

## Editorial Requirements

*Temas Antropológicos. Revista Científica de Investigaciones Regionales* is a scientific publication of the Facultad de Ciencias Antropológicas of the Universidad Autónoma de Yucatán (FCAT-UADY).

It is a six-month periodical publication of Research Articles and Bibliographical Reviews, in Social Sciences and Humanities, directed to the scientific and academic community in these areas.

Receives original (of own authorship) and unpublished collaborations (that have not been given to known by any printed or electronic, formal or informal means), written in Spanish, that are not being simultaneously postulated for publication in other journals or publishing organisms.

Research Articles will be submitted to an editorial process that includes the three following phases:

First phase: the received collaboration will be object of an evaluation made by the Journal's Editorial Team, to ensure the fulfillment of editorial ethics. Simultaneously, the Editorial Team will corroborate that the collaboration is adjusted to the indications expressed in this Editorial Requirements. Afterwards, Journal's Editorial Council members will determine the thematic pertinence of the collaboration for its publication.

Second phase: once it has been satisfactorily completed the first phase of the editorial process, the collaboration begins a second phase in which it is send to peer review, in the modality of blind peers, to a pair of academicians who belong to a different institutional adscription of those of the authors. The result of the peer reviews can be: 1) Publish without changes, 2) Publish once the indicated corrections have been done, 3) Do not publish for not fulfilling the minimal requisites of scientific redaction. In case of disagreement between the peer reviews, the collaboration will be send to third peer reviewer that will define the publication. The final result of the peer reviews is unappealable.

All the editorial process is developed under strict rules of confidentiality; the peer review process is carried out under a rigorous anonymity standard.

Third phase: after the collaboration has been accepted for its publication, it goes through a style review in accordance to the Journal's Editorial Requirements. The Editorial Team sends the peer reviews and the style reviewed collaboration, that includes an Editorial Note that request modifications, and it is also requested the author's final approval of the style review. Once it is concluded this part of the editorial process, the publishing acceptance letter is send to the author. This phase concludes with the lay out design, and a final editorial review.

Bibliographical Reviews will be submitted to the First and Third phases of the editorial process, excluding the related to the peer reviews.

It is important to remark that once a collaboration has been received to begin with the Journal's editorial process, there will not be accepted new versions of the collaboration in any of the different phases of the editorial process. Also, the collaboration can be dismiss in any of the three phases, if the author dos not fulfill the previously stipulated requisites, or by not answering in the established periods of time.

All the communication during the editorial process is carried out by e-mail.



The copyright of the collaborations belongs to the authors, and the rights of edition, reproduction, publication, communication and transmission, in any form or medium, as well as the inclusion on database, to the Journal. For this, during the First phase authors will send to Journal's e-mail an authorship letter, in which they acknowledge the originality of their collaboration. In the event that the collaboration concludes positively the Second phase, authors will send a cession of rights letter, in which they authorize the cession of those rights before enlisted. In the same way, the author sends his curriculum vitae. The previous mentioned forms are available in:

<<http://www.antropologia.uady.mx/revista/normas.php>>

Research Articles are the final presentation of the results obtained after proposing a hypothesis, which validation or not, must be manifested at the end of the work.

Bibliographical Reviews should be from a recently edited book, no more than four years, whose subjects can be academic-scientific, as well as artistic-cultural; they are submitted by only one author, with a title that should be different from the title of the reviewed book.

Collaborations' extension, including images and bibliography, are as follows: Research Articles, 15-25 pages; and Bibliographical Reviews, 4-6 pages.

The titles of the collaborations (in Spanish and English) should not exceed 15 words.

Research Articles should be provided with an *Abstract* of 70-100 words, along with a list of 4-8 *Keywords*; both in Spanish and English.

Each issue of the Journal is integrated with the collaborations that had been approved at the edition closure; however, the Journal reserves the right of advancing or postponing the collaborations.

Any matter that is not established here shall be determined by the Journal's Editorial Council, Editorial Committee, and Editorial Team.

Authors, reviewers, Journal's Editorial Council members, and Journal's Editorial Committee and Team members, receive proving documents of their participation in Journal's editorial processes.

Authors receive three copies of the issue where the collaboration was published; co-authors (up to three) will receive two copies of the respective issue. Peer reviewers receive one copy of the issue in which they arbitrated. Journal's Editorial Council members receive one copy of each edited issue. As well, Journal's Editorial Committee and Team members receive one copy of every issue in which they have participated.

Collaborations of the same author will not be published in consecutive issues.

Peer reviewers do not evaluate collaborations in consecutive issues.

Collaborations proposed for publication should be written and send in 13-point Aparajita, double spaced, and with 0.5 cm indentation, in *Microsoft Word* file; charts and/or tables in *Microsoft Word* file; maps, planes, draws and photographs, should be send in JPG file with 300 dpi resolution, in gray scale.

All collaborations will be received at the following e-mail address: [temasantropologicos@outlook.com](mailto:temasantropologicos@outlook.com)

## **Bibliography**

Books: Author's surname, Author's name (Year of publication), *Title of book*, Place of publication: Publisher.



Chapters: Author's surname, Author's name (Year of publication), "Title of chapter", in (Editor/Coordinator) *Title of Book*, Place of publication: Publisher, Page numbers.

Articles: Author's surname, Author's name (Year of publication), "Title of the article", in *Title of Journal*, Volume, Issue, Year, Place of publication, and Publisher of the Journal (if these data is available), Page numbers.

Web sites: document data that appears online. <URL> (date of access).

### **Quotations and Footnotes**

The quotations, shorter than five lines, will be included in the text within double quotation marks. Quotations that exceed five lines should be in an indent paragraph (1 cm per side), with 11 point font, preceded by colon, and separated from the text by a line before and after the quotation.

In-Text Citation: (author's surname, year of publication: page number).

Latin abbreviations should not be used.

Notes should be numbered and presented as footnotes with 9 point font and single spaced.