Publication and Evaluation Criteria
REDpensar Journal
University La Salle, Costa Rica

Scope and Editorial Policy

REDpensar Journal is a production of the University of La Salle, Costa Rica, scientific and interdisciplinary in fields such as education, social sciences, religious sciences. Its **main objective** is to publish research results in different interdisciplinary areas, which invite us to think in complex ways not only how research is done, but in the complex dynamics that cause nonlinear investigative processes, provocateurs creates activities that generate new research bifurcations with broader individual, collective, socio-political, religious and cultural transformative effects.

➤ Languages for publishing

The Research Department receives articles in four languages: **Spanish, English, French and Portuguese.**

➤ Target audience

The **target audience** of the journal are professional people, students, academics, researchers and scholars of the indicated fields.

➤ Mission

To publish continuously the articles of the professionals in the different interdisciplinary areas of interest, that allow the presentation of works of quality and criticality.

➤ Vision

To be a reference journal of the critical research culture in the different interdisciplinary areas, which encourage the production of knowledge, quality and transformation.

Publication Criteria

➤ Thematic

It is the interest of the Journal to publish articles framed in the transversal axes that guide the work of the University La Salle Costa Rica. Next, some of the topics of interest located in the axes are mentioned:

Fight against poverty and exclusion

Topics related to the promotion of social and solidarity awareness, which inquire about the roots of poverty and exclusion to generate alternatives that help overcome injustice and inequality.

Ecology and life care

Themes that promote the care of life, the relationship of the person with himself, with the planet and with the cosmos, involving the necessary values to awaken the cosmic consciousness and the commitment to the restoration of ecological integrity and a deep respect for the lifetime.

Communication, culture and diversity

Issues linked to dialogue and the recognition of the other as legitimate Other, gender equity, critical analysis of media and communication mediations, and ethical reflection around emerging realities, to favor a culture of inclusion that values diversity.

Vital Relations and Spirituality

Themes that address the principles and values that allow the integral formation of human beings, cultivating spiritual sensitivity as a vital element for the interrelations that interweave life.

➤ **Key categories**

As key categories that guide the REDpensar thinking research, transdisciplinary, ecology, culture, communication, diversity, justice, poverty, exclusion, spirituality, ethics, bioethics, education, development, social action, learning, epistemology, innovation: the following are , Human Rights, equity, solidarity, vital relationships, creativity.

➤ **Selected material**

For each issue, research reports, research advances, analysis, essays, investigations or reviews of books, experience stories, interviews, stories, poems and other works that identify with the key categories and thematic will be received.

➤ **Periodicity**

The publication time is semiannual. The first issue is published in February and the second is published August. Articles are received during the call periods, which are held twice a year (January and July).

For the sending of documents in the journal Redpensar, those who are interested must comply with the following

➢ **Publication Guidelines**

1. The Editorial Committee will acknowledge receipt of the works and decide on their publication, after the arbitration process with external peers specialized in the topics. Authors and authors will be entitled to a copy of the journal. The document must be sent through the email of Redpensar Journal: redpensar@ulasalle.ac.cr . Questions and queries can be made to the email: mquesada@ulasalle.ac.cr / mcventura@ulasalle.ac.cr / lschiavo@ulasalle.ac.cr

2. Together with the sending of the document, the authors must send the Letter of Acceptance of Copyright Conditions duly completed and signed. The format of the letter is PDF with self- filling fields for the incorporation of the basic data of the manuscript and the authorship. The journal makes available the letter for individual and collective works: one author, two authors, three authors, four authors, and five authors. If you need a letter format for more than 5 authors, write to the journal's email: redpendar@ulasalle.ac.cr

3. The document before being evaluated by peers, is submitted to a preliminary evaluation by the Editorial Committee of the journal in which the relevance of its publication is examined in accordance with the editorial policy of the journal and the fulfillment of the evaluation criteria and indications for authors who have no problems of plagiarism or duplicate publication. Otherwise, the document will be rejected.

4. Articles (scientific, results of research projects) must be original and unpublished, and their length should be between 10 and 20 pages, including notes, tables, figures, annexes and bibliography.

5. Materials such as investigations or reviews of books, stories, interviews, stories, poems should NOT exceed 10 pages.

6. The texts must conform to the following format: upper and lower margins of 2.5 cm; and left and right of 3 cm. The type of source to be used in the content of the article is Garamond 12 for the body of the text and the titles according to the format of the American Psychological Association (APA), as indicated below:

Nivel	APA Titles
1	**Centered and bold. Garamond 16.**
2	**Lined to the left and in bold. Garamond 12.**
3	**Lined to the left, bold, indented: 5 spaces. With period at the end of the title.**
4	**_Lined to the left, bold, italic, indented: 5 spaces. With period at the end of the title._**
5	_Aligned to the left, italics, indentation: 5 spaces. With period at the end of the title._

7. The interlinear spacing should be 1.15 with indentation of 0.8 on the first line of each paragraph and with a space between paragraphs of 6 points. The text must be justified.
8. The APA parameters (version 6a) will be followed for bibliographic references, ways of citing within the text, tables (table 1, table 2), graphics or images, writing, use of abbreviations and use of inclusive language.
9. The titles of the graphs, the tables, the figures, the tables and other possible elements must contain the source of the data duly indicated and the graphs must present the titration of the axes.
10. Items must meet the following requirements:

− Consistency: proper use of writing and punctuation; the titles and subtitles should reflect the proposed research topic, according to the modalities to be published.
− Depth and relevance: addressing current issues in the reference area in a complex way, as well as providing reflective contributions by the authors in that area.
− Inclusive language: all documents sent to the Journal must use gender and inclusive age.
− The **central title of** the article must come in Spanish and English, centered, in bold, letter Garamond 16 in Spanish and in English size 14 without bold.
− The **name of the author** or author must appear justified on the right side of the page. The following information must be included for each author / author in full: names and surnames, country, academic degree, area of specialization, institutional affiliation, email.
− **Summary** must be submitted in **Spanish and English,** 100 to 300 **words maximum.** It should reflect the objectives, use of relevant authors, methodology and main results.
− At **least five** keywords in Spanish and English must be indicated below the summary, which will be **the most significant** of the article.

➢ **Composition of research articles**

People who are interested in publishing in the Redpensar should send the documents with the requested structure according to the type of article and the requested guidelines, with the following sections:

a) Academic and Scientific Articles

- Title, with English translation
- Author or authors (basic information of the author)
- Summary (maximum 300 words)
- Keywords (at least 5)
- English translation of the abstract and keywords and other languages of author's choice
- Introduction
- Theoretical reference
- Methodology
- Results
- Discussion
- Conclusions
- Bibliographic References (according to APA format)
- Acknowledgments
- Annexes and Appendices

b) Theoretical articles and essays

- Title with english translation
- Summary (maximum 300 words)
- Keywords (at least 5)
- English translation of the Summary and Keywords and other languages of author's choice
- Basic information of the author: academic degree, area of specialization, institution for which she works or email.
- Introduction
- Development of the topic (the name of the sections and their structure may vary according to the author's criteria and the approach developed in the article. That is, you can add the sections you want with the name you consider relevant)
- Conclusions
- Bibliographic References
- Annexes and Appendices

c) Research or book reviews, stories, interviews, stories, poems

- Title, with English translation
- Summary (maximum 300 words)
- Keywords (at least 5)
- English translation of the Summary and Keywords and other languages of author's choice
- Basic information of the author: academic degree, area of specialization, institution for which she works or email.
- Development of the topic (the name of the sections and their structure may vary according to the author's criteria and the approach developed in the article. That is, you can add the sections you want with the name you consider relevant)

Open Access Policy

Redpensar is an interdisciplinary journal that follows the principles of the international open access movement established in the Budapest Open Access Initiative (BOAI, 2002), Berlin Declaration on access to knowledge in Science and Humanities (Berlin, 2003) and The Declaration of Bethesda of Open Access Publications (Bethesda , 2003); In this way, the publications of this journal meet the following conditions:

- Guarantee the free, irrevocable and worldwide right to access the information, as well as copy it, use it, distribute it, transmit it, display it, make printed copies for personal use, make adaptations and derivatives as well as their respective distribution, with the appropriate acknowledgments to the authorship

- Access a full version of the document and its complementary materials with an indication of the permit for use in standard electronic format and its deposit in an appropriate digital repository supported by an academic, governmental institution, a society or organization that follows the standards of open access , unrestricted distribution and interoperability mechanisms.

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– Anyone is free to add information, modify the content of a text, translate to other languages or share the integral version of a digital publication.

Ethics Policy

> ➢ **Publication Ethics**

The editorial procedures of the Redpensar journal meet the criteria of the scientific journal endorsed by Latindex. The journal expresses an ethical commitment for the protection of copyright, which is why it takes into account Costa Rican legislation regarding intellectual property and copyright [Law 6638 on Copyright and Related Rights of the Republic of Costa Rica](), under a [Creative Commons Attribution - Non Commercial License - Compatitr Igual 4.0 Internacional.]()

Taking into account the foregoing, Redpensar promotes the principles of honesty, accuracy in information, truthfulness, justice and respect for the rights of other people as principles that should guide any investigative process. Consequently, the people who make up the Editorial Team express a commitment to reject contributions that are not original or unpublished; who commit plagiarism when presenting information, results or ideas from other researchers as their own; that commit autoplagium; that manufacture or falsify information, results and / or data.

General criteria
– **Conflict of interest:** there is a conflict of interest on the part of the members of the editorial committee and the external evaluating peers when there is any relationship on their part with the contribution and this may negatively influence their judgment. The editorial committee will resolve this situation in direct communication with both parties and another pair will be sought to evaluate.
– **Confidentiality:** all persons involved in the editorial process of Redpensar are committed to the confidentiality of the contributions submitted for publication and the non-use of their information, results and data without the proper authorization of their authors. For more information you can visit the page on the [Code of Conduct and Good Practices Guide for Journal Publishers]()
– **Communication with the authors: it** is assured to establish a clear and constant communication with the authors that send contributions for publication, maintaining a constant update to the author about the state in which his contribution is.

Ethical responsibilities of the people involved in the editorial process

❖ **Authors**
– Guarantee the originality of the contribution presented and ensure that it is free of any form of plagiarism.

- Any author who submits a contribution for publication undertakes to inform readers about the existence of co- authors, to recognize the significant contributions he has received in the preparation of his work, to adequately demonstrate the use of sources and to declare sponsorship. That you have received for the conduct of your investigation.

- In the event that a third party detects a situation of plagiarism, self-plagiarism, unethical conduct or error in a contribution that has been published in Redpensar is the responsibility and obligation of the author of the same to make a public retraction in the following printed and digital number of the journal. Likewise, the article will be immediately removed from the journal's digital platform and / or the corresponding corrections will be made.

❖ **Director**
- Base editorial decisions concerning contributions submitted for publication on the principles of importance, clarity, originality and relevance in accordance with the journal's editorial policy.
- Ensure due process of evaluation (double blind) for contributions submitted for publication in Redpensar.
- Contact the authors when there is suspicion or evidence of inappropriate behaviors that undermine the ethics of the publication.
- Constantly review and update the ethical and editorial guidelines of Redpensar, to maintain and improve the academic and editorial standards of the publication.

❖ **Committee members (editorial and scientific)**

- Declare any conflict of interest that may exist against the contributions received for valuation.
- Ensure the confidentiality of the contributions received for assessment, as well as the non-use of the information or material thereof without the proper authorization of the author.
- It is the responsibility of the Editorial Committee to assign the evaluating peers for the evaluation process of the contributions submitted for publication, ensuring that the selected peers are the most appropriate and competent to evaluate the themes of the contributions.
- Inform the Director of the journal of any inappropriate behavior detected in the contributions received for evaluation.

❖ **External evaluation peers**

- Declare any conflict of interest that may exist regarding the contributions received for evaluation.
- Ensure the confidentiality of the contributions received for evaluation, as well as the non-use of the information or material thereof without the proper authorization of the author.

- Ensure that you have competence and knowledge in the areas and themes of the contributions you receive for evaluation. If you do not own them, it is your responsibility to inform the editor of the journal
- Inform the editor of the journal of any inappropriate behavior detected in the contributions received for evaluation.

Copyright Policy

Originality of the publication and protection of intellectual property

Authors and authors who submit an article for publication must ensure in writing that the contribution is not being evaluated in any other journal, and that it has not been published or accepted for publication in any other medium. They also undertake not to remove the article from the editorial process at any time. Similarly, Redpensar must be authorized to publish articles in print and digital format, as well as their inclusion in indexes and databases.

The foregoing will be done through the delivery of a letter of acceptance of Copyright. With this letter, the authors and authors are asked for authorization to submit the article to *Redpensar* for that to carry out any of the following activities:
- The graphic and style edition of the work or part of it.
- The publication and full reproduction of the work or part of it, whether printed or digital.
- Translation into any complete or partial language of the work.
- The adaptation of the work to formats of reading, sound, voice and any other representation or technical mechanism available that allows access for partially or totally blind people, or with some other form of disability that prevents them from accessing conventional reading from the article.

The distribution and provision of the work to the public, so that the public can have access to them from the moment and place that everyone chooses, physically or electronically.

- The format of the letter is in PDF with fields for the incorporation of the basic data of the manuscript and of the authors and / or the authors. REDpensar makes available the letter for individual works and collective works: an author, two authors, three authors, four authors and five authors. If the postulation of the article is done through the Redpensar platform, you must attach the letter as a complementary document. If the application is made to the journal's email (redpensar@ulasalle.ac.cr), you must send the letter along with the document to be evaluated.

The receipt of articles **will not be allowed** without attaching the letter, separately, either the article on the platform and the letter in the mail.

In addition, in the same letter, the authors must accept that, with their collaboration, the article submitted be adjusted, by the Redpensar editing team, to the instructions for authors previously established and published on the official *Redpensar* website in terms of procedures, format, correction, style, edition, translation, publication, duration of the editorial process and other requirements requested in these standards.

People wishing to publish in this journal will accept the following:

- The authors retain their moral rights over the publication and give authorization in the assets mentioned in the Letter of Acceptance of Copyright with the Creative Commons Attribution - Non Commercial License - Compatitr Igual 4.0 International, which allows third parties to use what is published whenever they mention the authorship of the work and the first publication, which has been given in this journal.

Digital Preservation Policy

REDpensar has preservation of its digital files in PDF format through the storage of information on hard drives. The device is located in the Information Technology Department and the backup of the files through *Google Cloud Platform* for the Research Department.

Plagiarism Detection Policy

We understand plagiarism as the illicit and fraudulent act of copying ideas and bibliographic material from third parties and not recognizing the authorship of their invention or creation, either partially or in its entirety. REDpensar requires that all persons involved in the process of publishing articles: editorial staff, external peers and authors, follow international ethical standards in the publication of articles. The editorial team uses free *Duplichecker* software for plagiarism detection, which facilitates the search for bibliographic matches

In the event that the Editorial Team and the external evaluators verify evidence of plagiarism, the persons involved will be notified and in the event that such situation is not resolved, the document will be rejected and will not be published in this journal.

Citation Rules and Reference Bibliography

In **Redpensar** it used in the rules for citation and making reference lists established in the sixth edition of the *Publication Manual of the American Psychological Association* (2013).

One of the fundamental characteristics of the APA citation system is the parenthetical reference, that is, that in the body of the text the information necessary to recognize the source of the citation is indicated by its inclusion within a parenthesis, which refers to a list of references presented at the end of the writing. Consequently, these citation rules determine criteria both for the preparation of citations in the body of the text and for the design of each of the entries in the corresponding reference list.

Quote within the text

The APA citation rules indicate that every appointment - direct or indirect - must be accompanied by a parenthetical reference that identifies the source from which it is recovered. This reference must include the following information, which is separated by commas:

- The author or authors indicated by their first surname.
- The year of publication of the work that was consulted for the preparation of the work.
- The page from which the material of the source consulted above was taken from the acronym "p". In the case of a single page or the acronym "págs". For multiple pages.
- In the event that the material consulted does not contain the date of publication (as usually happens in internet sources), the abbreviation sf - without date - is used instead of the year.
- In the event that the material consulted is not paginated (as is usually the case in internet sources), the section or number of the paragraph from which the appointment is taken can be indicated.

If the sentence preceding the quotation - direct or indirect - includes the author's name, it is not necessary to add it in the parenthetical reference. In this case, only the year of publication and the pages in parentheses are indicated.

Short direct quotes, that is, less than 40 words are included in the text and are indicated using double quotes both at the beginning and at the end of the appointment. The parenthetical reference is included immediately after the closing quotation marks.

> Bourdieu (2003) suggests that "[...] the scientific field, like other fields, is a field of forces endowed with a structure, as well as a field of struggles to conserve or transform that field of forces" (p.64) ; however, it also points out that this is a field differentiated from the others, which has certain features that are specific to it.

In the case of long direct quotes, that is, 40 words or more are indicated by a citation block - without using double quotes -, which is separated from the body of the text with blank spaces at each end - at the beginning and at the end– and 1.25 cm of the left margin bleeds. The parenthetical reference is included immediately after the end point of said citation block.

> In this regard, Marc Augé (2006) explains that today politics continues to be what it was yesterday, that is, ritual. Politics continues to be the provider of social and terrestrial meaning and its current crisis is due, on the one hand, to the fact that it is responsible for its past failures and, on the other, that it has not measured its new space. (p.117)

In the case of an indirect citation or paraphrase, that is, the one that mentions the ideas of an author with the words of the person doing the work, the parenthetical reference should be made at the end of the sentence or paragraph that includes it. Although it is not necessary for an indirect appointment to indicate the page, it is recommended that the author provide this information - if this is possible - for a faster and more accurate identification of the information.

> In the text "When the trees are desert", which can be found in the compilation of writings of the Latin American Social Observatory -OSAL- titled Social Conflicts and Natural Resources, Héctor Alimonda (2005, pp.33-40) stated that in Brazil , in 2004, the banks had the highest gain from the point of view of financial capital.

In the case of a quotation taken from the Bible, the parenthetical reference must include the name of the book accompanied by the chapter and the verses, e.g., (chapter book: verse). If the sentence includes the name of the book, the parenthetical reference should only point to the chapter and the verse.

> "After this, Jesus went with his disciples to the territory of Judea. There he was with them and he baptized. John was also baptizing in Ainon, near Sallin, because there was much water there; the people came and were baptized "(John 4, 22-23).

Reference Bibliography

All writings must include at the end a bibliography of references in which all the works cited are included. This list must satisfy the following characteristics:

It is sorted alphabetically by the first letter of the reference. The works of the same author are ordered chronologically. French sangria format.

Each quote in the text must have its corresponding entry in the bibliography and vice versa. Do not include works that have not been cited, such as works to expand the information or secondary bibliography.

Below is a list of examples of the main reference works for their preparation:

- **Book with one author**

First last name. Initial Name letter. (Year of publication). Title of book. *Título de la obra in italic*. Place of publication. Editorial.

Bustelo, E. (2011). *El recreo de la infancia: argumentos para otro comienzo*. Buenos Aires: Siglo XXI.

- **Book with several authors (2-5 authors).**

Surname, A. A., Surname, B. B. & Surname, C. (year of publication). Title of the work consulted in italics. Place of publication: Editorial.

- **Book with several authors (6 or more authors).**

Last name, A. A. [of the first listed author], et al. (Year of publication). Title of the work consulted in italics. Place of publication: Editorial.

- **Translated book.**

Last name, A. A. [author's] (year of publication). Title of the work consulted in italics (Initials and Surname [of the translator], trans.). Place of publication: Editorial.

Augé, M. (2006). Hacia una Antropología de los mundos contemporáneos (A. Luis Bixio, trad.). Barcelona: Editorial Gedisa.

- **Book edited**

Last name, A. A. (ed., Dir., Or comp.) (Year of publication). Title of the work consulted in italics. Place of publication: Editorial

Mato, D. (comp.) (2005). *Cultura, política y sociedad – perspectivas latinoamericanas*. Buenos Aires: CLACSO.

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- **Book in different edition to the first.**

Surname, A. A. (year of publication). Title of the work consulted in italics (ordinal number of the edition accompanied by the acronym ed.). Place of publication: Editorial.

> España, O. (2008). *Educación Superior en Centroamérica* (2ª ed.). Guatemala: Universidad de San Carlos de Guatemala.

- **Works in several volumes or volumes.**

Surname, A. A. (year of publication). Title of the work consulted in italics (Number of volumes or volumes consulted preceded by the acronym Vol. Or Volume). Place of publication: Editorial

> Ricoeur, P. (2001). *Tiempo y Narración* (Vols. I-III). México: Siglo XXI Editores.
>
> Ricoeur, P. (2001). *Tiempo y Narración* (Vol. II). México, Siglo XXI Editores.

- **Chapter of the book.**

Last name, A. A. [of the author of the chapter]. Title of the chapter consulted. In initials and surnames [of the editor, compiler or director] (ed., Dir., Or comp.), Title of the compilation in italics (pp. Initial and final pages of the chapter). Place of publication: Editorial.

> Vidal, S. (2003). Ecología de la acción y crecimiento en ampliación abarcativa. En A. Elizalde (comp.). *Las nuevas utopías de la diversidad – lo deseable vuelve a ser posible* (pp.71-110). Santiago de Chile: Editorial Universidad Bolivariana.

- **Article of specialized journal.**

Surname, A. A. (year of publication). Article title. Title of the journal in italics, volume of the journal (number of the journal), initial and final pages of the article.

> Camargo, A., & Riveros, F. (2015). Efectos del estrés social agudo sobre la atención selectiva en estudiantes Universitarios. Informes Psicológicos, 15(2), 33-46.

- **Newspaper article.**

It is very common that the articles of newspapers and non-specialized journal are not written by an author, but are the responsibility of a writing team. In this case, instead of identifying the article with the author, in the entry of the reference bibliography begins with the title of the article.

Article title. (Year of publication, day month). Title of the newspaper in italics, initial and final pages of the article.

> Respeto a la libertad de cátedra. (2016, 16 noviembre). *La Nación.* Recuperado de http://www.nacion.com/opinion/editorial/Respeto-libertad-catedra_0_1596840304.html

In case the consulted article is prepared by a personal author, the entry is usually drawn up.

Last name, A. A. (Year of publication, day month). Article title. Name of the newspaper in italics, initial and final pages of the article (if it is printed)

Ávalos, A. (2016, 1° mayo). Moda de partos caseros se extiende sin controles. *La Nación.* Recuperado de: http://www.nacion.com/nacional/salud-publica/Moda-partos-caseros-extiende-controles_0_1558044234.html

- **Works recovered from the internet.**

The input is prepared normally and after the end point is added: Retrieved from http://www.xxxxxxx.xxx

Bolaños, C. (2011). Aspectos por considerar al elaborar propuestas de modificación parcial o integral de planes de estudio y para creación de carreras. Recuperado de http://www.cea.ucr.ac.cr/diea/documentos/Modificaciones%20a%20.