EDITORIAL POLICIES – SUBMISSION GUIDELINE

The **Revista de Estudios Políticos y Estratégicos (EPE)** is a scientific publication of the Public Policies Program (Programa de Políticas Públicas, PEPP), belonging to the Faculty of Administration and Economics, at the Universidad Tecnológica Metropolitana (UTEM). The EPE Journal, created in 2013, is a peer-reviewed publication, published semi-annually, primarily in electronic format.

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Language of the Journal / Submissions

The official language of the EPE Journal is Spanish, but we are open to contributions in English and Portuguese.

Content Access Policy

The EPE Journal has an open-access policy for the general public, under the Creative Commons Attribution 4.0 International License (CC BY 4.0). The only limitation on reproduction and distribution is proper credit and citation of the authors and the volume, issue, and year of the EPE journal.

The EPE journal adheres to the principles of Open Research (Open Science) and allows authors to use the FAIR Principles (Findable, Accessible, Interoperable, and Reusable) for managing scientific data. See FAIR Principles

Objectives and Scope

The EPE Journal is dedicated to disseminating and publicizing multidisciplinary and interdisciplinary works and research by national and international authors, especially Spanish and English speakers, with plans to add Portuguese as a third language for submissions. Its focus is on Social Sciences, with the purpose and aiming to contribute to the analysis, renewal, research, and development of theoretical and empirical approaches that may influence Public Policy and State Administration.

The EPE Journal publishes works and research that pursue the enrichment of the different disciplinary approaches related to phenomena and issues related to governance, the State, territory, society, economy, education, strategic and prospective planning, among other areas of public affairs.

Frequency of Publication

The EPE Journal is published semi-annually, in June and December.

Call for Papers

The EPE Journal is open for submissions all year-round; nevertheless, the Editor of the Journal will announce the closing dates for submissions for each period.
To submit your article, please visit the *Call for Papers* section: Call for Papers

Submitted works must comply with the Publication Guidelines of the EPE Journal: [Submission Guideline](#)

Open Access Policy

The EPE Journal provides open access to all its publications and adheres to the *Budapest Open Access Initiative* (BOAI, [Budapest Open Access Initiative](#)), meaning it is committed to allowing unrestricted access to previously published articles, accessible in the *previous issues* section.

Editor-in-Chief Responsibility

It is the responsibility of the Editor-in-Chief and the Editorial Board to evaluate the articles without considering or discriminating based on gender, sexual orientation, religious and/or political belief, nationality, ethnic origin, or personal stance of the authors.

The Editor-in-Chief must make fair and impartial decisions, guaranteeing an appropriate peer review process. They must also maintain the confidentiality of the evaluation process and cannot reveal the identity of the authors or the reviewers of the submissions to each other.

The Editor-in-Chief will inform the author about the decision to publish, publish with revisions, or rejection of the article, providing the relevant observations for each case.

The Editor-in-Chief will ensure, within the realm of possibility, that all unpublished manuscripts submitted to the EPE Journal are not used in personal research by the Editor or Editorial Board members.

The Editor-in-Chief is responsible for publishing corrections, clarifications, retractions, and apologies when necessary, and/or requesting them from the authors or Editorial Board if required.

Fees and Exemption of Responsibility

• The EPE Journal does not charge fees for editing, publishing, or reviewing submissions and manuscripts.

• The EPE Journal does not pay or offer any economic compensation to the authors.

• The opinions and information expressed and contained in each article/submission are the sole responsibility of the author or authors. The EPE Journal states that the author is responsible for the content and *must cooperate in any investigation arising from errors, omissions, or ethical violations in scientific publishing, either during the review process or after the manuscript has been published, in accordance with the ethical guidelines and norms for academic research as per the Committee on Publication Ethics (*[COPE](#)*).*

Ethical Guidelines and Conflict of Interest

The EPE Journal will take into account the recommendations and best practices of the Committee on Publication Ethics. In case of any conflict of interest or ethical issue, it must be reported to *revistaepe@utem.cl* and *editorial@utem.cl* with sufficient evidence. The identity of the reporter will remain anonymous, and the matter will be resolved by the Editorial Board in conjunction with the Scientific Advisory Board.

The EPE Journal strives to meet high ethical standards and guarantees a rigorous review of all submissions and contributions by peer experts who receive the work anonymously. The editorial team is committed to identifying and avoiding conflicts of interest among participants (authors, reviewers, or editorial team).

Research Conduct

The editorial team of the EPE Journal will take reasonable steps to identify and prevent the publication of documents involving unethical research conduct (plagiarism, citation manipulation and falsification/fabrication of data, among others.).

Plagiarism Prevention

Submitted articles and contributions will be processed using the plagiarism detection software COMPILATIO, which analyzes and identifies similarities with other publications and detects the use of Artificial Intelligence (AI). Articles identified with plagiarism will be rejected, and the authors will be notified of the matching content for clarification. The journal requests that all articles and manuscripts be original and not infringe on others authors intellectual rights.

Inclusion Policies

The EPE Journal requests the use of non-prejudiced language concerning gender, sexual orientation, religion and/or political preference, nationality, ethnic origin, functional diversity, economic status, or personal stance of the author or authors. To avoid stereotypes, the Journal advises avoiding labels that discriminate or stigmatize groups of people.

The EPE journal takes into account Law 21.369, which recognizes and supports the right of every person to study and work in environments that are free from violence and gender discrimination and/or abuse, establishing that the duty of all higher education institutions is to adopt measures to prevent, investigate, punish, and eliminate sexual harassment and/or abuse, violence, and gender discrimination of any kind, and protect and assist the victims, promoting particularly egalitarian relationships. ([Ley 21.369](#))

Use of Artificial Intelligence (AI)

The EPE Journal declares that it will not upload the submissions and articles to an Artificial Intelligence tool, as this could violate the authors' confidentiality. Also, the editorial team will not use AI in the decision-making process or in the editorial review process of manuscripts and contributions, which will involve more than one person.

The authorship of an article must be declarer only by its authors. Artificial Intelligence cannot be considered a co-author.

Authors may use AI **only** to improve language, writing, spelling, grammar, and readability of the manuscript, with proper disclosure at the end of the article in a separate section titled "*Use of Artificial Intelligence,*" specifying the purposes for which AI was used; any other use will be rejected.
We ask the authors and contributors to declare and be transparent about their use of AI.

Digital Archiving Policy

All content from the EPE Journal is and will be preserved in the institutional repository of the Universidad Tecnológica Metropolitana (UTEM – Digital Repository)

I.- PUBLICATION GUIDELINES

Instructions for Authors

1. Articles and contributions must be submitted electronically in Word, Open Word, or RTF format, through our online system Call for Papers Articles must be original and unpublished, and the author commits to not submitting it simultaneously to other publications. We are transitioning to OJS.
2. Articles must not exceed 10,000 words, including abstract, keywords, references, and notes.
3. All tables, graphs, and images must be in editable format, with their title, number, and source.
4. The title of the article must correspond to the text and must not exceed 80 characters (including spaces) and should be in Spanish, English, and Portuguese.
5. Below the title, include an abstract of no more than 200 words, briefly summarizing the objective and results. It must be in Spanish, English, and Portuguese.
6. Below the abstract, include 3-5 keywords describing your article for indexing purposes, in Spanish, English, and Portuguese.
7. Include the full name, academic degrees, institutional affiliation, city, country, and email address of each author.
8. Each author must provide an ORCID, ResearcherID, or Google Scholar ID.
9. If there is more than one author, the role of each author must be declared following the CRediT (Contributor Roles Taxonomy), which presents 14 standardized roles describing the tasks performed by each author.

    The roles are:

    • Conceptualization - http://credit.niso.org/contributor-roles/conceptualization/

    • Data Curation - http://credit.niso.org/contributor-roles/data-curation/

    • Formal Analysis - http://credit.niso.org/contributor-roles/formal-analysis/

• Funding Acquisition - http://credit.niso.org/contributor-roles/funding-acquisition/

• Investigation - http://credit.niso.org/contributor-roles/investigation/

• Methodology - http://credit.niso.org/contributor-roles/methodology/

• Project Administration - http://credit.niso.org/contributor-roles/project-administration/

• Resources - http://credit.niso.org/contributor-roles/resources/

• Software - http://credit.niso.org/contributor-roles/software/

• Supervision - http://credit.niso.org/contributor-roles/supervision/

• Validation - http://credit.niso.org/contributor-roles/validation/

• Visualization - http://credit.niso.org/contributor-roles/visualization/

• Writing - Original Draft - http://credit.niso.org/contributor-roles/writing-original-draft/

• Writing - Review & Editing - http://credit.niso.org/contributor-roles/writing-review-editing/

a) Multiple authors can share the same role.

b) Authors may specify their degree of contribution with titles like "primary," "equal," or "supporting."

c) All authors must have the opportunity to review and confirm the roles assigned.

10. Along with the author information, you must declare any institutions that provided sponsorship or funding.

11. The **structure of the research article and submissions** is as follows:
    • Title
    • Abstract
    • Keywords
    • Background
    • Methodology
    • Results/Discussion
    • Conclusion
    • Bibliography

12. The citation style must be in APA format.

13. The font used should be Times New Roman, size 11, 1.5 line spacing.

14. Titles and subtitles should not be underlined and should be numbered.

15. Authors must include a ***DECLARATION OF AUTHORSHIP, ETHICAL CONTROL,***

AND COPYRIGHT ASSIGNMENT.

16. If applicable, mention the name and address of the institutional repository according to the FAIR Principles. (**FAIR Principles**)

17. If you intend to publish your research files or databases openly in the EPE Journal, please explicitly inform the Editor in the manuscript.

18. The authors are required to read and comply with the editorial policies of the EPE Journal, and to previously check for the fulfillment and comply of the requirements (Editorial Policies)

Book Reviews

The maximum word count is 3,000 words, and the length should not exceed 10 pages. Reviews do not require an abstract or keywords. Reviews should be critical analyses or evaluations of a book of interest to state management, governance, public policy and administration.
The author of the review must send an email to the Editor to check if the journal is interested in the review.

The structure of the **book review** is as follows:

• Title, Author(s), place of publication, publisher, publication date, ISBN.

• The reviewer must provide their full name, academic degrees, institutional affiliation, and email address.

II.- Evaluations and Arbitration Process

1. The Editor-in-Chief is responsible for deciding and communicating to the authors whether their work is within the scope and objectives of the journal, or if clarification is needed. If there are doubts about the relevance of the work, the Editorial Board will make the final decision.

2. If rejected, the decision will be communicated, and the Editorial Board's decision is final and cannot be appealed.

3. If accepted, two peer reviewers will be assigned based on anonymous double-blind peer review. See **Evaluation Form**.

   The evaluation will focus on at least:

   • **Regarding the idea**: Originality, clarity, scientific interest of the topic.

   • **Academic rigor**: central idea, theoretical foundation, correct structure.

   • **Contribution to knowledge**: new insights, critiques, analysis, propositions.

   • **Alignment with the editorial line**: The work should refer to material already

published in the EPE journal.

• **Formal aspects**: correct presentation according to the journal's guidelines.

• **Up-to-date and relevant bibliography**: Quality indicators will include recent publications (last 5 years) and articles published in indexed academic journals such as WOS-SCOPUS-Scielo and other indexed journals.

4. The evaluation process is based on double-blind peer review. Neither the reviewers nor the authors know each other's identities to avoid personal, ideological, or gender biases in scientific dissemination.

5. The Editor of the EPE Journal guarantees the confidentiality of the evaluation process and cannot reveal the identity of authors to reviewers or vice versa.

6. Reviewers must inform the Editor of any conflicts of interest they detect while reviewing an article.

7. The names of reviewers who contributed to the arbitration process in the previous year will be published annually.

8. The works can be: Accepted, Accepted with conditional changes, or Rejected.

9. The articles will be processed using the plagiarism detection software COMPILATIO, which analyzes and identifies similarities with other publications and detects the use of Artificial Intelligence.

Publication Process and Arbitration

Once the contribution/manuscript is received, the Editor **will contact the author within 45 days** to inform whether the article is accepted, needs revisions, or is rejected.

If *Accepted with revisions*, the suggestions will be sent to the author within the same time period (**45 days**). The author must then return the corrected work **within 10 days**.

Accepted works will be sent to peer reviewers for evaluation based on the published evaluation criteria. This will take **no more than 45 days**.

After peer review, the author will be informed if any clarifications or corrections need to be made**, with a 10-day deadline**.

If there is a discrepancy between evaluations, the submission will be sent to a third evaluator to resolve the matter.

If the contribution is accepted, the author or authors will be shortly notified of the semester and year of publication of the manuscript.

Modifications and Style Revisions

Once articles are accepted, they go through a style and form revision. These revisions will be shared with the author for confirmation and must be resolved **within 5 days**. Afterwards, the article proceeds to the design and publication stage.

III.- Style Guidelines and Bibliographic References

• Articles must be written according to APA guidelines.

• Footnotes should be minimal and justified.

• Pages must be numbered.

• Titles and subtitles must be properly numbered without underlining, in black and white.

• Tables, graphs, and charts must include their title and corresponding source.

• Textual citations up to 40 words must be in quotation marks with their bibliographic source.

• Textual citations over 40 words must be placed in a separate, centered paragraph, with the corresponding bibliographic source.

• All cited bibliography in the text must appear in the References section.

Indexing in Databases

The EPE Journal is indexed in the following databases: Dialnet, Universidad de la Rioja, Citas Latinoamericanas en Ciencias Sociales y Humanidades (CLASE), Universidad Nacional Autónoma de México – UNAM, Political Science Complete, EBSCO Information Services, Directory of Open Access Scholarly Resources (ROAD), ERIH Plus: European Science Foundation, Latindex, Latindex (Catálogo v2.0), ISSN International Centre, Bibliografía Latinoamericana en Revistas de Investigación Científica y Social (BIBLAT), Universidad Nacional Autónoma de México (UNAM), Directory of Open Access Journals (DOAJ)

Evaluated by: ERIH Plus: European Science Foundation, Latindex, Latindex (Catálogo v2.0), Universidad Autónoma de México (UNAM

Academic Search Engines: Google Académico, BASE Universidad Bielefeld

Repositories and Libraries: Red de Repositorios Latinoamericanos, Portal de Revistas Académicas Chilenas, Red de Bibliotecas Universitarias (Catálogo Red de Bibliotecas Universitarias Españolas, Crue), Repositorio Sibutem, Biblioteca Nacional de Chile, Biblioteca del Congreso Nacional de Chile, Biblioteca Cepal, WorldCat, Jisc Library Hub

Academic Social Networks: ResearchGate.

Journal Identification Databases: MIAR: Matriz de Información para el Análisis de Revistas, CIRC: Clasificación Integrada de Revistas Científicas.

Participation in Scientific Publishers Organizations

LatinRev: Red cooperativa de revistas académicas del campo de las ciencias sociales y las humanidades; Flacso, Argentina.

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