Sample manuscript in which the style and formatting specifications to be used in Univ. Sci. are shown (Max. 10 words)

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**Abstract.** In this document, the suggested general format for publishing in Univ. Sci., the multidisciplinary journal of the Faculty of Sciences of the Pontificia Universidad Javeriana, is shown. This template layout is intended to be a tool to help to the authors in the processes of preparation of a manuscript as well as to help to the reviewers in the editorial processes.

**Keywords**: journals; templates; formatting; International system; name.

**Running head:** short title

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1. Introduction

The purpose of this document is to provide authors with an easy-to-follow template containing advice and tips on how to write a manuscript for submission to Univ. Sci. This template is intended as a tool to improve the clarity of manuscripts for both editors and reviewers.

1. English

Authors are strongly encouraged to follow the principles of good technical writing. Manuscripts that do not meet acceptable English standards or lack clarity may be rejected. Authors whose first language is not English may wish to work with a colleague whose English is more advanced. Alternatively, an independent editing service may be used.

1. Style requirements

Since Univ. Sci. is a multidisciplinary journal, clear and concise language is mandatory. It is the authors' responsibility to submit grammatically correct manuscripts. Univ. Sci. prefers the use of the passive voice in English. Acronyms and abbreviations should be defined the first time they are used in the text. Due to problems with HTML formatting, please avoid the use of footnotes.

Manuscripts can be created in LATEX (the author must submit the pdf and the LATEX version for revision purposes) or Microsoft Word (.doc or .docx). An LATEX template can be found at <https://gitlab.com/jdavid.salcedo/univsci-git>

Manuscripts must be submitted in letter paper size (21.59 cm x 27.94 cm) with 2.5 cm margins. Text must be justified, 11 pts, Garamond, with single spacing. Equations (equation 1, for example) should be centered and numbered consecutively (between parentheses, justified to the right). Within the text, the meaning of each symbol must be expressed.

Use the native equation editor saving as .docx

, (1)

takin into account that variables and quantity symbols are in italic type. Unit symbols and numbers are in Cambria Math type. *T* = 20 K, where *T* (variable) is temperature and K (unit symbol) is kelvin, for example. Subscripts are in italic type if they represent variables, quantities or numbers. Equations are considered to be part of a sentence and should be punctuated accordingly. At the first occurrence of an acronym, spell it out followed by the acronym in parentheses, e.g., Organic Light-Emitting Diode (OLED).

* 1. Units and Abbreviations

All the manuscripts published in Univ. Sci. should use the International System of Units (SI) [1]. In particular, from SI, use point as decimal marker. Separate numbers of more than four digits into groups of three on either side of the decimal point, separated by a space. If the magnitude of a number is less than one, the decimal sign should be preceded by a zero.

* 1. Figures and Tables

For many authors, figures and tables are the most important part of the paper; please give adequate importance to their preparation. Figures and tables should be numbered in the order in which they appear in the text. Although the significance and importance of figures and tables are explained in the body of the article, a figure caption or legend (included after the references) will explain their meaning or results without the reader having to consult the body of the article. In other words, figures and tables should be self-contained. Abbreviations and acronyms should be explained in the legends. All parts of figures should be labeled as a), b), etc. All figures and tables, in addition to being in the document, should be submitted as individual files in Tagged Image File Format (TIFF), or JPG, or PNG with a minimum resolution of 360 dots per inch (dpi) and should be submitted in a separate file (without legends). Graphs and figures must be created with a professional graphics program. Univ. Sci. does not accept graphs created in Excel.

Tables should be in editable Excel format. Table legends and file names are used in the same way as figures, except that they appear above the table and when mentioned in the text (see Table 1). Figures such as tables and maps should include a scale. In the case of maps, include geographic coordinates and a symbol for determining north.

The first time a table, figure, or equation is referenced in the text, it should be in bold. When the word Section, Reference, Equation, or Figure begins a sentence, it is spelled out. When they occur in the middle of a sentence, these words are abbreviated to Sec., Ref., Eq., and Fig. Image quality is very important to how the graphics will be reproduced. Figures and tables in Universitas Scientiarum are one column (14 cm) wide. Avoid making figures smaller than 3 inches (8.9 cm), as zooming in may distort your images and result in poor reproduction. For best results, all figures should be the same size and use the same font (Garamond, 11 point). Use consistent fonts for all figures. All figures should be the same size (x length) whenever possible.

**Figure 1** is an example of a good quality image. Note the size, resolution, letter size, show all the four coordinate axes and do not put boxes around the figure to enclosure it. Include only material relevant to the question (conclusion). Figures and tables should be sent as different file and the caption should be included in a separate list at the end of the paper. Any color material published in Univ. Sci. is free of charge. To publish either in print or online, any previously published material must be accompanied by a written permission issued by the holder of economic and moral rights of the material.



14 cm

**Fig. 1.** Example of **a good quality image**. Note the size adjusted to one column wide (14 cm). The text is easy to read and the lines are clear and sharp (Letter size of 12 pts. and line wide of 2 pts.). No avoid spaces into the graph. Axes well defined in the International System.

* + 1. Multimedia

Univ. Sci. publishes supplementary material online. Supplementary material refers to tables, videos, audios, databases, derivations of equations, proofs of theorems, details of algorithms, or figures that support the publication but cannot be included in the text due to their size or technical limitations for printing. Supplementary material should be mentioned in the article and should be numbered consecutively using Arabic numerals. For example, "...more information in **Suppl. 1**", for example.

1. Parts of a manuscript

This section presents a brief description of the main guidelines that apply to the art of writing a scientific paper. The main objective of this section is to show authors how to organize the details in order to obtain a meritorious manuscript. Use a maximum of three levels for headings (Introduction, Methods, Results, and Discussion) using the format shown in Table 1. Keep in mind that Univ. Sci. publishes only original research articles (theoretical and experimental) and sometimes, by direct invitation, review articles.

* 1. Title.

The title should be a phrase or a short sentence of up to 10 words, should resume the essential of the work and should be clear.

**Table 1.** Recommended styles for headers

|  |  |  |
| --- | --- | --- |
| **HEADER** | **BRIEF DESCRIPTIONS** | **STYLE NAME** |
| First level heading | Bold, lower case, Garamond, 12 pto, Left indent: 0,63 cm, single spacing. | CHAPTER STYLE |
| Second level heading | Bold, lower case, Garamond, 11 pto, Left indent: 0,63 cm, single spacing. | CHAPTER 1 |
| Third Lever heading | Bold, lower case, Garamond, 11 pto, Left indent: 0,63 cm, single spacing. | CHAPTER 2 |

* 1. Abstract.

The abstract, no more than 250 words, should briefly describe the problem and then lead the reader to the question, objective, or hypothesis to be investigated. Describe the results that are relevant and support the conclusion or answer the question. Since the abstract will appear in various indexing databases, it should contain the most important information of the manuscript as well as an analysis of the main results and conclusions of the paper. It should not include numerical references or acronyms.

* 1. Keywords.

All articles must contain five keywords (indexing terms) provided by the author and not included in the title. They must be listed in alphabetical order, in lower case, separated by semicolons, and ending with a period.

* 1. Introduction.

State clearly the background necessary to understand the context of the work, its scope and the main advances that are reported in the manuscript. Provide a general context of the studied phenomenon, identify the problem to be investigated and provide the information available to date and highlight what is not known. Define the key concepts underpinning the research. The introduction should provide a Synthesis of current theory (review of the subject) and, also, should show how the problem is solved.

* 1. Materials and methods

Presents what the author did/used in detail and, on the other hand, how were the variables and information analyzed in order to solve the problem. Do not skip important steps that may impede duplication of the experiment, sampling or data analysis.

* 1. Results and Discussion

This section should be related with Sec. 4.5 Present, in order of importance, only those results (variables) that contribute to answer the question and support the conclusion (discriminated). Statistical results should be presented properly (test used, test value, sample size and probability value). Use figures to present the most important results of your work (see Sec. 3.2). Explain the results; physical, chemical or biological mechanism that reveal why the variables were what they were, in a theoretical or applied context. Discuss failures or limitations, if any, of the methodological procedure employed in the study.

* 1. Conclusions

The conclusion is the emergent property arising from the integration of the results and how they change the perceived theoretical or practical reality. Check the coherence between conclusion, question raised, abstract and title.

* 1. Acknowledgements

The aim of this unnumbered section is to identify the founding source from which the investigation was done (grant number). Include research institutions that supported the research by providing either logistics or equipment.

* 1. Conflict of interest

The authors certify that they have no affiliations with or involvement in any organization or entity with any financial interest (such as honoraria; educational grants; participation in speakers’ membership, employment, consultancies, stock ownership, or other equity interest; and expert testimony or patent arrangements), or non (such as personal or professional relationships, affiliations, knowledge or beliefs) in the subject matter or materials discussed in this manuscript. Potential conflicts of interest related to individual authors' commitments. Potential conflicts of interest related to commitments of editors, journal staff, or reviewers.

* 1. References

The accepted reference format is as follows

All references should be numbered in the order in which they appear in the text, with the numbers in square brackets [n]...... A numbered list of references should be included at the end of the document. The list should be arranged in the order of citation in the text, not alphabetically. List only one reference per reference number. In the text, each reference number should be enclosed in square brackets. Reference citations may be stated simply as "in [1] ..." rather than "in reference [1] ...". Similarly, it is not necessary to list the authors of a reference unless it is relevant to the text. It is almost never useful to include the dates of references in the text.

Examples of reference styles for articles [1], books [2], (published) technical reports [3]

and book chapters [4] are given below.

[1] Walsh JPJ, Mommsen TP, Nilsson GE. The do's and don’ts of submitting scientific papers, Comparative Biochemistry and Physiology Part A: Molecular & Integrative Physiology, 152(4): 291–292, 2024.

doi: 10.1016/j.cbpa.2008.12.007

[2] Gustavii B. How to Write and Illustrate Scientific Papers, Cambridge University Press, New York, USA, Santillana editors 2022.

[3] IGAC. Métodos analíticos del laboratorio de suelos. 6th edición. Instituto Geográfico Agustín Codazzi. Colombia, 2023

[4] Long ER, Morgan LG. The potential for biological effects of sediment-sorbed contaminants tested in the National Status and Trends Program. In: NOAA Tech. Memo. NOS OMA 52. US National Oceanic and Atmospheric Administration, Seattle, Washington, 1995.

<http://www.crossref.org>

[5] Barua S. Drought assessment and forecasting using a nonlinear aggregated drought index, Doctoral

dissertation, Victoria University, Melbourne, Australia. 2012.

[6] Guide for the Use of the International System of Units (SI).

<http://physics.nist.gov/cuu/pdf/sp811.pdf>

Do not include gray literature (including material that has not undergone peer review, undergraduate thesis, papers or technical reports not found in databases or that have not been published in indexed journals. Citing web reference can be like the journal article reference.

DOI (Digital Object Identifier) should be included at the end of each reference in brackets. A DOI is a unique alphanumeric string assigned to a digital object, such as a journal article, that provides a persistent link to its location on the internet. The use of DOIs allows readers to easily access cited articles.

* 1. Author biography.

Author biographies are requested but not required. Biographies are not to exceed 60 words. Biographies should be placed at the end of the manuscript. Personal information such should not be included.

**Caption List**

**Fig. 1.** Example of a good quality image. Note the size adjusted to one column wide (14 cm). The text is easy to read and the lines are clear and sharp (Letter size of 12 pts. and line wide of 2 pts.). No avoid spaces into the graph. Axes well defined in the International System

**Table. 1.** Recommended styles for headers.