

# Submissions and Publication Guidelines

## I. Content

**Periplo Sustentable**, is a specialized journal, that is why only academic papers (such as: articles, essays, concluded or developed investigation) related to the subject of tourism on environmental studies, or those which follow any other lines of research at CIETUR at the Faculty of Tourism and Gastronomy, such as: tourism or education, or social, administrative or cultural studies on tourism, food technology, tourism and gastronomy, sustainable tourism, will be published. All papers must be written in a simple, clear, well-structured way. Contributions in English, Spanish and Portuguese will be accepted.

The main aspects to be evaluated will be: relevance and originality of the topic exposed; coherence between the objectives, methodology, theoretical or conceptual fundamentals with the results and conclusions. Also, significance in contributions and development pertinent to the field.

Author(s) must attach a bio-data with just the following personal information: full name, academic formation (degree, discipline and institution), affiliation (with full postal address), the names of other publications or up to date lines of research, and an e-mail address.

Papers must include, at least, a summary, an introduction, topic development, conclusions and references.

## II. Guidelines for Submissions and Publication

To be reviewed for possible publication in “**El Periplo Sustentable**”, all authors must follow the instructions and submit their papers to the Editorial Office via e-mail.

**periplo\_sustentable@yahoo.com.mx**

rocioserba@yahoo.com.mx

gracicj@hotmail.com

This journal operates a double blind reviewing process whereby the Reviewers are not aware of the Author's identity and the Author is not apprised of the reviewers' identities. In order to facilitate this please follow the instructions below very carefully. Ensure your paper text does not contain your name or any direct reference to you. National and international Ad hoc reviewers will read the paper for acceptability.

Authors cannot submit more than one contribution for the same publication, even if they appear in one as the author and in other as a co-author or in a different order. Authors cannot submit their contributions consecutively. Only, and only when your article was not approved, you can send a **new one** to be reviewed for the next publication.

The maximum author number of an article is six.

All the author(s) must sent an electronic signed letter were it states that the manuscript submitted is an **original** contribution not under consideration for any other publication at the same time. **This is a compulsory requirement to be reviewed.**

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### III. Format

a) Papers could be delivered via e-mail, saved as a Microsoft WORD document with Times New Roman font, size 12, and typed in upper and lower cases (with accurate accentuation in those cases of Spanish or Portuguese articles).

b) All documents must include a cover with the personal data of the author(s) (address, telephone number, e-mail address, etc.)

c) The title must be written with Times New Roman font, size 14, bold, centered, and typed in upper and lower cases.

d) Three to five key words must be included for the indexical bibliography.

e) Papers must include a Spanish, Portuguese or English summary (no more than 200 words) that provides a brief overview of the topic, aim(s), methodology, design or approach, purpose, major findings and relevant conclusions (without any citations, charts, numbers or mathematical expressions). Papers submitted in English or Portuguese, the summary has to be written in Spanish. Please, not include charts, numbers, references or mathematic expressions.

f) A clear line should separate two paragraphs and the paragraph should not be indented.

g) Footnotes might be used and they must be included at the **end of the page, size 10.**

h) Illustrations and charts must strictly be used to support and comprehension of the text; in either Excel or Word format. Pictures and images should be embedded within text.

i) **Citation in the text:** where direct quotations are made, they should be quoted **in the text as:** last name, coma, year, colon, and page number within brackets (Cruz, 2009: 125). Where reference is made: last name, coma, and year within brackets (Serrano, 2008). Where a reference is made to more than one author: last name, coma, year, semi colon within brackets, and the same case for the other authors (Cruz, 2009; Mejia, 2010).

j) Bibliographic references should follow Harvard System:

**Book:** Author/Editor (last name, coma, first full name), year of publication within brackets, period, *title of book*, period. (edition), comma (volume), period. Place of publication, colon: full name's editor or house.

**Book chapters or articles:** Author/Editor, (year), period, title of chapter or article in inverted commas, **in** *title of the book* (page numbers) (edition) (volume). Place of publication: full name's editor or house, coma total page number.

**Journal article:** Author (year of publication), coma, Title of the article in inverted commas, period, **in** *title of the journal*, period. Edition, coma, volume, comma, (edition volume), comma, year, period. Place of publication (optional), colon: full name's editor or house, coma total page number.

**Internet sources, Electronic Database provider and computer software:** Author/organization (date of publication). *Title*, period. Edition [type of source],period. Place of publication: editor. Available on: site [date of access].

k) Where a reference is made to more than one author, you must write the name in all of them and do not use hypens (-----) to substitute the name.

l) All the bibliographic references must be registered in single space; the author must leave a space between one and other reference, without number and the alignment should not be justified.

#### **IV. Extension**

The papers to be published must be 15 pages long in extent, at least; with a paragraph format of 1.5 lining, in letter size paper. The upper limit in extension is 30 pages with the same format. The extension should include graphics and charts.

#### **V. Final review process**

Two expert referees will read the papers. The review will be double blind; that is, the author will not know who the judges are and the judges will not know who the author is. Based on the reviewers' recommendation, you may be asked to revise the paper based on the following criteria: approved for publication, approved with modifications (check comments), substantial amend, and not approved. If they do not agree, another arbiter will judge the paper to determine if the paper is approved or not.

The paper will be sent to the corresponding author notifying the result. The final sentence made by the review members will be irrevocable. The corrected proof must be returned within 30 days of receipt. Revised manuscripts will be reviewed again by the original review members. The final decision will be based upon the comments of the reviewers, upon their final review of the revised manuscript. If the corrected proof is not returned within the lapse of time, the Editorial Committee will not accept the article and the author will be notified.

All approved contributions will be subject to revision for style. **El Periplo Sustentable** keeps the right to make the editorial changes considered convenient, always respecting the sense and point of view of the author.

## **VI. Constitution**

Each number of the journal will be constituted by those papers which, at the moment of edition closure, count on the approval from the Editorial Coordination. However, in order to give each number a better thematic constitution, the magazine keeps the right to publish the approved articles in posterior numbers.

## **VII. Copy Rights**

Upon acceptance of an article, authors will be asked to sign a copy right agreement along with submission of consent letter to **El Periplo Sustentable**. Papers accepted for publication become copyright of the Universidad Autónoma del Estado de México (UAEMéx).

[GO TO: COPYRIGHT TRANSFER AGREEMENT]

*Lugar, fecha y año*

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