

Instructions for authors

Universitas Scientiarum. is a multi-disciplinary & inter-disciplinary journal that offers prompt publication of original theoretical and experimental papers related to all branches of science. The scope extend to, but no restricted to: mathematics & statistics, physics, chemistry, biochemistry, biology, natural history, genetics & evolution, taxonomy & systematics, biodiversity, biogeography, ecology, conservation biology.

Article processing and approval

- ▶ Article will be evaluated by plagiarism software editor (Turnitin).
- ▶ The article will go through an initial quality control process (IQC) where it will be checked for compliance with the journal's basic requirements.
- ▶ Based on this IQC' feedback, the editor will accept or reject the article within 7 days.
- ▶ Article will be assigned to at least three (3) international academic reviewers for peer evaluation. Reviewers will have between 30 - 45 days to evaluate the paper.
- ▶ Editor will return the reviewers' comments and suggestions to the authors. Authors must respond to the reviewers' comments within 15-20 days.
- ▶ Corrected papers will be returned to the reviewers to check the response (if necessary, a second round will be held). Reviewers will have at least 15 days.
 - If a second round is necessary, the authors must respond to the new reviewers' comments within a maximum of 10 days. The reviewers will receive the decision letter about the 2nd round evaluation.
- ▶ Corrected and accepted version is proofread for English usage and undergoes layout and final printing (**20 days**).
- ▶ Author must approve style and language suggestions (proof) and return final version within 3 working days.

Once the final version has been produced, the author is not permitted to make any further changes to the text.

Articles are normally published "first on-line" within 6-12 months of submission to the journal.

All articles submitted to the Universitas Scientiarum must be original and not previously published.

The journal accepts the following types of manuscripts

Original articles: should report scientific research that makes a significant contribution to the field of study and provides conclusions of interest and new scientific understanding to a diverse readership. Preference will be given to manuscripts that present original and interdisciplinary methodological robustness. Authors must demonstrate and explicitly describe their contribution to the scientific community in relation to previous research.

Articles lacking conclusive results or scientific significance that duplicate well-established knowledge within a field will not be published in this section but may be included as Notes, unless the information relates to a theory being debated or reformulated or it significantly changes the existing theoretical or practical context.

Reviews: Collect, analyze, systematize and integrate the results of published and unpublished research (e.g., author's unpublished data) on a particular problem area or field of knowledge. The topic of a review must be current, rapidly changing and be vital to the scientific community (e.g., concepts). This is an exhaustive examination of published literature (primary and secondary), to produce an updated summary and disclose new developments in the state of knowledge of an active area of research. A review must provide sufficient background to explain the issue and establish its main question, problem or objective. It must provide the parameters of the chosen topic (including spatial, temporal limits or organisms), the literature search and selection criteria (method), and provide prevailing trends and gaps in knowledge. Following consideration and critical analysis, the author will provide his/her point-of-view, reach a conclusion on the issue, question or objective of the review, and propose new guidelines for research. This document should be no longer than 15 pages.

Taxonomic: Is an original article that must be registered with ZooBank (<http://zoobank.org/>) to obtain an LSID. Without this, any nomenclatural action will not be valid. We also suggest, at least, new species be registered. Manuscripts without an LSID will not proceed in the editorial process. This LSID number should be placed immediately after the title. Material examined must be cited in a section with the same name under each species; for example, "Material examined: COLOMBIA: Meta: Villavicencio, 100m, 23 Oct 2012, A. Acosta, leg., 1♂ (catalog # 2345) (MPUJ-ENT 002345)." If more than one species is cited in this section, indicate the species before citing the material. Type specimens must be clearly identified as such before mentioning the locality. Interpolated information (for example: geographic coordinates) must be in square brackets. Use the following abbreviations: sp. nov., gen. nov., syn. nov. 4. The ICZN code should be strictly followed (<http://www.nhm.ac.uk/hosted-sites/iczn/code/>).

General Format Requirements

Strict adherence to Universitas Scientiarum author guidelines is expected.

Failure to do so will lengthen the publishing process

- Universitas Scientiarum accepts manuscripts in English that adhere to the standard rules of style and grammar of the language. If translated, a native speaker, preferably within the same scientific field, should review the document for grammar and usage before it is submitted.
- Authors are strongly encouraged to follow the principles of sound technical writing. Manuscripts that do not meet acceptable English standards or lack clarity may be rejected. Authors whose native language is not English may wish to collaborate with a colleague whose English skills are more advanced. Alternatively, an independent editorial service could be consulted. Upon the author's request, the journal will provide a list of expert English translators, copy-editors and table and figure designers who can provide their services for a fee.
- Text lines must be numbered consecutively from the title line.
- Manuscript must be submitted in Microsoft Word (.doc or .docx) or LaTeX complying with Universitas Scientiarum guidelines. In order to assist you in the writing processes, MS Word and LaTeX templates are available in <https://ciencias.javeriana.edu.co/universitas-scientiarum#AUTHORS>
- Due to Universitas Scientiarum is a multidisciplinary journal, a clear and concise language is mandatory. It is the authors' responsibility to submit grammatically correct manuscripts. Universitas Scientiarum prefers the use of Passive Voice in English. Acronyms and abbreviations should be defined the first time that they are used in the body of the paper. Due to problems with HTML format, please avoid the use of footnotes. Also, take into account that footnotes are not part of the references.

- Equations should be centered and numbered consecutively (between parentheses, justified to Within the text, the meaning of each symbol must be expressed. Use the native equation editor saving as .docx taking into account that variables and quantity symbols are in italic type.

- Unit symbols and numbers are in Cambria Math type. $T = 20 \text{ K}$, 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 parentheses, e.g., Organic Light-Emitting Diode (OLED).

- All the manuscripts published in Universitas (<http://physics.nist.gov/cuu/pdf/sp811.pdf>). In particular, from SI, use 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.

- For many authors, figures and tables are the most important element of the paper; please pay due attention to their preparation. Figures and tables should be numbered in the order in which they are cited in the text. Although the meaning and significance of figures and tables are explained in the body of the paper, a figure caption or legend (provided after the references) will explain their meaning or results without the reader having to return to the body of the paper. 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 labelled as a), b), etc. In addition to figures and tables that must be included in the text for peer review, all figures and tables must also be submitted as individual files in Tagged Image minimum resolution of 360 dots per inch (dpi) and in a separate file (without captions). Graphics and figures must be produced with a professional graphics programme. The Univ. Sci. does not accept graphics created in Excel.

- Tables except that they appear above the table and when called out in the table. Figures such and maps should include a scale. In the case of maps, include geographic coordinates and a symbol determining north.

- The first time that a table, figure or equation is referenced within the text, it should be in boldface. If the the middle of a sentence, these words are abbreviated Sec., Ref., Eq., and Fig. Image quality is very important to how the graphics will reproduce.

- Figures and tables in Universitas Scientiarum are one column wide (14 cm). Avoid figures smaller 8.9 cm, as enlargement may distort the images and result in poor reproduction. For best r all figures should be the same size and use the same font (Garamond, 11 point). Use the same font for all figures. Wherever possible, all figures should be the same size (width x length).

- To facilitate peer review, figures and tables must be included in the submitted document.**
Any color material published in Univ . Sci. is free of charge.
To publish online, any previously published material must be accompanied by a written permission issued by the holder of economic and moral rights of the material.
- The Universitas Scientiarum 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. 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.
- Use a maximum of three levels for headings (introduction, methods, results or discussion section).

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

- Large files can be uploaded to the Open Journal System (OJS). If not, please contact the Univ. Sci. editorial team at scientiarum@javeriana.edu.co.

All submissions must include the following

In this section, a brief description of the main guidelines applied to the art of write a scientific paper is presented. The main objective of this section is to show to the authors how to marshal the details in order to obtain a meritorious manuscript.

Cover letter

This is the first filter used by the editor to determine whether the manuscript should continue to peer review or be rejected. Found a Cover Letter example at:

<https://ciencias.javeriana.edu.co/universitas-scientiarum#AUTHORS>

Cover page

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.

Authors: Names must appear in the format full name and last name.

Institutional affiliation: Where the research was actually carried out, followed by the current affiliation of the researcher.

Corresponding author: e-mail marked with an (*).

Short running title: In English, maximum 6 words.

Keywords: All articles must contain a maximum of six keywords (index terms provided by the author. They must be listed in alphabetical order, in lower case, separated by a semicolon and ending with a period.

Manuscript type: Original article.

Abstract: The abstract, of not more than 250 words, should concisely describe the problem and then lead the reader to the question, objective or hypothesis to be investigated. Describe those results that are relevant and support the conclusion or answer the question. Due to the abstract will appear in various indexing databases, it should contain the most critical information of the manuscript as well as an analysis of the major results and conclusions of the work. It should not contain numerical references or acronyms.

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.

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.

Results and Discussion: These two sections should be related. 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. 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.

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.

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.

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.

References:

The accepted reference format is as follows

i) All references should be numbered in the order they are mentioned in the text, with numbers within square brackets [n].. A numbered list of references must be provided at the end of the paper. The list should be arranged in the order of citation in text, not in alphabetical order. List only one reference per reference number. In text, each reference number should be enclosed by square brackets. Citations of references may be given simply as “in [1]..”, rather than as “in reference [1] ...”. Similarly, it is not necessary to mention the authors of a reference unless the mention is relevant to the text. It is almost never useful to give dates of references in text.

Examples of reference styles for articles [1], books [2], (published) technical reports [3] and book chapters [4] are given below.

[1] Walsh JJP, 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. 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 [2]. The use of DOIs allows readers to easily access cited articles.

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.

