HISTORIA Y SOCIEDAD

Editorial policy

The *Historia y Sociedad* journal was founded in 1994 by Professor Luis Antonio Restrepo Arango. This publication is financed and edited by the National University of Colombia - Medellín campus – Faculty of Human and Economic Sciences – History Department. The journal publishes original, unpublished articles in Spanish, English and Portuguese that are the result of research from different approaches on any aspect of Colombian, Latin American and world history from the 15th century until present day. It also publishes histographic reviews, transcriptions of archive documents and reviews on recent histographic production. The objective of the journal is to open spaces for the dissemination of historical research by academics from all over the world and to promote its circulation among undergraduate and graduate students as well as the public at large, with the purpose of encouraging academic dialogs and strengthening knowledge of history and the humanities. The journal is aimed at a scientific audience that is geographically diverse and possesses a vast academic trajectory, and particularly, the journal publishes graduate social scientists, postgraduate students, professors, and active graduate researchers. The articles cannot be in a simultaneous evaluation process with another publication. The journal submits all the manuscripts to a plagiarism detection and content similarity verification tool. The double-blind evaluation system is carried out with external evaluators. The journal is published on a semester basis and publishes under an electronic format in January and July each year, with open access content in PDF and XML formats. Under no circumstances do authors or readers pay to send, publish or access the contents of the journal.

The sections of the journal are the following:

Editorial

Section that presents the contents of each number. It is written by the director-editor or by guest editors (in case of a dossier)

Dossier

Section that gathers unpublished research or review papers on a specific topic. The texts present research results obtained from primary sources, methodologies and up to date literature.

Open topic

Section that gathers research or review papers on diverse topics. The texts present research results obtained from primary sources, methodologies and up to date literature.

Documents

Section that gathers critical transcriptions of documents from historical archives and from other patrimonial repositories.

Book Reviews

Section that gathers critical reviews of history books published in the past 3 years. Book reviews are selected by the editorial team.

The editorial roles in the journal are the following:

Authors

All manuscripts submitted to the journal, *Historia y Sociedad,* must be reviewed and approved by each of the authors. By doing so, authors guarantee that the texts are written according to the editorial policies of the journal. Authors must submit unpublished research works: papers whose content has never been published in any other academic publication (be it in indexed or bibliographical repositories). Translations of original and previously published or public works are not considered original contributions. Papers being reviewed in another journal must not be submitted. From the beginning, authors agree to disclose the origin of the article and to specify whether it was financed or supported by any institution. Authors must also submit any required authorization from the persons or organizations involved in the elaboration of the manuscript. In case of co-authorship, all authors are responsible for specifying their contributions or functions in the research and writing of the text (analysis and writing). Intellectual contributions must be significant enough to merit co-authorship. Individuals whose contribution is only partial may be included in the acknowledgments section. Authors who belong to the editorial team of the journal are immediately disqualified to make any decision regarding their own texts.

Reviewers

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For the reviewing process, the editorial team of the journal asks for the participation of experts on each specific topic (at least 50% of them with international affiliation). Reviewers agree to submit, before the date established by the editorial team, an academic review using the evaluation format. The review must be written in an academic, clear and non-offensive language. Additionally, the qualitative and quantitative evaluations must be explicit and conclusive. The use by reviewers of any content prior to its publication is unauthorized and considered against scientific publishing ethics. Reviewers are herein informed that plagiarism or misuse of the reviewed texts is an action with legal consequences.

Director-editor

The director-editor is the highest authority in the journal. In case of contradiction between the collegiate bodies, the director-editor makes all final decisions regarding the publishing process of the journal. The director-editor oversees all academic matters, including the historiographical focus and the proposal of monographic issues. The director-editor presides over the preliminary review of manuscripts during each submissions period, and preselects papers to be sent to an external review. The director-editor reports on the operation of the journal, ensures the accomplishment of editorial tasks, and watches over the visibility and impact of the journal according to the criteria established by Publindex (Colciencias) and international indexing systems. The director-editor can only publish once a year in the Dossier or Open Topic issues.

Editorial coordinator

The editorial coordinator assists the director-editor in the formulation of editorial policies and academic guidelines, establishes a timeline for the editorial processes and ensures their timely completion. The editorial coordinator oversees the following processes: reception of contents, review, edition, layout, publication (in print and electronic), and circulation (indexing systems and academic networks). From the submission of manuscripts to referees, to their definitive publication in the journal, the editorial coordinator guarantees the existence of a confidential, ethical and transparent reviewing process that ensures the protection of intellectual property. Names and electronic addresses will be exclusively used to the ends stated by the journal and will not be available, for any purpose, to any other person or institution. The coordinator assists the editor in the decisions and actions required to guarantee that the journal meets the indexing criteria.

Editorial Council

The members of the editorial council are consulted to define changes regarding the focus, content and editorial image of the journal. They may propose topics for the monographic issues. When required by the director-editor, they may suggest lists of peer reviewers, or they may serve as reviewers. They will be the main promoters of the circulation (in print and electronic) of the journal (opening of submissions, news, and recently published issues) in national and international publishing media.

Guest editors

Guest editors are researchers invited by the editorial team or by the editorial council to coordinate a dossier. Proposals of monographic issues suggested by researchers with extensive experience in a specific field are also considered. Guest editors must send a proposal containing: title, objectives and a thematic focus (500 words maximum). Their functions are to announce the opening for submissions in national and international academic networks; to review and select the papers for external evaluation; to suggest at least two reviewers per paper; to select, with the help of the editorial team, the best-evaluated papers to be published in the dossier; and to write the dossier's introduction.

Norms for authors

The journal, *Historia y Sociedad,* publishes original research and review papers, as well as book reviews and transcriptions in Spanish, English, and Portuguese.

All contents must be submitted through the following platform: http://www.revistas.unal.edu.co/index.php/hisysoc/about/submissions#onlineSubmissions or to the following email address: revhisys_med@unal.edu.co

Papers submitted to the journal cannot be in any simultaneous review process in another publication. Submissions to the Open Topic section are permanently open. Submission dates for issues with a specific focus will be published on the journal website and academic networks. Authors of papers published in *Historia y Sociedad* must wait at least two years to publish again in the journal.

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The name of the author and any other reference to it must be eliminated from the submitted manuscript. Personal information must be registered on the website and attached in a different document. In order to consider a paper for publishing, all the following information must be provided:

1. Full name
2. ID number: National ID or Passport number.
3. Latest academic title: program. University (ACRONYM)
4. Institutional affiliation and current position: University (ACRONYM) – Location – Faculty or Institute – School or Department – Research Group or Laboratory – Address, City, Postal Code – Country.
5. ORCID. https://orcid.org/register (required)
6. Institutional email address
7. Google Scholar profile (required)
8. Origin and financing of the paper: indicate if the paper is the result of research, a master or doctoral thesis, and indicate whether it was financed. If it was financed, indicate the name of the financing or sponsoring institution, financing mode, code, period and state of the paper (partial or finished product).
9. Biographical review: other educational degrees, titles and granting institutions. Publications from the past 2 years (150 words maximum).
10. Other academic profiles: Academia.edu, Redalyc, Research Gate, Mendeley.
11. Postal address: it includes nomenclature and postal code or specific PO Box for the delivery of the printed copy.
12. Conflict of interests: the author must state whether there is any conflict of interests regarding the submitted paper. This is a pre-requisite to ensure scientific publication ethics. According to the ICMJE "there is a conflict of interests when the professional evaluation of a primary interest (such as the validity of research results) may be influenced by a secondary interest. Suspicion of conflicts of interest is as important as their real existence".

Article Reviewing and editing processes

After the closing of submission dates, papers are reviewed by the editorial team. During the first filtering stage, the editorial team considers the following criteria: title, abstract (according to the IMRD structure: Introduction,

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Methodology, Results and Discussion), theoretical framework, conclusions, sources and bibliography. Papers that pass the first filter continue to the second stage, where they are reviewed by external peers. This is a double-blind review process carried out by two academic peers who are, in most of the cases, external to the institution. In the event of contradictory reviews, a third reviewer will be appointed. The time estimated to report the concept regarding a paper (accepted or rejected) is approximately of 6 months, starting the date of reception of contents.

The criteria to choose the reviewers are: experience, recent academic production (publications during the past 5 years) and expertise on the subject. Evaluation criteria are the following: global quality (contribution to knowledge and relevance for publication in a history journal); methodology (soundness, degree of adaptation to the object of study, and accuracy); sources (solvency and accuracy in their treatment; originality and scope of the references); bibliography (current relevance, scope, and relevance regarding the object of study); argument consistency (coherence between the proposed objectives and the results obtained; quality, clarity and accuracy of the arguments that support the hypotheses and conclusions); formal presentation (quality and clarity in writing; adjustment of the abstract to the IMRD structure), and additional suggestions (comments that expand the feedback on the article). Reviewers report anonymously one of the following decisions: accept; publish with major modifications (substantial changes in introduction, methodology, content, bibliography or conclusions) or reject.

Adjustments suggested by the reviewers and the editorial team must be taken into account by the author. These modifications and corrections of the manuscript must be implemented by the author within the dates specified by the editorial coordinator of the journal; to do so, authors are given approximately 15 days. After reception of the modified paper, the author will be notified of its approval or rejection. The editorial team has the final word on the publication of papers and on the issue in which they will be published. Publishing dates will be respected as long as authors send the required documents on time. The journal has the right of editing and style editing. During the editing process the editorial team may consult with authors. Emailing is the privileged way to communicate with authors during the reviewing and editing processes.

Content format

Papers

Papers must be between 3500 and 11000 words long, including abstract, notes and bibliography. They must include an abstract in Spanish, English and Portuguese (250 words maximum). Papers must include from 3 to 6 key words, preferably extracted from the Unesco Thesaurus (http://databases.unesco.org/thessp/). Manuscripts must be submitted in letter paper size, with 1.5 point spacing, 2.5 cm margins, 12 point Times New Roman font, and respecting the following specifications: Subdivisions within the text body (chapters, subchapters) are not enumerated. Paragraphs are not indented and there is no spacing between them. Footnotes appear in Arabic numbers and the call within the text is done before punctuation marks. For extensive quotations, the call is done after the final punctuation mark. Terms in Latin and words in a foreign language are highlighted with *italic font*. Words or sentences are highlighted with *italic font*.

The first time that an acronym is used, it must appear in parenthesis after the full name; thereafter, only the acronym used. Textual quotations that exceed four lines must use the extensive quotation format, with left and right margins (1cm indent on each side), single spacing, 11 point font size, and without quotation marks.

The goal of graphic elements included in the manuscript is to support or complement the argumentation; for that reason, each graphic element must be mentioned in the text, preferably using parenthesis (see figure 00). The classification of graphic elements is as follows: "Figure" refers to photographs, illustrations, maps, and diagrams; "Table" corresponds to information presented in double-entry charts (rows and columns). Figures and tables are independently enumerated: a consecutive enumeration for figures and a different consecutive enumeration for tables. Each graphic element must have a title and be sequentially enumerated and accompanied by its respective identification (image footer and source). Graphic elements must appear right after the paragraph in which they are mentioned. Images must be independently attached in digital format (JPG or TIFF in high resolution). If permits are required to publish the images, it is the author's responsibility to obtain them and submit them to the journal. If these requisites are not fulfilled, the journal makes no commitment to publish the images.

The bibliography will be included at the end of the paper, in 12 point Times New Roman font, with 1 point spacing, without indentation and enumerated. Full references in alphabetical order of all works used to write the article

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must appear. Titles not referenced in the footnotes should not be included. The bibliography must be organized as follows:

References

Primary sources

    Archives

    Periodic publications

    In print and handwritten documents

Secondary sources

Citation and referencing model

The journal uses an adaptation of the *Chicago Manual of Style,* in the *Humanities Style* version. Below are the differences between footnote (N) and bibliographical (B) citations.

    Book

        One author

N- Name Last name(s), *Full title* (City: Publisher, year), 445.

B- Last name(s), Name. *Full title*. City: Publisher, year. (Include DOI if available)

        Two authors

N- Name Last name(s) and Name Last name(s), *Full title* (City: Publisher, year), 78-79.

B- Last name(s), Name, and Name Last name (s). *Full title*. City: Publisher, year.

        Four or more authors

N- Name Last name(s) *et al.*, *Full title* (City: Publisher, year), 134-167.

B- Last name(s), Name, Name Last name(s), Name Last name(s) y Name Last name(s). *Full title*. City: Publisher, year.

Book article

N- Name Last name(s), "Title of article", in *Full title*, eds. Name Last name(s) and Name Last name(s) (City: Publisher, year), 69-73.

B- Last name(s), Name. "Title of article". In *Full title*, edited by Name Last name(s) and Name Last name(s). City: Publisher, year, 58-79.

Journal article

N- Name Last name(s), "Title of article", *Title of journal* Vol: n.° (year): 58.

B- Last name(s), Name. "Title of article". *Title of journal* Vol: n.° (year): 58-79. (Include DOI if available)

Newspaper article

N- Name Last name(s), "Title of article", *Title of newspaper*, City, day and month, year, 58.

B- Last name(s), Name. "Title of article". *Title of newspaper*, City, day and month, year, 58-79.

Thesis

N- Name Last name(s), "Title of thesis" (Undergraduate/Masters/Doctoral Thesis in, University, year), 58-79.

B- Last name(s), Name. "Title of thesis". Undergraduate/Masters/Doctoral Thesis in, University, year.

Presentation

N- Name Last name(s), "Title of presentation", presentation, Name of Event, City, Country, day, month, year, 00.

B- Last name(s), Name. "Title of presentation". Presentation, Name of Event, City, Country, day, month, year.

Archival material

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The first time an archive is cited, the full name of the archive should be included, accompanied by the acronym and the location in parenthesis. The second time, in the case of the name, only the acronym is cited. For the rest of the information in the reference –if fonds and section are repeated- all the information is cited again.

N- "Title of document" (location and date), in Archive (Acronym of archive, City, Country), Section, Fonds, Series, vol./leg./t., doc., f. or ff.

- n.1 "Document x", in Antioquia Historical Archive (AHA, Medellín, Colombia), Secretaría de Gobierno, Gobernación de Antioquia, Gobierno-Municipios, Carpeta 3, Letter C, box. n.º 55, f. 184.

- n.2 "Document x", in AHA, Secretaría de Gobierno, Gobernación de Antioquia, Gobierno-Municipios, Carpeta 3, Letter C, box. n.º 55, f. 190.

B- Full name of archive (acronym), City-Country. Section 1: Name of section 1, Fonds: Name of fonds 1 (Series: Name of the series); Name of fonds 2 (Series: Name of series). Section 2: Name of section 2, Fonds: Name of fonds 1 (Series: Name of the series); Name of fonds 2 (Series: Name of series). Fonds are presented in alphabetical order.

- b.1 Cauca Central Archive (ACC), Popayán-Colombia. Section: Colonia. Fonds: Judicial; Notaría Primera;

- b.2 General Archive of the Nation (AGN), Bogotá-Colombia. Section: Colonia. Fonds: Caciques e indios; Historia eclesiástica; Visitas (Series: Boyacá y Antioquia)

    Online publications

N- Name Last name(s) and Name Last name (s), eds., *Full title* (City: Publisher, year), http://www.javeriana.edu.co/juridicas/pub_rev_est/pdfs/7.pdf (date of retrieval).

B- Last Name(s), Name, y Last Name Name(s), eds. *Full title*. City: Publisher, year. http://www.javeriana.edu.co/juridicas/pub_rev_est/pdfs/7.pdf

Note: *Op.cit* and *Ibíd* must never be used in footnotes.

After the first citation proceed in the following way:

Name Last name(s), *Two or three words from the title*, 00-00.

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Name Last name(s), "Two or three words from the title", 00-00.

Documents

Transcriptions must be between 7000 and 11000 words long, including abstract and footnotes. They must include an abstract in Spanish, English and Portuguese that does not exceed 250 words. Transcriptions must include from 3 to 6 key words, preferably extracted from the Unesco Thesaurus (http://databases.unesco.org/thessp/). Transcriptions must be submitted in letter paper size, with 1 point spacing, 2.5 cm margins, and 12 point Times New Roman font.

Book reviews

Book reviews must be between 800 and 1800 words long. They must be submitted with 1 point spacing, 2.5 cm margins, and 12 point Times New Roman font. Words or sentences should be highlighted using *italic font*. The format for the book review title is the one indicated by the *Chicago Manual of Style* in *Humanities Style*:

Name Last name(s). *Full title*. City: Publisher, year, 0000 pp.

Ethics and good practice statement

The journal defines the following criteria and recommendations regarding scientific publishing ethics[1]:

General criteria[2]

References included in the article must be sufficiently detailed so that the study can be refuted or replicated. Fraudulent and deliberately inexact statements constitute a behavior against publishing ethics. Privacy rights of human beings must be respected.

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[1] **See** Wilson E. Colmenares M, "Ética en la publicación científica", Dirección Nacional de Bibliotecas. Universidad Nacional de Colombia, 2014 and texts on ethics in the scientific publication Elsevier.

[2] Elsevier, «Ethics. Conducting research», retrieved August 8, 2014, http://www.elsevier.com/journal-authors/ethics#conducting-research.

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Authorship[3]

An author is an individual who makes a substantial contribution to an academic article. Three criteria must be met to acknowledge authorship: substantial contribution to the research conception and design; data acquisition; analysis, and interpretation of the study; drafting or revising the article for intellectual content, and approval of the final version. The order of authorship must be a joint decision of the coauthors. There are three types of authorship that are considered unacceptable: "Ghost" authors, who contribute substantially but are not acknowledged (often paid by commercial sponsors); "Guest" authors, who make no discernible contributions, but are listed to help increase the chances of publication; and "Gift" authors, whose contribution is based solely on a tenuous affiliation with a study. Before starting the research, it is recommended to document the functions of each author and the way in which authorship will be acknowledged. It is unacceptable to lie about the participation of a person in the research or publication. If a contribution is considered "substantial", the person's authorship should be acknowledged, be it as an author or collaborator. No authorship should be assigned without the person's consent. Some groups list authors in alphabetical order, sometimes including a note to explain that all authors made equal contributions to the study and the publication.

Duplicate publication[4]

Authors have an obligation to make sure their paper is based on original–never before published–research. Intentionally submitting or re-submitting work for duplicate publication is considered a breach of publishing ethics. Duplicate/multiple publication occurs when two or more papers, without full cross-reference, share essentially the same hypotheses, data, discussion points, and/or conclusions. This can occur in varying degrees: literal duplication, partial but substantial duplication, or even duplication by paraphrasing. One of the main reasons duplicate publication of original research is considered unethical, is that it can result in "inadvertent doublecounting or inappropriate weighting of the results of a single study, which distorts the available evidence". Articles submitted for publication must be original and must not have been submitted to any other publication.

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[3] Elsevier, «Autoría. Ethics in research & publication», retrieved August 8, 2014, http://www.elsevier.com/_data/assets/pdf_file/0010/183394/ETHICS_ES_AUTH01a_updatedURL.pdf.

[4] Elsevier, «Envío simultáneo/múltiple, publicación duplicada. Ethics in research & publication», retrieved August 8, 2014,

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At the time of submission, authors must disclose any details of related papers (also when in a different language), similar papers in press, and translations.

If a submitted article is being reviewed and the evaluation stage is unknown, it is recommended to wait for the editorial concept before submitting the article to a different publication. Avoid submitting a previously published article to another journal. Avoid submitting articles describing essentially the same research to another journal. Always indicate previous submissions (including meeting presentations and the inclusion of results in registers) that may be considered duplicate publications. Avoid writing about your own research in two or more articles from a different perspective or about different aspects of the research project without mentioning the original article. It is considered manipulative to create several publications from the same research. To submit an article to a journal published in a different country or language, authorization from the original publication must be obtained. When submitting the article, indicate all the details regarding related articles in a different language and existing translations.

Source acknowledgement

Authors must cite all publications used during research. Information obtained in a private way must not be used without explicit written authorization of the source. Reutilization of tables and figures requires authorization of the author and the editor, and it must be adequately mentioned in the table or figure label. Information obtained during the course of confidential services, such as arbitration manuscripts or subvention applications, must not be used without explicit and written authorization of the author of the work involved in such services.

Research fraud[5]

Research fraud in scientific publishing consists in reporting data or conclusions that were not generated by a rigourous research process. There are two types of fraud in research and scientific publishing:

Data fabrication: Making up research data and results, and recording or reporting them.

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[5] Elsevier, «Fraude en investigación. Ethics in research & publication», retrieved august 8 2014, http://www.elsevier.com/_data/assets/pdf_file/0017/183401/ETHICS_ES_RF01a_updatedURL.pdf.

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Data falsification: Manipulating research materials, images, data, equipment, or processes. Falsification includes changing or omitting data or results in such a way that the research is not accurately represented. A person might falsify data to make it fit with the desired end result of a study.

Before submitting an article, it is recommended to read carefully the editorial and data policies of the journal. Never modify, change or omit data intentionally, including research material, processes, equipment, tables, citations, and bibliographical references. Both fabrication and falsification of data are serious forms of misconduct because they result in a scientific record that does not accurately reflect observed truth. Authors must adequately handle the data supporting research, paying special attention to recollection, production, preservation, analysis and communication of data. Keep a detailed record of all raw data, available for access in case an editor requests it, even after publishing the article.

Plagiarism policy[6]

One of the most common types of publication misconduct is plagiarism—when one author deliberately uses another's work without permission, credit, or acknowledgment. Plagiarism takes different forms, from literal copying to paraphrasing some else's work and can include: Data, ideas, concepts, words and phrases. Plagiarism has varying levels of severity, such as: How much of someone's work was taken (a few lines, paragraphs, pages, the full article); what was copied (results, methods, or introduction section). Plagiarism in all of its forms is considered an unethical conduct and is unacceptable. Exact copy is only acceptable if the source is indicated and all copied text is between quotation marks. We remind you that it is essential to acknowledge the work of other persons (including that of your advisor or your own work) as part of the process. We recommend against reproducing original works word by word, totally or partially, without authorization or report of the original source. We suggest keeping a record of the sources used for research and where they were used in your paper. Paraphrasing is only acceptable if the source is appropriately reported and if the original sense of the source's

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[6]   Elsevier, «Plagio. Ethics in research & publication», retrieved august 8 2014, http://www.elsevier.com/_data/assets/pdf_file/0016/183400/ETHICS_ES_PLA01a_updatedURL.pdf.

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meaning is not changed. Use quotation marks and cite all contents taken from a previously published source, even if you say it with your own words.

The journal *Historia y Sociedad* uses two strategies to protect its own and third party intellectual property, that is, to correct malpractice in scientific publishing (plagiarism, self-plagiarism, falsification, authorship, fragmentation and conflict of interests). The first is to require authors to sign the following documents: consent format and transfer format in which they state that the manuscript is original and that it is not being evaluated by any other publication. The second is to check all contributions using the antiplagiarism and similarity revision tool (Turnitin) to identify serious misconducts regarding intellectual property (inappropriate, altered or non-existing citation). If authors practice plagiarism (inappropriate citation) or self-plagiarism (duplicate data from previous publications), the manuscript will be immediately withdrawn from the evaluation process and authors will be notified, including a justification.

Correction of published articles[7]

When authors discover significant errors or inaccuracies in their published work, it is their obligation to immediately notify the journal and cooperate in the correction process. The editorial team must respond promptly to retraction, correction, complaint and clarification requests, ensuring appropriate measures that lead to the resolution of the problem. If an error is identified in published content, the editorial team must include all relevant corrections and clarifications in the journal's website.

Last Update: October, 2019.

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[7] Elsevier, «Ethics. Writing an article», retrieved august 8 2014, http://www.elsevier.com/journal-authors/ethics#writing-an-article.

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