



## Instructions for articles submission Boletín de Coyuntura

Authors wishing to participate in the publication process of the scientific journal Boletín de Coyuntura must comply with the following guidelines:

### Originality

The articles submitted must be unpublished and original (Spanish/English), in the lines of research of the journal, and must not have been previously published in full or in part in any printed or electronic media. Authors should not send simultaneously/multiply the same article to different publications or publishers. Any socialization of results related to the written topic may be done after the publication of the corresponding Boletín de Coyuntura. Articles can be:

- Scientific research articles
- Review articles
- Reflection articles

### Articles submission

Research papers should be sent in Word format to the following e-mail address: [obeconomico@uta.edu.ec](mailto:obeconomico@uta.edu.ec), indicating the type of article (scientific research, review or reflection) and the field of knowledge covered (economics, finance, administration or accounting). The reception is permanent throughout the year.

### General rules

- Articles must have a maximum of four authors.
- Source: cambria.
- Font color: black.
- Font size: 9 point, except for the sections that show other indications.
- Spacing: 1,15.
- Margins: left and right 3 cm and top and bottom 1,5 cm.
- The complete article must consist of a minimum of 10 and a maximum of 16 pages, with a total of between 5.000 and 8.000 words, including: text, tables, figures, among others.
- Page numbering should be located at the bottom right of the sheet.
- Numerical data should be separated: thousands with a period, decimals with a comma and millions with an apostrophe applied in text, tables and figures, except for years. In the case of an article in English, the respective numerical punctuation rules of the language must be applied.
- Any word with accent or umlaut must respect the respective spelling rule, which also applies to capital letters.
- To refer to the name of organizations, these will be in the original language followed by their acronym, and if necessary, their Spanish translation will be included.
- To write bibliographic citations within the text, APA sixth edition norms will be applied, footnotes are not necessary. The Zotero program can be used as an aid.



### Rules for the preparation of tables and figures

- Titles of tables and figures should be outside the figures and in cambria font size 8.
- The representation of data and statistical information will be called table and the graphical representation will be called figure, with the respective number. (Symbols or abbreviations such as: #, N<sup>o</sup>, No., among others, should not be used).
- The words table and figure should be in bold, followed by the title in italics without bold in sentence format.
- In tables, the title should be centered at the top and the source at the bottom, aligned to the right.
- Tables should be auto-fitted to the window and single-spaced.
- In the figures, the title should be at the bottom after the source, aligned to the right.
- Text inside tables and figures should be in sentence format (not all capital letters), and in cambria font size 8.
- Only horizontal lines should be placed in the tables and white background (similar to APA sixth edition format).
- Figures must be in grayscale.
- The source for tables and figures in font size 8. The word source should be in bold, the rest in italics and non-bold, and:
  - a. In case it is exactly taken from any institution, article, journal or other, place, for example: **Source:** *National Institute of Statistics and Census INEC, Yearbook of Vital Statistics - Births and Deaths (2014)*.
  - b. If the author makes any modification, summary or other to the information, it should be stated, for example: **Source:** *own elaboration based on the National Institute of Statistics and Census INEC, Yearbook of Vital Statistics - Births and Deaths (2014)*.
  - c. In the case that it is elaborated by the author with primary information, it should state: **Source:** *own elaboration based on (surveys, observation, interviews, etc.) (2014)*.

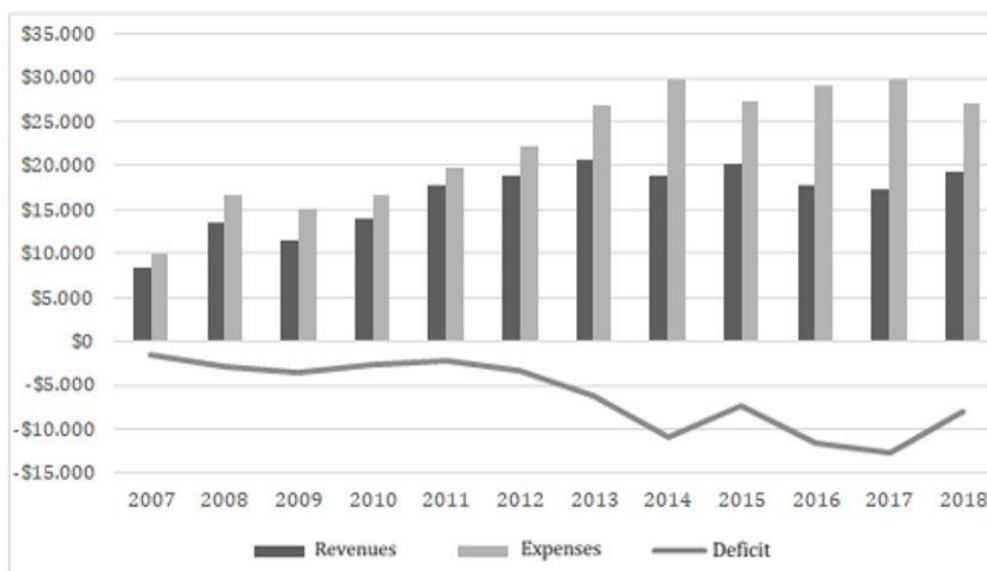
Table example:

**Table 1. Herfindahl - Hirschman Index**

Year	Investments	Portfolio	Deposits	Capital
2006	1.309,50	986,27	1.141,58	796,65
2007	1.206,82	1.032,78	1.216,75	695,50
2008	1.091,31	1.130,77	1.226,89	862,61
2009	1.047,46	1.031,73	1.119,29	930,13
2010	1.071,11	1.039,89	1.120,79	940,23
2011	1.212,44	985,11	1.133,75	936,65
2012	982,98	1.021,97	1.099,48	935,00
2013	954,43	1.129,53	1.159,31	813,41
2014	1.318,10	1.136,59	1.214,69	969,31
2015	1.049,39	1.115,64	1.225,14	1.004,52
2016	1.065,63	1.201,04	1.242,47	971,60
2017	984,88	1.063,46	1.170,13	910,78
2018	638,45	304,39	325,74	334,91
<b>Average</b>	1.071,73	1.013,78	1.107,38	853,95

*Source: own elaboration based on Superintendency of Banks (2019)*

Figure example:



*Source: own elaboration based on Central Bank of Ecuador. Monthly Statistical Information. Public Finance Statistics (2019)*  
**Figure 1. PGC revenues, expenses and deficit in millions of dollars**



## Article structure

The articles can be of scientific research, review and reflection; their structures are as follows:

- **Scientific research article**

It is an article that presents in detail, the original results of research projects, it is based on a question, which is attempted to be answered through a structured and reproducible method, it must present the following elements:

- **Title:** English and Spanish, cambria font, size 10, centered, bold, sentence format (not all capitals), maximum length 20 words.
- **Authors:** put full names and surnames below the article title (in the case of two to four authors, separate each author with a semicolon), and as a footnote, in italics, separated by a period, write: institution to which you belong, faculty/department, city-country, e-mail and ORCID code. If you do not belong to any institution, identify yourself as an independent researcher.

*Example:*

Franklin Rodrigo Pacheco Rodríguez<sup>1</sup>; Nelson Danilo Bombón Orellana<sup>2</sup>

<sup>1</sup> Pontifical Catholic University of Ecuador. Business Administration School. Ambato-Ecuador. E-mail: fpacheco@pucesa.edu.ec ORCID: <https://orcid.org/0000-0002-9341-9163>

<sup>2</sup> Pontifical Catholic University of Ecuador. Business Administration School. Ambato-Ecuador. E-mail: dbombon@pucesa.edu.ec ORCID: <https://orcid.org/0000-0002-5248-2481>

- **Abstract:** One paragraph (minimum 150 and maximum 200 words), it should include the objective of the study, methodology and main conclusion.
- **Keywords:** From 3 to 5 words should be chosen considering which ones a user would use to find your article through a search engine, and according to the language used in the professional environment.
- **Resumen:** Spanish translation of the abstract.
- **Palabras clave:** Spanish translation of the keywords.
- **Introduction:** It should include the purpose, importance, research background and current knowledge of the subject.
- **Methodology:** Research methods used for the preparation of the article, in the case of primary information, the population and calculated sample must be stated and the selection of this population must be justified.
- **Results:** It should present results that respond to the objectives and hypotheses of the study with qualitative or quantitative data.
- **Conclusions:** Minimum length 500 words, highlighting the most important contribution of the article in response to the research objectives.
- **References:** Include all bibliographic sources used and/or referred to in the text, in APA sixth edition in alphabetical order and French indentation (minimum 15).



- **Review article**

It is an article that compiles the most relevant information on a specific topic. It analyzes, systematizes and integrates the results of other research in a given field, in order to account for progress and development trends. Its purpose is to review the published literature and place it in a certain perspective; it must present the following elements:

- **Title:** English and Spanish, cambria font, size 10, centered, bold, sentence format (not all capitals), maximum length 20 words.
- **Authors:** put full names and surnames below the article title (in the case of two to four authors, separate each author with a semicolon), and as a footnote, in italics, separated by a period, write: institution to which you belong, faculty/department, city-country, e-mail and ORCID code. If you do not belong to any institution, identify yourself as an independent researcher.

*Example:*

Franklin Rodrigo Pacheco Rodríguez<sup>1</sup>; Nelson Danilo Bombón Orellana<sup>2</sup>

<sup>1</sup> Pontifical Catholic University of Ecuador. Business Administration School. Ambato-Ecuador. E-mail: fpacheco@pucesa.edu.ec ORCID: <https://orcid.org/0000-0002-9341-9163>

<sup>2</sup> Pontifical Catholic University of Ecuador. Business Administration School. Ambato-Ecuador. E-mail: dbombon@pucesa.edu.ec ORCID: <https://orcid.org/0000-0002-5248-2481>

- **Abstract:** Short and clear exposition of the content of the article, indicating the most relevant results and the main conclusion, consisting of a single paragraph (minimum 150 and maximum 200 words).
- **Keywords:** From 3 to 5 words should be chosen considering which ones a user would use to find your article through a search engine, and according to the language used in the professional environment.
- **Resumen:** Spanish translation of the abstract.
- **Palabras clave:** Spanish translation of the keywords.
- **Introduction:** Section in which the need to address the question(s) to be answered (of the topic to be reviewed) is stated.
- **Methodology:** It describes how, with what criteria and which papers were selected and reviewed.
- **Development and discussion:** The most important details of the articles reviewed and the discussed and argued synthesis of the results are presented.
- **Conclusions:** Minimum length 500 words, presenting the conclusions drawn from the review, proposals for new hypotheses and specific lines of research for the future.
- **References:** Include all bibliographic sources used and/or referred to in the text, in APA sixth edition in alphabetical order and French indentation (minimum 30).

- **Reflection article**

It is a subjective article that presents the result of an investigation from the analytical, interpretative or critical perspective of the author, on a specific topic, supported by other investigations; it must present the following elements:



- **Title:** English and Spanish, cambria font, size 10, centered, bold, sentence format (not all capitals), maximum length 20 words.
- **Authors:** put full names and surnames below the article title (in the case of two to four authors, separate each author with a semicolon), and as a footnote, in italics, separated by a period, write: institution to which the author belongs, faculty/department, city-country, e-mail and ORCID code. In case of two to four authors, separate each author with a semicolon. In addition, if you do not belong to any institution, identify yourself as an independent researcher.

*Example:*

Franklin Rodrigo Pacheco Rodríguez<sup>1</sup>; Nelson Danilo Bombón Orellana<sup>2</sup>

<sup>1</sup> Pontifical Catholic University of Ecuador. Business Administration School. Ambato-Ecuador. E-mail: fpacheco@pucesa.edu.ec ORCID: <https://orcid.org/0000-0002-9341-9163>

<sup>2</sup> Pontifical Catholic University of Ecuador. Business Administration School. Ambato-Ecuador. E-mail: dbombon@pucesa.edu.ec ORCID: <https://orcid.org/0000-0002-5248-2481>

- **Abstract:** Short and clear exposition of the content of the article, indicating the most relevant results and the main conclusion, consisting of a single paragraph (minimum 150 and maximum 200 words).
- **Keywords:** From 3 to 5 words should be chosen considering which ones a user would use to find your article through a search engine, and according to the language used in the professional environment.
- **Resumen:** Spanish translation of the abstract.
- **Palabras clave:** Spanish translation of the keywords.
- **Introduction:** Section indicating the importance of the subject of the study, historical background, definition of the problem and objectives.
- **Reflection:** The author's ideas, arguments and reflections are presented in a coherent manner, as a result of a process of training, research and analysis; they are based on a fundamental topic around which the author reflects and elaborates arguments.
- **Conclusions:** Minimum length 500 words, mentioning the results of the reflections presented above, it is also a scenario for self-criticism, limitations or possible variables in future research.
- **References:** Include all bibliographic sources used and/or referred to in the text, in APA sixth edition in alphabetical order and French indentation (minimum 25).