

1. General policies

1.1. Description and approach

ESCRIBANÍA is a publication of the School of Social Communication and Journalism of the Faculty of Human and Social Sciences of the Universidad de Manizales, Colombia. It constitutes a means of disseminating research advances and results, as well as theoretical reflections, academic and written essays, fruit of reflection in the classrooms.

Nowadays ESCRIBANÍA is in a third moment of its history and therefore invites national and international authors (professors, academics, researchers, students) interested in research, reflection, interpretation on the field of communication and its many relationships with the social sciences and humanities to send their collaborations to: ESCRIBANIA Magazine, School of Social Communication and Journalism, Faculty of Human and Social Sciences, Universidad de Manizales-Manizales, Colombia. E-mail: escribania@umanizales.edu.co

Escribanía when publishing unpublished disciplinary and interdisciplinary works, oriented to the transferability of knowledge and to the academic debate, opens up to people not only interested in the theoretical-research production but also in the reflection from their personal-professional experience.

1.2 History: Third Station

As of the year 2019, *Escribanía* begins a new stage in its history. The School of Communication has decided to merge its three printed media of an academic nature: *Filo de Palabra* (journal of the body of internal circulation with teachers contributions) *Hojalata* (virtual magazine of the students of the School) and, of course, *Escribanía* (journal) interested in the circulation of specialized knowledge about the field of communication).

To such extent, the journal maintains its original north and broadens its spectrum for essayistic reflections, texts produced by classroom experience and works of an investigative nature. From now on, in honor of the sister magazines, it will have three sections entitled: *Forgers, Sharpeners and Tinsmiths*. They are nominated in this way to put the accent on all the collaborators who, with their diligent work, allow the writing to be fixed in the subject, to stay alive today in the universe of digital ink.

Therefore, the magazine will have a new legend that replaces the expression: *New epoch* that made reference to a second period in the history of the medium (which in turn replaced the subtitle: *Communication, culture and region of its first stage*). Beginning a third moment, the legend reads: *Third Station*. We believe that the word has a beautiful semantic in which it suggests a spatial as well as a temporal dimension. Derived from the Latin word *statio*, which means permanence, it allows us to dream that the journal will be sustained over time (and as with the stations that suppose cycles in the year, it will always be renewed). We also want that, as in a station where a train is expected for a trip,

we always have the live movement of readers and writers who enjoy a particular place of stay (meaning that, moreover, is derived from the word *Station*).

1.3. Frequency of publication

Escribanía is a semi-annual circulation magazine. Accepts articles in Spanish, Portuguese and English (all articles will be published in Spanish and English), derived from investigative and academic works and reflections on the communicative field endorsed by university institutions, institutions linked to the areas of interest, research centers and entities public and private financiers. To access the content of the magazine (free of charge) you can access the web page: <http://revistasum.umanizales.edu.co/ojs/index.php/escribania>

This journal has a policy of open or free access, free of charge, under the budget of circulating knowledge in an easy way to the target public, in order to facilitate the exchange and dissemination of knowledge.

1.4. Copyright

Publications in the *Escribanía* journal are subject to copyright regulations (one of the fields of intellectual property) according to Colombian legislation and the provisions of the WIPO (World Intellectual Property Organization). Likewise, its circulation is based on the creative commons 4.0 License Code Attribution-Non-Commercial-Share Equal (CC BY-NC-SA 4.0). Use of articles for academic, non-commercial purposes (without direct permission from the author but citing the source).

2. Structuring

2.1. Sections

The *ESCRIBANÍA* journal considers, for its authors, three sections that, from their names, recognize the arduous work of thought and writing. That is why the work of the *Forgers* who shape the evoked material, in this case, new ideas are configured through words. *Forgers*, *Sharpeners* and *Tinsmiths*

Forjadores

In this section our forger scribes can publish the research efforts that give way to new forms of knowledge, which create new clues to expand our present through the research work of the different emerging realities that always demand a good invoice.

Scientific research article (results and / or derivatives of research, case reports, state of the art).

Afiladores

In this section, our sharpener scribes have a place to give light to texts that sharpen knowledge, that sharpen relevant discussions, that outline other ways of thinking the broad spectrum of knowledge in which the dialogue between different perspectives allows the words that have the power of the cut, the power of the sword.

Reflection articles (theoretical essays, topic review, methodological studies, systematizations).

Hojalateros

In this section, our scribes tinsmiths, have a space for small texts that shape a topic, that want to make known other ideas, which may well leave the classroom, as well as the concerns of everyday life. Its mission is to reconstruct, in another way, part of the issues and problems that deserve a new look, a new writing.

Short articles (theoretical reflections, reflections from the classroom, new writing proposals).

2.2. Type of articles

Based on the sections, ESCRIBANÍA will give priority to the following types of articles:

- **Articles of scientific research:** Works that present, in an analytical, interpretative or critical perspective, by the author, in a detailed manner: original results of research projects; reflections derived from research projects, case reports, state of the art, with the pertinent theoretical foundation.
- **Reflection articles:** Theoretical essays, review of the topic, methodological studies on a specific topic, systematizations, which resort to original sources. Articles that account for the advances and trends of human, social, educational development ... Characterized by: a) For presenting a careful bibliographic review of at least fifty references; b) For presenting new conceptual proposals with theoretical support.
- **Short articles:** Short papers that present analysis and innovative proposals on professional-academic-labor praxis characterized by: a) Open forms of writing from a tone in which the personalization of knowledge prevails; b) Seriousness and solvency in the scriptural exercise.

2.3. Evaluation process

The material sent to ESCRIBANÍA will be evaluated by the referees Committee of the journal. The Editorial Committee of the journal reserves the right to suggest the formal modifications required by the articles. In case that the article would not be included, the author will be previously notified. The material will not be returned.

Before being published, the article is reviewed in the first instance by the editorial committee, which will analyze if the topic addressed in the text is adjusted to the areas of interest of the journal, if it does not present grammatical flaws, if it complies with the norms of the

magazine and if the expositions are exposed in a coherent and spun way. In addition, before being sent to the double blind evaluation process, the articles will be reviewed through the *turnitin* platform to avoid similarity and plagiarism of academic works.

In case one of the evaluators rejects the article in evaluation process, it will be sent to a third external evaluator who will issue an additional concept, and on which the decision of publication will be made.

The evaluators will deliver a qualification in the following terms:

Approve the article without modifications

Approve the article with modifications

Reject the article

The approved article with *modifications* will be returned to its author so that he-she makes the corresponding corrections and / or approves them. To this end, a term of fifteen working days is stipulated and once the editorial committee has returned, as it deems it will be sent back to the evaluating pair for final approval or will make the confrontations of the case for final approval.

If the author wishes that his-her article published in *Escribanía* appear in a collective book or in one of his-her own publication (several of his writings), he-she must request authorization from *ESCRIBANÍA* and submit to acknowledge its publication as follows: -article published in the magazine ... -.

3. Ethical considerations

3.1. WRITING responsibility

- Apply the editorial policy, in the first instance, through an agile review of the articles by the Editorial Committee to ratify the fulfillment of the commitments. That is to say, to make a first filter to guarantee the minimum criteria of quality and relevance for *Escribanía* that leads to the blind evaluation.
- Disseminate the call for the publication of each issue of the magazine through mass media.
- Select the peer reviewers and send them the articles with the respective evaluation format.
- Inform the authors of the state in which the article is located.
- Inform the authors of the results of the evaluation by sending them the concept of the evaluators. In the case of approval with modifications, return the article and request its prompt correction.

- Once the article has been approved, ask the authors to fill out the letter of authorization to publish it.
- Address complaints of an ethical nature and act reasonably, so that the authors are given the opportunity to make the respective clarifications. Address all claims in an agile and equitable manner.
- Publish the articles strictly according to: the affinity of the topic, the concept of academic assessment of the peers, the compliance (by the authors) of the requirements of the Journal.
- Publish in the times and conditions established in each call.

3.2. Author's responsibility

- Send their work under the rules of the Journal and submit an unpublished text or, if appropriate, the authorization of the Journal in which it was published, previously, totally or partially.
- Accept the ethical criteria to respect copyright and avoid conflict of interest in the publication around the information and findings presented.
- To abide by the norm regarding the publication of scientific works to clearly reference and differentiate, within the text, the own ideas and those of the authors worked; that is, what is taken textually or contextually (direct and indirect quotes). Every painting, figure or table should be differentiated if it is from -creation or own elaboration- or taken from an author (place your reference at the bottom).
- Not send the article in parallel to another journal, which leads to suspend the process by the Notary Public.
- To accept the procedures of the Notary Public and respond promptly to the Editor on any request and clarification for the publication

3.3. Responsibility of evaluators

- Respond promptly to the Editor about the commitment to be acquired as an evaluating partner.
- Express critical and constructive judgment about the articles and their viability of publication, according to the evaluation criteria of the Journal. Indicate their reasons for approving or rejecting the texts and give, in the case of their approval, clear guidelines to improve the article.
- Commit to evaluate only the articles that are of their competence and solvency given their experience and knowledge in the requested area.
- Declare the existence of a conflict of interest around the article to be evaluated (If necessary, waive the review of the article).

- Objectively review the texts and contribute to compliance with delivery dates.
- Inform the Editor of any sign of plagiarism or double publication.