



Instructions for the preparation of articles 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The articles submitted must be unpublished, original and/or review (Spanish/English), in the lines of research of the journal, and must not have been previously published in full or in part in any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

The manuscripts should be sent in Word format through the OJS platform of the journal, available at the [link](#), 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. The receipt of manuscripts in no way implies a commitment to publication by the journal.

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 seventh edition norms will be applied,



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^o, 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 seventh 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)*

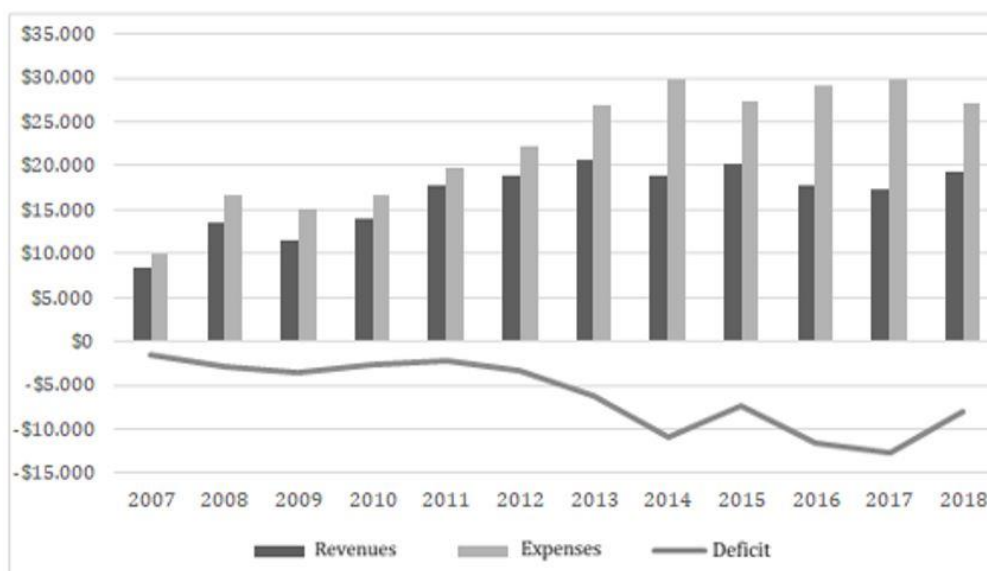
Table example:

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
Average	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 Rodríguez¹; Nelson Danilo Bombón Orellana²

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

² 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 Rodríguez¹; Nelson Danilo Bombón Orellana²

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

² 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 Rodríguez¹; Nelson Danilo Bombón Orellana²

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

² 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).

Guidelines for bibliographic citations

Bibliographic citations within the text of the article should be written using APA seventh edition. It is recommended to consult the APA seventh edition manual of the Xaverian Writing Center of the Pontifical Xaverian University, available at the [link](#), in addition, the [Zotero](#) program can be used as an aid. The following are examples of bibliographic citations obtained from the manual:

- **One autor**

- Without union: Ochoa Angrino (2015)
- With union: Hoyos-Hernández (2020)



- **Two authors**

- Garcia and Mendez (2017) assert that...
- ... it is necessary to make such considerations (Otzen and Manterola, 2017).
- Ravenhill and De Visser (2018) postulate in their theory that ...

- **Three or more authors**

- Morrison et al. (2015) assert that gender diversity...
- ... an egalitarian perspective between genders (Morrison et al., 2015).

- **Corporate Author**

- The United Nations Organization (UN, 2020); UN (2020) states...
- Homicides have increased in the last year (National Police [PONAL], 2018)....

- **Citation of two or more papers in the same parenthesis**

- Cyberbullying is a new form of bullying (Cardozo, 2020; Chocarro and Garaigordobil, 2019; Gastesi and Salceda, 2019).

- **Citation of several works by one author with the same date of publication**

- Douglas (2019a) posits that...
- This definition is shared by Douglas (2019b)....

- **Citation of the same author with different year**

- Jodelet (1984; 1986)
- (Jodelet, 1984; 1986)

- **Citations with different authors sharing the same surname**

- S. Freud (1921) and A. Freud (1960)
- (S. Freud, 1921; A. Freud, 1960)

- **Citations from sources with different dates, by reprinting or translation**

- Piaget (1966/2000)
- (Piaget, 1966/2000)

- **Citations from non-authored publications**

- There is evidence of increased advocacy for children ("Annual Report," 2013).

- **Citation from undated publications**

- Pulido (n.d.) states that concrete knowledge of the task guarantees a good solution.



- **Textual citation from unpaginated material.**

- “A new framework for considering nature is suggested” (Basu and Jones, 2007, para. 4).
- (Walley-Beckett, 2017, 25:36)

- **Citation from a citation**

- Penrose (as cited in Hawking, 2010) posits that mathematics...

- **Textual citation from the speech of research participants**

- In this regard, “Juan” stated that this experience “was uncomfortable, because the facilitators of the work did not take into account the expectations of the community”.

- **Citation from personal communication**

- M. Gonzalez (personal communication, May 17, 2020)....

Guidelines for references

Article references should be written using APA seventh edition. It is recommended to consult the APA seventh edition manual of the Xaverian Writing Center of the Pontifical Xaverian University, available at the [link](#), in addition, the [Zotero](#) program can be used as an aid. The following are examples of references obtained from the manual:

- **Basic form for citing books**

Surname, A. A. (Year). *Title in italics* (edition). Publisher. URL

Ramírez Osorio, L. S. and López Gil, K. S. (2018) *Guiding writing through the curriculum at the university*. Xaveriano Publishing House.

- **Book with author**

Last name, A. A. (Year). *Title in italics* (edition). Publisher. URL

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

- **Book with publisher**

Surname, A. A. (Ed.) (Year). *Title in italics*. Publisher. URL (optional)

Molina Natera, V. (Ed.). (2015). *Overview of writing centers and programs in Latin America*. Xaveriano Publishing House. <https://doi.org/10.2307/j.ctvt6rnd6.27>



- **Book in electronic version**

Last name, A. A. (Year). *Title in italics*. Publisher (if applicable). URL.

Caputo, A., & Pellegrini, M. (Eds.). (2019). *The anatomy of entrepreneurial decisions*. Springer.
https://doi.org/10.1007/978-3-030-19685-1_3

- **Book with translation**

Last name, A. A., and Last name, B. B. (Year). *Title of the book* (A. Last name of the translator, Trad., Edition number if applicable). Publisher (Original work published in Year).

Piaget, J., & Inhelder, B. (1969). *The psychology of the child* (H. Weaver, Ed.; 2nd ed.). Basic Books (Original work published 1966).

- **Chapter of a book**

Last name, A. A., and Last name, B. B. (Year). Title of chapter or entry. In A. A. Last name (Ed.), *Title of book* (pp. ## - ##). Publisher.

Barton, D. and Hamilton, M. (2004). Literacy understood as social practice. In V. Zavala, M. Niño-Murcia and P. Ames (Eds.). *Writing and society. New theoretical and ethnographic perspectives* (pp. 109-139). Network for the development of social sciences in Peru.

- **Basic form of scientific articles**

Last name, A. A., Last name, B. B. and Last name, C. C. (Date). Title of the article. *Name of journal in italics, volume in italics*(number), pp-pp.

Castro, B. (2016). Construction and transformation of masculinities of sugarcane cutters in Valle del Cauca. *Colombian Journal of Sociology*, 39(1), 79-102.

- **Printed article**

Last name, A. A. (Date). Title of article. *Name of journal in italics, volume in italics*(number), pp-pp.

Gallego-Montes, G. (2020). Prostitution in contexts of armed conflict in Colombia. *CS Journal*, 31, 413-437.

- **Online article**

Last name, A. A. (Date). Title of article. *Name of journal in italics, volume in italics*(number), pp-pp.
URL

Caicedo-Tamayo, A. and Rojas-Ospina, T. (2014). Beliefs, knowledge and ICT use of university teachers. *Education and Educators*, 17(3), 517-533.
<https://educacionyeducadores.unisabana.edu.co/index.php/eye/article/view/4333/3810>



- **Article with DOI**

Last name, A. A. (Date). Title of the article. *Name of journal in italics, volume in italics*(number), pp-pp. DOI link.

Hoyos-Hernández, P., Sanabria, J., Orcasita, L., Valenzuela, A., González, M., & Osorio, T. (2019). Social representations associated with HIV/AIDS in Colombian university students. *Saúde e Sociedade, 28*(2), 227-238. <https://doi.org/10.1590/s0104-12902019180586>

- **Printed newspaper**

Last name, A. A. (Date). Title of article. *Name of newspaper*, page without abbreviation.

Díez, A. and Baquero, C. S. (2020, January 2). ERC's leadership backs Sánchez's investiture with its support. *El País*, 4.

- **Online newspaper**

Last name, A. A. (Date). Title of article. *Name of the newspaper*. URL

Varea, R. (2019, June 7). Pontifical Xaverian University, Colombia's footprint in the region. *El País*. https://elpais.com/sociedad/2019/06/03/actualidad/1559522175_313057.html

- **Journal article (printed)**

Last name, A. A. (Date). Title of article. *Name of journal, volume* (number), pp-pp.

Fernández Poncela, A. M. (2019). Heritage from perceptions, emotions, looks and social discourses. *Apuntes, 32*(2), 5-19.

- **Journal article (online)**

Last name, A. A. (Date). Title of the article. *Name of the journal, volume* (number). URL

Morales, M. A. (2018). How to embrace, from a person-centered approach, difficult tutoring? *The Scribe, 5*. <https://issuu.com/centrodescritura/docs/revistaelescribanon5>

- **Governmental reports**

Name of the organization (Year). *Title of the report* (Number of the publication). URL

Ministry of Health and Social Protection. (2016). *Comprehensive Health Care Policy*. <https://www.minsalud.gov.co/sites/rid/Lists/BibliotecaDigital/RIDE/DE/modelo-pais-2016.pdf>



- **Symposiums, conferences and congresses**

Last name, A. and Last name, B. (Date). Title of the paper [type of contribution]. *Title of the symposium or congress*, City, Country. URL

Cuevas, M.C. (2019, October 1-2). Moral connection in school bullying [conference]. *IV International Symposium on Bullying. Contemporary challenges regarding coexistence in schools*, Medellin, Colombia. <https://sitios.ces.edu.co/simposiobullying/index.php>

- **Theses and dissertations (published in online database)**

Last name, A. (Year). *Title of thesis* [Undergraduate, master's or doctoral thesis, name of degree-granting institution]. Name of the database. URL

Kogan Cogan, L. (2014). *The unbearable proximity of the material: Bodies and identities* [PhD thesis, Pontifical Catholic University of Peru] Dissertations & Theses A&I. <https://bdbib.javerianacali.edu.co:2519/docview/2398211090/61EA0F09B31D47A2PQ/5?accountid=13250>

- **Theses and dissertations published online (not in a database)**

Last name, A. (Year). *Title of thesis* [Undergraduate, master's or doctoral thesis, name of degree-granting institution]. Digital file. URL

Muñoz-Sánchez, H. (2018). *Becoming a man. The construction of masculinities from subjectivities: an analysis through Colombian men's life narratives* [Undergraduate thesis, Complutense University of Madrid]. Digital archive. <https://eprints.ucm.es/28063/>

- **Pages on the World Wide Web (www)**

Last name, A. (Date). *Title*. Name of the web site. URL

World Health Organization [WHO]. (2017, April 1). *Malnutrition*. <https://www.who.int/es/news-room/fact-sheets/detail/malnutrition>

- **Film or film tape**

Director's last name, A. (Director) (Year). *Name of the film* [Film]. Production company. URL

Paulo, O. (Director). (2018). *During the storm* [Film]. Atresmedia Cine. <https://www.netflix.com/co/title/80991158?source=35>

- **Television Series**

Producer's last name, A. (Producer) (Year). Name of the series [television series]. Producer.

Walley-Beckett, M. (Producer). (2017-2020). *Anne with an E* [televisión series]. CBC. <https://www.netflix.com/co/title/80136311>



- **Videos**

Last name, A. (Date). *Name of the video* [Video]. Source. URL

Xaverian Pontifical University of Cali (2020, May 26). *'HENDER' Video dance of feeling, seeing and perceiving the world with multiple senses* [Video]. YouTube. https://www.youtube.com/watch?v=4t2av9Mn_U

- **Recorded web seminar**

Speaker's last name, A. (Year). *Title of Webinar* [Webinar]. Name of the company or department. URL

Soto, A. M. (2020). *Physical activity as a source of well-being* [Webinar]. Xaverian Cali Sports Center. <https://www.youtube.com/watch?v=ypjSCwxxZSs&t=26s>.

- **Podcast**

Last name, A. (Date). *Podcast title* [audio or video podcast]. URL

Manrique, M. and Hernández, A. (2020). *The Nutrition Lab* [Podcast]. https://www.listennotes.com/es/podcasts/the-nutrition-lab-maria-manrique-alejandraazvXtHqS7_s/

- **Publications in social networks (basic form)**

Author, A.A. [@user for Twitter and Instagram] (date). *Title or description of content with a maximum of 20 words.* Name of the site. URL

- **Tweet**

Fundéu [@fundeu] (2020, May 4). *Winner of the writing tips world* [Tweet]. Twitter. <https://mobile.twitter.com/fundeu/status/125727667305516646>

- **Facebook**

Royal Spanish Academy (2020, July 4). *On July 4, 1862 Lewis Carroll began telling the story of Alice's Adventures in Wonderland* [Publication]. Facebook. <https://m.facebook.com/RAE/posts/3306956685991300?d=m>

- **Instagram**

Xaverian Writing Center [@centrodescritura]. (2020, May 7). *How to use comma types* [Photograph]. Instagram. https://www.instagram.com/p/B_6CFYnDM--/?utm_source=ig_web_copy_link



- **Judgments**

Title or name of the judgment (Date). Court or report where it was published (Name of the reporting judge). URL

Judgment T-006/20. (2020, January 17). Constitutional Court (Cristina Pardo, M.P).
<https://www.corteconstitucional.gov.co/Relatoria/2020/T-006-20.htm>

- **Law**

Name of the law. (Date). Source. Section or article number. URL

Law 1090 of 2006 (2006, September 6). Congress of the Republic. Official Gazette No 46.383.
http://www.secretariassenado.gov.co/senado/basedoc/ley_1090_2006.html

- **International treaties and conventions**

Name of treaty or convention, date, URL

International Covenant on Economic, Social and Cultural Rights, December 16, 1966,
<https://www.ohchr.org/SP/ProfessionalInterest/Pages/CESCR.aspx>