articles. Brief articles, case reports, editor's letters, translations, final master's degree projects are admitted.

Form and preparation of manuscripts

1. The scheme used in the presentation of the scientific articles must contain the following sections: a general introduction; a theoretical framework and methodology; results and conclusions.

General rules of the manuscript:

- 1.1 Subscribe the manuscript in a word processor to the address <http://ojs.uac.edu.co/index.php/dimension-empresarial/author/submit/1>.
- 1.2 It is mandatory to use the latest APA standard for citations in the text and references at the end of the article. Only the articles and books cited in the text can appear in the references.

¹ Available in www.colciencias.gov.co

- 1.3 Use times new roman font, size 12. For technical, scientific terms or another idiom use italics, without underlining them.
- 1.4 The manuscript must be written in a space and a half, without leaving extra spaces between paragraphs.
2. The general introduction consists of:
 - 2.1 Title of the article in English, Spanish and Portuguese with a maximum of eight words in each idiom. In the title in English write a note at the end of the page that indicates the typology of the article, as indicated above, Universities where the research was developed, the residence city of the universities and your electronic address. If the article refers to an investigation you must also write it here.
 - 2.2 Name of the authors. In a footnote, each of the authors must to presenter: Maximum academic degree, professional title, type of affiliation contract (teacher, research professor, researcher, consultant.), affiliation institution, residence city of the institution and authors email.
 - 2.3 Summary in English, Spanish and Portuguese. This is structured in a paragraph with 100 words maximum and should contain the general objective developed in the article, methodological synthesis used and great findings of the article.
 - 2.4 Keywords in English, Spanish and Portuguese. Maximum five keywords corresponding to the theoretical concepts handled in the article and reflected in the theoretical framework.
3. The general introduction can have a maximum extension of 500 words and must contain: synthesis of the research problem developed, theoretical-methodological synthesis, great findings in relation to the theoretical-methodological synthesis.
4. The theoretical framework is a dialogue of authors based on the hypotheses or propositions presented by them. Cited authors should be taken from articles published in high impact journals. Citations from books must correspond a research's result book. Manuals are not accepted. The theoretical framework, by large conceptual sections, should follow a chronological sequence as much as possible, this must conclude with the hypotheses or propositions that the author will develop in the article presented for evaluation. No more than two self-citations are allowed and four citations by each author. References must be presented without sustained capital letters and methodology must show the instruments with which hypotheses or propositions are going to be demonstrated.
5. Results. In this section, quantitative or qualitative data are provided and their processing according to the methodological presentation, must lead to conclusions regarding hypotheses or propositions.
6. Conclusions. space of authors reflection in which they present their interpretations of hypotheses or propositions in a creative way.
7. Citations and references. For the preparation of scientific articles within the presented typology APA standards are used. This structure allows, in an orderly manner, that everything they exhibit in knowledge is correctly displayed. They indicate the author (or authors) and the year of the work reviewed, among other aspects that are described in the following rules:
 - 7.1 The references must be presented in strict alphabetical order, according to the last name of the authors. If there is more than one text by the same author, it is written in chronological order, from the oldest to the newest.
 - 7.2 In the references section in the case of books must appear: surname of the author, if you have two surnames these are presented separated by hyphen, name and initial of the second name, if you have it, followed by a period. If there is more than one author, the scheme separated by ";" is repeated and before the last it is separated with the ampersand, the year of publication in parentheses. Title of the book in cursive. City of edition: editorial. Example: Cook, Thomas D. & Reichardt, Charles S. (1986). Qualitative and quantitative methods in educational research. Madrid: Morata.
 - 7.3 In reference, in the case of a book chapter: author (s) as in the previous example, year of publication in parentheses. Title of the chapter of the book in a normal font, home page - final page. Then the book is presented as follows: authors as the previous example. Title of the book in cursive. City of edition and editorial.
 - 7.4 If the citation and its reference is from a scientific journal and has DOI, proceed as in the following examples:
 - 7.4.1 López-Morales, José S., Alfaro-Urbe, Adriana R., Díaz-Pugh, Carolina, Villareal-Méndez, Mauricio & Pedraza Caballero, Valeria L. (2018) Internationalization in the mission and vision of the main Mexican companies. Business Dimension, 16 (1), 165-181. DOI: <http://dx.doi.org/10.15665/dem.v16i1.1493>.

7.4.2 If you do not have page numbers: Ekeland, Ivar. (2017) Nash. Milan Journal of Mathematics, 85. DOI <http://dx.doi.org/10.1007/s00032-017-0264-y>

7.4.3 If the reference does not have DOI, other digital identifiers may be presented. If you do not have a digital identifier, you must place the start and end page numbers.

7.5 If in the quotes in the text there is a work by an author and another by the same author but with other people, first write the one by the author alone and then the other. Example: first Jones, G. (1987) and then Jones, G. & Coustin, L. (1985). In the references, we proceed in the same way as shown above.

7.6 References not corresponding to scientific articles but referring to institutional sources of reliable data must be presented in Other References. Non-scientific journals can be used only in the event of showing something additional that helps show the degree of correspondence between hypothesis or propositions with reality, but they are not accepted as evidence in the validation of hypotheses or propositions.

In what is not described in these examples should be subject to the most recent version of the APA standard.

Arbitration process and form of evaluation of articles

Once entered in the OJS platform of the journal, the editor will make a first review of the articles and decide whether they are sent for peer review, adjustments are requested to the authors or if the work is rejected. The criteria for rejection are, among others, a lack of ethics, not correspondence with the lines of publication of the journal, serious flaws in the grammatical structure, evident weaknesses in the hypothesis testing system or verification of propositions. In the cases in which observations are made by the peer reviewers, the Editor will study their relevance and make the decision to demand what is presented or not. In cases of doubt, the Scientific Committee will be responsible for resolving.

The Scientific Committee is the highest instance that decides on the acceptance of the postulated articles, based on the established policies and criteria and the concepts of evaluation.

All submitted scientific articles will be evaluated in the double-blind pair methodology.