



Editorial Policy

Norms for Authors

The objective of the *Forum Journal* is to present its readers with previously unpublished articles, both in Spanish, English and Portuguese, showing research results in political science, law, international relations and other disciplines related with the local and national political reality. The journal aims to articulate the academic debate with diverse social and political problems and dynamics. *Forum* was created in 2011 and is funded by the Political Science Department of the Faculty of Human and Economic Sciences at the *Universidad Nacional de Colombia (Sede Medellín)*. Its publication is bi-annual (January-June and July-December). The *Forum* journal is aimed at academics interested in empirical and theoretical studies of political sciences, law, international relations and other disciplines related.

Open submission dates and deadlines for “dossier” and “open subject” papers are published on the journal’s website and are indicated in the information about submissions that the journal distributes. Articles are submitted online in the following link: <https://revistas.unal.edu.co/index.php/forum/about/submissions#onlineSubmissions>. The *Forum Journal* doesn’t charge authors for editorial processes. The *Forum Journal* subjects all articles to plagiarism detection tools. Whenever total or partial plagiarism is detected, the article is rejected and the author notified.

Parameters for Article Submission

Contents must be submitted in the following format: Microsoft Word; font: Times New Roman size 12; line spacing: 1½; paper size: letter; margins: 2,5cm. Pages must be numbered. Footnotes must be in Times New Roman size 10 with single line spacing.

Articles must have between 7,000 and 10,000 words, including bibliographical references.

Submitted articles must indicate: title, author(s)’s name, institutional affiliation, latest two publications, ORCID and email.

The origin of the article must be included as a footnote, signaled with an asterisk (*) after the title, specifying whether the article is a product of research, a thesis, or something else, and whether it was financially sponsored.

Each article must include an analytical abstract (objective, theoretical framework, methodology and conclusions) of 120 words, maximum, and 5 keywords (registered in Thesaurus-Unesco), both in Spanish, English and Portuguese.

Articles may include figure and tables. Image files must be submitted in jpg or tiff of 300 dpi and 240 pixels, in high resolution. Tables and graphs must include a title on top. Places, dates and the source of the information must be indicated below.

Words in different languages must be in italic.

The first time that initials are used for an abbreviation, full names must be written followed by the initials in parenthesis. Thereafter, only the initials should be used. Example: United Nations (UN).

The bibliography at the end of the article must be organized in strict alphabetical order.

If technical terms, initials or acronyms are included, they must be defined when used for the first time.

In-text bibliographical citations must be in APA style, latest edition. The use of reference management tools is advised.

Below are examples of in-text (**T**) and bibliography list (**B**) citations.

Book with one author:

T: (Gibson, 2012, p. 56)

B: Gibson, E. L. (2012). *Boundary Control: Subnational Authoritarianism in Federal Democracies*. Cambridge: Cambridge University Press.

Classic book:

T: (Shakespeare, 1609/2004, p. 35)

B: Shakespeare, W. (2004). *Hamlet* (J. M. Valverde, ed. & trad.). Planeta; Paidós. (Original work published 1609).

In classic books where the publisher /translator appears alongside the author, credit must be given to the publisher and translators as shown in the example.

Book with two or three authors:

T: (Levitsky & Way, 2010, p. 67)

B: Levitsky, S. & Way L. (2010). *Competitive Authoritarianism: Hybrid Regimes after the Cold War*. Cambridge University Press.

Four or more authors:

T: (O'Donnell et al., 2013, p. 35)

B: O'Donnell, G., Schmitter, P. C., Arnson, C. J. & Lowenthal, A. F. (2013). *Transitions from Authoritarian Rule: Tentative Conclusions about Uncertain Democracies*. Johns Hopkins University Press.

Book chapter:

T: (Sánchez, Vargas & Vásquez, 2011, p. 81)

B: Sánchez, L. C., Vargas, A. R. & Vásquez, T. (2011). Las diversas trayectorias de la guerra: un análisis subregional. In J. A. Restrepo, A. R. Vargas & T. Vásquez (Eds.), *Una vieja guerra en un nuevo contexto. Conflicto y territorio en el sur de Colombia* (pp.81-83). Pontificia Universidad Javeriana.

Journal article:

T: (Albertus, 2015, p. 1668)

B: Albertus, M. (2015). The Role of Subnational Politicians in Distributive Politics: Political Bias in Venezuela's Land Reform under Chávez. *Comparative Political Studies*, 48(13), 1667-1710. <https://doi.org/10.1177/0010414015600457>

Newspaper article (with and without author):

T: (Bassets, 2017)

B: Bassets, M. (2017, September 13). El presidente francés viaja a las Antillas en plena la jornada de protesta. *El País*. https://elpais.com/internacional/2017/09/13/actualidad/1505254601_827185.html

T: (El presidente francés viaja a las Antillas en plena la jornada de protesta, 2017)

B: El presidente francés viaja a las Antillas en plena la jornada de protesta. (2017, September 13). *El País*, p. 12.

Thesis published online:

T: (Velásquez Rodríguez, 2014, p. 78)

B: Velásquez Rodríguez, D. A. (2014). *Procesos de configuración del territorio colombiano: la relación entre intervención estatal y el desarrollo de la violencia armada en áreas de*

frontera agrícola [Master's thesis, Universidad Nacional de Colombia]. Digital Archive.
URL

Unpublished thesis:

T: (Velásquez Rodríguez, 2014, p. 78)

B: Velásquez Rodríguez, D. A. (2014). *Procesos de configuración del territorio colombiano: la relación entre intervención estatal y el desarrollo de la violencia armada en áreas de frontera agrícola* [Unpublished doctoral thesis]. Universidad Nacional de Colombia.

Paper presented at a meeting or conference:

T: (Lodola & Ciocci, 2015)

B: Lodola, G. & Ciocci T. (2015, March 30-April 2). *The Individual and Contextual Determinants of Subnational Vote in Argentina* [Paper presentation]. 68 Conferencia Annual Wapor, Buenos Aires, Argentina.

Corporate author, government report:

T: (Ministerio de la Protección Social, 1994)

B: Ministerio de la Protección Social. (1994). *Informe científico de casos de fiebra amarilla en el departamento del Meta*. <http://www.minproteccionsocial.gov.co/>

Legal Reference

T: (Ley 84, 1873)

B: Congreso de los Estados Unidos de Colombia. (1873, May 26). Ley 84 de 1873. Código civil de los Estados Unidos de Colombia. *Diario Oficial* No. 2867.

T: (Sentencia C-593/14, 2014)

B: Corte Suprema de Justicia (2014, August 20). Sentencia C-593/14 [M. P. Jorge Ignacio Pretelt Chaljub].

Films

T: (Guerra, 2005)

B: Guerra, C. (director). (2005). *La sombra del caminante* [Films]. Ciudad Lunar Producciones.

Video

T: (University of Oxford, 2018)

B: University of Oxford. (2018, 6 de diciembre). How do geckos walk on water? [Video]. YouTube. <https://www.youtube.com/watch?v=qm1xGfOZJc8>

Personal communications are cited within the text but are not included in the reference list.

T: (P. Ramírez, personal communications, 2020 August 4)

Note: neither op. cit., ibid. nor ibidem. should be used under any circumstances.

Book Reviews

Reviews (of books published within the past two years) must have a clear and analytic perspective. The style presentation must be in Word format, in Times New Roman size 12 font, with line spacing of 1 ½ and using page numbering. The review must be between 1,500 and 2,000 pages long. It must include the complete information of the reviewed book: author, date, full title, city, editorial and total number of pages, as well as information about the author: academic titles, institutional affiliation, country and email.

Statement of Ethics and Good Practice

Publication and Authorship

The journal *Forum. Revista Departamento Ciencia Política*, Universidad Nacional de Colombia (<https://revistas.unal.edu.co/index.php/forum/index>) states its ethics policy with the purpose of adopting all required measures to prevent any kind of fraud, plagiarism and editorial malpractice.

The organizational structure of the Forum Journal is the following: editorial team – composed of a chief editor and an editorial assistant-, editorial committee, scientific committee and coordinator of journals, and editorial center. Members of the editorial and scientific

committees are evaluated biannually according to their academic authority in the discipline and to their intellectual production.

Articles submitted for publishing in the Forum Journal must be original and unpublished; they cannot be in any other evaluation process nor have editorial commitments with any other publication. If, after an article has been published in the Forum Journal, and its authors wish to include it in a different publication (journal, compilation or book), they must request a written authorization from the chief editor and make an explicit reference to the original publication. Likewise, if the Forum Journal wishes to reproduce an article that has already been published elsewhere, the Forum Journal is responsible for requesting the authorization from the editorial where it was first published.

Responsibilities of the Chief Editor and Editorial Responsibilities

The chief editor must always act in an objective and fair manner, without discriminating authors on sexual, religious, political or regional grounds. Likewise, the chief editor must review, edit and publish academic contributions according only to their academic merits and without considering any type of commercial influence or non-academic interest.

The chief editor of the Forum Journal, in collaboration with the editorial committee, has the responsibility of deciding which articles are published. The selection is made based on recommendations resulting from the evaluation of the article and from the editorial revision process, in which criteria regarding quality, relevance, originality and contribution to the discipline are considered. The editorial team has the final word on the publishing of an article and on the edition of the journal in which it will appear. The journal will be published on the previously stipulated dates, as long as authors deliver all requested documentation in time. The Forum Journal reserves the right to apply minor style-editing corrections before publishing.

The chief editor must be well informed about current legal aspects regarding libel, copyright and plagiarism, and must follow the adequate procedure in order to resolve possible complaints or misunderstandings of an ethical nature or related to a conflict of interests. The editor and the editorial committee will act in accordance with the regulations, policies, and proceedings established by the Universidad Nacional de Colombia. Whenever a possible conflict of interests is identified, authors will be given the opportunity to reply. Any type of complaint must be substantiated with written documents that provide evidence of the alleged inappropriate behavior. If necessary, the chief editor must make sure that an investigation, leading to an expedite solution of the problem, takes place. Whenever inexactitudes or errors

are found in published content, corrections and clarifications are published on the website of the Forum Journal.

As soon as an edition of the Forum Journal is published, the editorial team is responsible for its distribution among collaborators, evaluators, repositories, and national and international indexing systems (Colciencias-Publindex); and among institutions with which exchange agreements have been established. The editorial team is also responsible for delivering the journal to active subscribers.

Responsibilities of Peer Reviewers

When an article is received, the editorial team evaluates if it fulfills all the basic requirements of the Forum Journal, including format, quality (objective, theoretical framework, methodology, conclusions and bibliography) and relevance of the document. After this initial revision, the articles that will begin the evaluation process are selected. Text are then submitted for evaluation to two academic peers, national and international (at least one of them with international affiliations) and to the editorial team, which states its concept. The editorial team has the final word regarding the contents to be published. The decision is then communicated to the authors within a maximum period of six months, counted from the submission date of the article. If the evaluation process exceeds that time, the editorial team must inform the authors. Reviewers are required to explicitly state, in the evaluation format, that they do not have any conflict of interests regarding the authors and the topics that they will review. In case of any doubt, the reviewer will be replaced.

The Forum Journal uses an evaluation format with questions regarding academic and editorial criteria. Reviewers are responsible for suggesting acceptance, rejection or approval with modifications to the refereed article. Authors and reviewers are kept anonymous during the evaluation process.

Responsibilities of Authors

Authors must submit articles through the online platform of the Forum Journal, creating first a username in the following link: <https://revistas.unal.edu.co/index.php/forum/user/register> during the established dates of each open submissions period. Author guidelines, including all the requisites for article submission and editorial norms are available in the last pages of the journal's print version or in the following link: <https://revistas.unal.edu.co/index.php/forum/about/submissions#authorGuidelines>

Authors take responsibility for the ideas expressed in published contents and for the ethical suitability of the article. Authors must explicitly state their authorship and declare that the article respects third party copyrights. Authors are also responsible for requesting and obtaining authorization to use, reproduce, and print any material that is not of their own authorship or that they do not own (tables, graphs, maps, diagrams, photos, images, etc.).

Authors agree to subject their manuscripts to an evaluation by external peers and to take their suggestions into account, as well as those of the editorial team. Modifications to articles must be done within the time period established by the editorial team. After the editorial team receives the modified articles and verifies that the appropriate changes have been made, authors are informed of the editorial team's definitive approval. Whenever texts submitted to the Forum Journal are not accepted for publication, the editorial team notifies the authors, explaining the reasons. During the editing process, the editorial team may consult with the authors in order to resolve questions regarding the article. During the evaluation and editing processes, emails are the preferred communication means between the journal and the authors.

In order for their articles to appear in the Forum Journal (electronic and print versions), authors of accepted texts must authorize the Universidad Nacional de Colombia to make use of their copyrights (reproduction, public communication, transformation and distribution) by signing the document that includes the "Authorization of the Use of Intellectual Property Rights". In the same document, authors confirm their authorship of the text and declare that they respect third party intellectual property rights.