

## Guidelines for authors

### INTERNATIONAL STANDARDS FOR AUTHORS

A POSITION STATEMENT DEVELOPED AT THE 2ND WORLD CONFERENCE ON RESEARCH INTEGRITY, SINGAPORE, JULY 22-24, 2010 YOU CAN SEE HERE.

The Journal receives research papers: Texts prepared by researchers and teachers in the modalities of "Research Report", articles based on empirical research, with theoretical support in: Administration, Accounting or Marketing.

- Soft copy of the manuscript will be accepted from any country submitted in Spanish or English languages only.
- Title in Spanish and English. You must have the least possible number of words and express the actual content of the work.
- Author (s). In the first instance, the researcher who devoted more work to the study should be considered first, and so on with the other authors. Without using abbreviations, place the full name, father's last name and mother's last name, Institution of affiliation of each author, Country of the institution of affiliation of each author and E-mail of each author.
- Summary. In Spanish and English, in a single paragraph and no more than 200 words. It must clearly contain the problem, procedures and results of the investigation.
- Keywords. Separately, add 3 to 5 words, both in Spanish and English.
- In the introduction section of the manuscript, the background and objectives of the research/work should be detailed. The relevant literature survey should be detailed in the literature review section. Methods employed in compiling the research/work should be explained in the methodology section. Result and discussion section should comprise clear and concise results as well as the significance of the results of the research/work. Discussion of previously published literature and citations should be avoided in result and discussion section. The main conclusions of the research/work should be based on the results and presented in the conclusions section.
- The manuscript should be divided into clearly stated numbered sections. Sections may be numbered as 1, 2, ..., while subsections of section 1 as 1.1, 1.2, ..., and further 1.1.1, 1.1.2 .... However, the abstract should not be numbered in sections. This numbering should also be used for the cross-referencing of the text.
- Acknowledgments. (Optional).
- References. Should be cross-referenced in the text by using the author's last name and publication year in the style of APA 6th format (<http://www.apa.org/pubs/books/4200067.aspx>). They will be registered in a single space and in French space; The author must leave a space between one and another reference, without justifying or numbering. They must include the format requested in the order indicated.
- All articles MUST use the template in Word and the tables in Excel (if the article requires it). The article is sent ONLY through the Open Journal System platform, at the following address: <http://revistarecai.mx/ojs/index.php/recai/information/authors> See website: [www.revistarecai.mx](http://www.revistarecai.mx)
- Articles must be written in a simple space, in A4 size, Arial source 12 points. Maximum length of 7,000 words, inclusive of tables, figures, and references.
- Footnotes should be explanatory; they should serve to expand or illustrate what is said in the body of the text and not to indicate bibliographic sources. Use Arial source 8 points.
- Tables and charts should appear after the first paragraph that refers to it giving preference not to split the figure into two pages. All figures must be referenced or commented on in the text. If the same paragraph refers to several figures, they must appear sequentially after the paragraph.

- Tables and charts must have a title and a number. You should try to use the same nomenclature throughout the writing as long as it is consistent; that is, it is always preferable to use the same figure term or always the same diagram term and not mix them indiscriminately. The numbering must be Arabic, successive and unique for the entire article. The title and figure number should appear below the figure. The titles should be centered in Arial at 10 points using upper and lower case letters, justifying to the left and in boldface preceded by the number of graphical table or figure. Tables and charts must be centered. Tables and charts must also be sent in a separate file. TIFF, JPG, PNG formats are accepted.
- Tables and charts: Title: Arial 10, uppercase-lowercase, justified on the left and in boldface preceded by the table, graph or figure number; example: Table 1: Evolution of HDI. Source: Arial 8 at the end of the table, graph or figure with the word "font" in bold; example: Source: own elaboration from UNDP (1999).
- Typefaces: Main title: Arial 14, uppercase-lowercase, justified on the left. Subtitles: Arial 12, uppercase-lowercase, bold, following numbering. Main text: Arial 12. End of text notes: Arial 8. Space: Simple. Alignment: Justified.
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