**PAPER SUBMISSION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Paper title** |  | | | | | |
| **Type of paper** | **Original** |  | **Research** |  | **Reflection** |  |
| **Short** |  | **Letter to the editor** |  | **Review** |  |
| **Case report** |  | **Reflection documents not derived from research** |  | **Other** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Forms** | **CV** |  | **Signed transfer of rights** |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Conditions** | | **Complies** | |
| **Yes** | **No** |
| Choose the thematic line(s) of the administrative sciences and business education approaches of the paper | |  |  |
| New learning technologies |  |  |  |
| Education and leadership |  |  |  |
| Entrepreneurship |  |  |  |
| Knowledge and innovation management |  |  |  |
| Human Resources |  |  |  |
| Marketing |  |  |  |
| Logistics |  |  |  |
| International Business |  |  |  |
| **Type of paper** | | **Complies** | |
| **Yes** | **No** |
| If the paper is a research article, it is structured with each of the sections (title and abstract, keywords, introduction, method, results, discussion, conclusions and bibliographical references). | |  |  |
| If the paper is a reflection article, it is duly supported and has propositive arguments. | |  |  |
| If the paper is a review article, it includes at least 50 different bibliographic sources. | |  |  |
| **Structure and content** | | **Complies** | |
| **Yes** | **No** |
| The title of the paper contains a maximum of 15 words | |  |  |
| The maximum length of the abstract is 150 words | |  |  |
| Title, abstract and keywords are in Spanish, English and Portuguese. | |  |  |
| The paper has 4 to 6 keywords whose descriptor is central, not synonymous, verified in the UNESCO Thesaurus. | |  |  |
| Author information in the footnote is limited to: highest academic level achieved, institutional affiliation, city and country of institution, e-mail, ORCID and Google Scholar. | |  |  |
| The entire document is structured in Microsoft Word, Arial, size 12, 1.5 spacing. | |  |  |
| The document does not exceed the maximum length of 8000 words. | |  |  |
| Footnotes are limited to comments and clarifications only. | |  |  |
| All the necessary permissions to reproduce the material used are available, if applicable. | |  |  |
| Figures and tables are in APA format | |  |  |
| Figures and tables are duly placed after the paragraph in which they are first mentioned. | |  |  |
| References within the text are in APA format. | |  |  |
| Bibliographic references are in APA format. | |  |  |

|  |
| --- |
| **Comments for the Editor**  (Optional, for any type of clarification) |
|  |

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We thank you in advance for your commitment and support to our editorial project.

Sincerely,

**Julián Andrés Zapata Cortes**

***Editor***