

Publication process

The authors, publishers, and magazine makers share editorial responsibility in the ethical and efficient handling of a manuscript. This responsibility begins when publishers receive the manuscript and extends through the entire process of a job. Then the publishing process is described from the initial responsibilities of the authors in the preparation of the manuscript and in compliance with legal requirements, ethical and editorial policy, passing the responsibility of publishers in the evaluation of manuscripts, up once it accepted for publication meet the requirements of editorial policy, and the revision of the edition for publication.

Throughout the process of publishing the magazine follows the rules of the sixth edition of the APA Publication Manual.

Preparation of the manuscript for submission to the journal

Before submitting a manuscript, see the website of the magazine. Magazine Instructions to authors indicate (a) Coverage area of the magazine, that is, the kinds of manuscripts that are appropriate for the magazine; (B) the name and address of the current editor; and (c) instructions for preparing manuscripts and specific presentation for the magazine, including whether the magazine routinely used hidden opinion.

Format and style rules

Follow our instructions for authors of format and style specified in the corresponding document.

Quality of presentation. The physical appearance of a manuscript can enhance or detract from it. A well prepared manuscript encourages editors and reviewers to see his work as a professional. In contrast, mechanical defects sometimes lead to misinterpretation evaluators content.

In this section, the mechanical details of the production of a manuscript that meets the requirements for peer review and publication in an academic journal described. The editors will produce typeset version of your article directly from the word processing file, once accepted the manuscript for publication. The instructions provide the basis for the production of an electronic file usable.

Mail to submission

Check the website of the magazine to name the current editor and for specific instructions on the display. When submitting a manuscript for consideration, attach an email that includes the following elements:

Specific details about the manuscript (title, length, number of tables and figures);

information on any previous presentation of data (for example, at a scientific meeting);

information on the existence of closely related manuscripts that have been subjected to the simultaneous consideration of the same or another journal;

notification of any interest or activity that might have influenced research;

verification that the treatment of subjects was in accordance with the ethical standards set; Y

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Finally, include your email address.

Correspondence. While a manuscript is under consideration, be sure to inform the editor of any background correction necessary, any change of address, and so on. In all correspondence, including the full title of the manuscript, the names of the authors and manuscript number (assigned by the magazine when the manuscript was first received).

Compliance with legal requirements, ethical and editorial policy

Revista Electrónica de Enseñanza de las Ciencias (REEC) adopts by reference the code of conduct established the Committee on Publication Ethics (COPE) ([Principles of Transparency and Best Practice in Scholarly Publishing](#)).

The authors are responsible for demonstrating that they have complied with the ethical rules governing the publication. By submitting a manuscript to a magazine editor for consideration, you may be asked to provide proof of compliance with these standards. It is also expected to meet legal standard of fair use when reprinting or adapting the work of others and comply with policies established by the publication of the magazine editor.

Conduct research ethics and conflicts of interest. When you submit your manuscript, you may be asked to verify that it has complied with the ethical standards in the conduct of their investigation. You may also be asked to disclose potential conflicts of interest and indicate the financial arrangements or affiliations with any goods or services used or discussed in their documents as well as any possible bias against another product or service.

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Process evaluation of manuscripts

Peer reviewed

The academic journal articles are original, primary publications. This means that have not been previously published, contributing to scientific knowledge, and that have been peer-reviewed. The peer-reviewed research in a field is built through individual contributions which together represent the accumulated knowledge in a field of knowledge.

To ensure the quality of each contribution, and that the work is original, valid and meaningful, experts carefully review submitted manuscripts. By submitting a manuscript to a peer-reviewed journal, a conscious author implicitly in circulation and discussion of the manuscript. During the review process, the manuscript is a confidential document.

The publisher of each journal is responsible for the quality and content of the magazine. Journal editors seek manuscripts that (a) contribute significantly to the specific area of magazine content, (b) communicate clearly and concisely, and (c) follow style guidelines. Magazine publishers often with the assistance of associate editors assume responsibility for a specific area of magazine content or part of the manuscripts submitted to the journal. For some magazines, the editor can act as associate editor at all stages of consideration of a manuscript, including communication with an author with respect to acceptance, rejection, or the necessary revision of the manuscript. Editors consultation, counseling and special review manuscripts and make recommendations to the editors or associate editors about manuscripts. However, the publisher has the final editorial authority and may make a decision that is not recommended by reviewers.

The editor can accept or reject a manuscript flat, ie, prior to review by an associate editor or reviewers. More typically, however, the editor sends the manuscript to an associate or directly to the evaluators editor.

Evaluators. An editor usually seeks help from several specialists in the content area of the manuscript submitted to reach an editorial decision. An editor may solicit individual students for a number of different reasons, including technical expertise, familiarity with a particular dispute, and balance of perspectives. Reviewers provide academic information to the editorial decision, but the decision is only the publisher.

Hidden evaluator. Magazine publishers, either routinely or at the request of the author, can use hidden opinion. In a hidden view, the identity of the author of a manuscript is hidden by the evaluators during the review process. See the instructions to authors in the journals to which you send your manuscripts to determine if a magazine routinely used hidden hidden opinion or offer opinion the authors upon request. The authors are responsible for hiding their identities hidden manuscripts received opinion; for example, they must take special care to format their manuscripts so

their identities as creators of the document is not easily revealed. It is the policy of the magazine that the names of the authors, will not be released to the evaluators until the review process is complete without the consent of the authors. In addition, the review process is masked in both directions; Identities of reviewers will not be announced to the authors, unless the reviewer decides to do so.

Time for peer review. The review period may vary, depending on the length and complexity of the manuscript and the number of evaluators to have been asked to evaluate, but the process of each revision is usually two to three months. After that time, the author can expect to be notified of the status of the manuscript. It would be appropriate for an author to communicate with the contact editor if it has not been received after more than three months.

Acceptance or rejection of the manuscript

Reviewers provide assessments to the editor concerning the academic quality of the manuscript, the importance of the new contribution that the work could provide, and the adequacy of the work to particular journal. The decision to accept a manuscript, reject it, or invite a revision is the responsibility of the editor; editor's decision may be different from recommending any or all evaluators. Publishers can generally choose one of three actions:

1. Acceptance. Once a manuscript is accepted, entering the production phase of the publication. No further changes can be made by the author for the manuscript than those recommended by the proofreader. The author remains responsible for the performance of all associated procedures (eg transfers of copyright, disclosures, permits). If all required documents are not completed can lead to shrinkage of the acceptance of a manuscript.

2. Rejection. A manuscript is generally rejected because (a) the work is seen as being outside the scope of coverage of the magazine; (B) containing serious errors of design, methodology, analysis or interpretations that question the validity of the job editor; or (c) it is considered novel that makes a limited contribution to the field. Sometimes, good editors reject manuscripts simply because they lack the space to publish all high quality manuscripts sent to the journal. A manuscript that has been rejected by a journal can not be revised and resubmitted to the same journal.

If a manuscript is rejected and the author believes that an important point was overlooked or misunderstood by reviewers, the complainant may appeal the decision of the editor by contacting the publisher. Those who feel that their manuscripts are unfairly rejected by the journal may appeal such decision to the Editor.

3. Rejection invitation to revise and resubmit. This category applies to a number of manuscripts that are considered to have high potential for possible publication in the journal, but are not yet ready for final acceptance. Manuscripts in this category range from the editor has judged require substantial reworking (including the possibility that they may need

additional empirical data collection, or that may need to be completed entirely new experiments or tests must be modified) to they only need a small number of specific modifications. You can use a category called conditional acceptance for this level of review. Rejection invitation to revise and resubmit not guarantee the eventual publication of the article in the magazine. In many cases, this invitation is limited in time; and does not extend through changes in the editors.

Most of the manuscripts should be reviewed, and some manuscripts should be reviewed more than once (although the revision does not guarantee acceptance). The initial reviews of a manuscript may reveal the author, editor and reviewers deficiencies that were not apparent in the original manuscript and the publisher can request a new patch to correct these deficiencies. During the review process, an editor can ask an author to provide material that complements the manuscript. As the manuscript moves through the review process, publishers are free to solicit evaluators who were not in the initial set of evaluators.

If the editor rejects a manuscript or returned to the author for review, the editor must explain why the manuscript is rejected or why the revisions are necessary.

The editor does not have to provide reviewers' comments the author, but often choose to do so. Publishers do not undertake to make a major editing of manuscripts. Authors are expected to attend the detailed recommendations for review editors; however, the content and style of the article remain the sole responsibility of the author. The servile compliance with all recommendations of all evaluators can lead to a manuscript difficult to understand, which is not the intention of the review process. To resubmit a revised manuscript, authors are encouraged to include a cover letter explaining how they have responded to all the comments of the reviewers (regardless of whether the authors agree or disagree with the comments).

Publication of manuscripts

Compliance with the requirements of editorial policy

The transfer of copyright. When a manuscript is accepted for publication, the editor of the journal sends the author a legal form regarding copyright and author ship. For copyright transfer ring, publishers author s permission for (a) more widely distribute the work, (b) the reuse control by others, and (c) hand him the paperwork involved in the record and the administration of copyright. The publisher, in turn represents the interests of the author and author s allows reuse your work in several ways.

Review process edition

After your manuscript has been accepted for publication, the editor will contact you with detailed instructions on working with editors, typographical correction of the manuscript, and monitoring of the publishing process.

Preparation of word processing file for proofreading and typesetting. Most publishers request that the authors provide the word-processing files mails

containing his manuscript, figures and other materials to the production office for proofreading and production. You may be asked to provide electronic files of manuscripts by e-mail or through a slide presentation I. See instructions for the author s journal to which you are sending your paper to the last guidance on the preparation of the manuscript files.

Review of the tests. Both journal editors and proofreaders introduce changes in the manuscripts to correct errors of form to achieve consistency of style, or clarify the expression. The corresponding author should review the edited manuscript carefully, be alert to changes in the meaning and be aware of the levels of the game and because of the statistics, equations and tables. It is important to check the test word for word against the manuscript to detect typos.

Changes in these tests limit the production error correction and updates reference citations or addresses. This is not the time to rewrite the text. Be sure to check the following:

- Are all questions fully answered?
- Is the correct hierarchy of titles and subtitles?
- Are they correct all the numbers and symbols in the text, tables and mathematical and statistical copy?
- Are the tables correct? They are the notes correct alignment of the table, superscripts and footnotes?
- Are the figures correct? Are they correct titles and numbers? Are all tags spelled correctly? The symbols in the legends match those of the figure? Do your graphics picture reproduce successfully?

If coauthors involved in reviewing editing the manuscript, contact the author is responsible for the consolidation of the necessary changes, and send them to the publisher. It is important to send the requested changes to the publisher with the deadline for the publication of his article to avoid delays.

Data retention. The tradition in the journal is to preserve data, instructions, coding systems, procedural details, and analyzes so that copies can be made in vain in response to questions from interested readers.

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the blame for the errors, notices of correction will not identify the source of the error.