

Guidelines for authors of articles LIBRE EMPRESA

The **Libre Empresa** journal is published by the School of Economic, Administrative and Accounting Sciences at Universidad Libre based in Cali on a semiannual basis. The main purpose of the journal is to disseminate intellectual progress with theories, methodologies, and applications in the fields of management, economics, and accounting on a national and international level, by submitting original unpublished papers that result from scientific research works¹, reflections, or reviews which follow a rigorous research methodology with significant contributions to particular areas of knowledge.

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At the time of submitting an article, the authors guarantee that their manuscripts are not in the process of being reviewed by any other academic journal. They also guarantee that their article will not be submitted for publication until both the peer reviewers and the Editorial Committee at LIBRE EMPRESA issue their final approval.

The Editorial Committee will review the articles based on criteria of relevance and coherence and contribution to knowledge and will make a decision as to whether they are suitable for publication. They will also be initially reviewed to ensure that they meet the requirements described in the Guidelines for Authors. In case they do not meet these guidelines, then the articles will be returned to the authors for them to make the necessary adjustments.

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After selection, the articles undergo a double--blind (i.e. the author does not know who the reviewers are and vice-versa) anonymous review by two academic peers based on **LIBRE EMPRESA's** article evaluation guidelines. If an article is given a favorable and an unfavorable review, it will be forwarded to a third reviewer whose opinion will be final. In that case, the Editorial Committee will be responsible for resolving any controversies that might arise regarding the reviews and determining which articles are published. The decisions made by the Editorial Committee cannot be appealed. The authors agree to make the formal adjustments suggested by the reviewers or the director of the journal. If an article is objected or rejected upon peer review, the peer--assessment results will be communicated to the relevant authors.

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Sources of funding.

Authors should declare both the funding sources and potential conflicts of interest.

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Instructions for authors

- All papers must be from 15 to 25 letter-sized pages long. They must be submitted in Word format in font type and size Arial 11 and 1.5 line spacing, including all relevant foot notes and bibliographic references.
- Articles must be written in the third person singular (impersonal form). Proper punctuation, spelling, and language must be used. Authors are responsible for conducting a stylistic review of their articles before submitting them to the Journal.

The sections in the papers must be organized in a similar order to the one described below:

1. Cover page

- **Title in both Spanish and English.** It must provide a summary of the main idea of the manuscript in a simple manner and in an appropriate style. It must be no longer than 15 words. The title must provide a first footnote stating the nature of the article or basic information about the project or research work that gave rise to the article and sources of funding in no more than 50 words.
- **Brief author's bio.** This section includes academic background, organization, job title, research group memberships, and e--mail for contact purposes.
- **Analytical abstract in both Spanish and English.** The abstracts are not to exceed 230 words in length. Summaries must be written in the third person. They must include: objective, methodology, and the most important result or recommendation that arises from the work. Abstracts should not contain references. No abbreviations or equations are to be used.
- **Keywords in both Spanish and English languages** From at least 5 to no more than 10 words.
- **Classification/Rating:** COLCIENCIAS² and JEL³ for all articles.

2. Body

- **Introduction.** It provides the background, the purpose and the methodology of the research work. It also discusses the central theme of the article.
- **Theoretical framework.** It includes a literature review that justifies the research, where the results of studies that validate the relevance and necessity of the research are discussed.
- **Methodology.** It presents and justifies the chosen methodology. Then it goes on to provide a detailed discussion of the methodology and presents the results of applying the methodology.
- **Results.** Presents the main results of the application of the methodology in an understandable and necessary way to assess the validity of the research.
- **Conclusion.** It emphasizes the most important aspects of the article, but it is not a summary of the article. It focuses on recommendations and constraints and proposes future lines of research.
- **Bibliography or information sources:** This section contains only a description of the documents cited in the paper. It goes at the end of the paper. These references must be presented in **APA** style.

- **Journals:**

Last name, first and middle initial(s) (year). Article title. Name of the journal, Volume (Issue), range of pages cited.

Vargas, C.E. (2012). Ciencias del Deporte: Evolución de aspectos teórico científicos. Entramado, 8(1), 140-165.

- **Books**

Last name, first and middle initial(s) (year). Title (edition #, page range). City: Publisher.

Chacón Vargas, N. (2007). Procedimientos cinematográficos. (4ta ed., pp 56-78). Bogotá: Magisterio

- **Article or chapter in an edited book**

Article or chapter author. (Year). Article or chapter title. In Book Editors names (Eds.), book title (article or chapter page numbers). Publication city: Publisher.

Becattini, G. (1992). El distrito industrial marshalliano como concepto socioeconómico. En F. Pyke, G. Becattini, G. y W. Sengenberger, W. (Eds.), Los distritos industriales y las pequeñas empresas (pp. 61–79). Madrid: Ministerio de Trabajo y Seguridad Social.

- **Presentations or communications at a conference:**

Last name, first and middle initial(s)(year). Title of presentation or communication. In first name initial Last name (Ed.). Conference title (range of pages cited). City: Publisher.

Ortiz, C. (2005). La importancia de la auditoría. En R. Rodríguez (Ed.), Memorias II Simposium de contabilidad Digital Universidad-Empresa (pp. 205-234). Madrid: Huelva.

- **Internet**

Last name, first and middle initial(s) (year). Title. Retrieved on month, day, year, from http address

Echevarría, J. J. (2004). La tasa de cambio en Colombia: impacto y determinantes en un mercado globalizado. Recuperado el 21 de junio, 2005, de <http://www.banrep.gov.co/documentos/presentacionesdiscursos/pdf/tasa.pdf>

- **Annexes.**

3. **Bibliographic references:** These references and notes are incorporated to the body of the paper in one of two different ways, namely, as a narrative (only the year of publication appears in parenthesis, e.g. Last name (year)) or as a reference (the author's last name and year appear in parenthesis, e.g. (Last name, year)). If an article is written by more than two authors, you should cite the last names of all authors the first time. Thereafter, only the first author's last name is indicated followed by "*et al.*"
4. **Footnotes:** Footnotes should provide only explanatory information in a sequential manner, without charts.
5. **Verbatim quotations.** These quotations refer to original material cited from other sources. Short verbatim quotations (no more than 40 words) are incorporated to the text and placed between double quotes. Quotations that are longer than 40 words must be placed in an independent block without quotes, using a font of a smaller size. In any event, you should add the author's name, the year, and the specific page of the cited text, and include the complete reference in the list of references. Quotations must be faithful to the original source. This means that the text is not to be modified, even if the spelling is incorrect. Text should not be underlined or italicized. If authors wish to add emphasis, then they may use italics and include the words "[emphasis added]" in brackets. The page number should be added only in the case of verbatim quotations (this includes charts and tables).
6. **Original tables, charts, and illustrations** must be supplied in separate sheets in which charts and tables are enumerated using Arabian and Roman numerals, respectively. Digital images must be provided in separate CDs clearly labeled with the image format and resolution. All tables and charts must be accompanied by a title that clearly describes their content.

The following must also be attached:

- Duly completed application for publication
- Curriculum submission form completed by each author
- Agreement regarding guarantees and copyright assignment to the journal *LIBRE EMPRESA*

The ideas, options or conclusions expressed in articles are solely the responsibility of the authors. Authors are advised to read the instructions provided. The Editorial Committee reserves the right to shorten papers or modify their layout and review the order in which the papers are written. The main author will be e-mailed an edited version of the paper for his/her approval. The Editorial

Committee also reserves the right to reject works or ask authors to make the modifications that the academic peers may deem relevant and necessary.

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