Checklist

I. General Requirements

- ☐ The document is a research paper and presents original findings
- ☐ The article is original and unpublished. It is not under review nor committed to any other publication.
- ☐ It is written in Spanish or English
- ☐ The article has been proofread for spelling, grammatical, and clarity.
- ☐ It complies with intellectual property rights, and all sources are properly cited.

II. Document Format

- ☐ Submitted as a Word file (.doc or .docx).
- ☐ Times New Roman, 12-point font, double-spaced.
- ☐ Margins of 2.5 cm on all sides.
- ☐ No authorship information is included in the document body.
- ☐ Title: Maximum of 20 words.
- ☐ Abstract: Maximum of 100 words.
- ☐ Keywords: Up to 7 keywords (1 to 3 words each).
- ☐ Word limit: Maximum of 4,000 words (excluding title, abstract, keywords, and bibliography).
- ☐ Only cited sources must be listed in the bibliography, following the Chicago (author-date) citation style.
- ☐ Figures and tables must be properly referenced within the text.

III. Mandatory Annexes

- ☐ Personal and academic information form [↓]
- ☐ Certificate of originality [↓]
- ☐ Authorization for the use of third-party materials [↓]
- ☐ Authorization for the use of intellectual property rights [↓]

IV. Figures and Tables

- ☐ Maximum of 20 figures.
- ☐ Minimum resolution of 300 dpi, with a width of 18 cm.
- ☐ Figures are submitted as separate JPEG, PNG, or TIFF files
- ☐ Tables are submitted as separate Word or Excel files.
- ☐ File names follow this format: FIG1, FIG2, TAB1, TAB2, etc.
- ☐ Each figure or table includes a source attribution and a usage rights statement.

For questions, contact dearq@uniandes.edu.co