



EDITORIAL POLICY AND AUTHOR GUIDELINES

Facultad de Ciencias Humanas y Económicas
Sede Medellín



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NACIONAL
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Focus and scope of the Journal

The *Revista Colombiana de Pensamiento Estético e Historia del Arte* was founded in 2014 as an initiative of the Master's in Aesthetics program and the Group of Aesthetic Studies at the National University of Colombia - Medellín campus and the National Network of Researchers in Aesthetics and the Philosophy of Art. Its objective is to disseminate the latest reflections on aesthetic thought, art theory and philosophy, museology, art history, contemporary artistic production (plastic, audiovisual and musical), to establish a dialogue that allows and encourages differences in approaches within the national and international community of researchers and artists, by disseminating research results and reflections on transversal issues that constitute true living and dynamic thinking. The journal is aimed at an academic and creative national and international audience with a research and artistic trajectory that specializes in art, art history, aesthetics, philosophy and related disciplines. The journal publishes original, unpublished articles in Spanish, Portuguese and English that are the result of research, reflection and review. It also publishes translations, reviews, artist notes, and video art notes. All the manuscripts sent to the articles section are subjected to a plagiarism detection and content similarity verification tool. Under no circumstances do authors, evaluators or readers pay to send, review, publish or access the contents of the journal.

Publication Frequency

The periodicity of the journal is biannual (it is published in January and July), with simultaneous publication of its articles and table of contents.

Journal sections

Dossier

This section receives unpublished research, reflection, or review articles for issues dedicated to a specific topic. Texts that present the results of research projects are also included, which may be a thesis or other types of research. Texts that make reflections from an analytical, critical or interpretive perspective on a specific topic are included. Or texts that present the result of a completed investigation where the results of published or unpublished research are analyzed, systematized and integrated in order to account for progress and trends that are developing.

Open Topic

Receives research, reflection or review articles on various topics. Texts that present the results of research projects are included, which may be a thesis or other type of research. These are texts that reflect from an analytical, critical or interpretive perspective on a specific topic. Or texts that present the result of a completed investigation where the results of published or unpublished research are analyzed, systematized and integrated in order to account for progress and trends under development.



Gallery

Translation

Spanish translations of texts related to the objective, topics and scope of the journal.

Reviews

Texts that critically analyze a publication made in the last three years on topics related to the objective, topics and scope of the journal.

Invited artist

This section presents the recent plastic work of a contemporary artist. It includes photographs or graphic reproductions and a biographical and explanatory text of the work.

Video art

Here we present the recent audiovisual work of a contemporary artist. Links to the videos and a biographical and explanatory text of the work are included.

Selection, evaluation and publication of articles

All articles must be submitted to redestetica_med@unal.edu.co. They must be unpublished manuscripts and the result of original, developed research, reflections or reviews with an updated bibliography.

The journal receives Open Topic articles permanently, but deadlines are indicated for the selection of the articles that will appear in each issue. The journal may open, by decision of the editorial committee, a call for special issues (dossier) around a specific topic. The dates for this type of call are published on the journal's website, through mass mailings and through the University's communication channels.

Once the calls are closed, all the texts received will be reviewed, firstly, by the Director and the Editorial Committee, who will determine their academic rigor, their thematic relevance, the quality of the writing, the bibliographic relevancy and the formal adaptation to the journal rules. The texts that pass this filter will be subjected to verification with the Turnitin tool, in order to guarantee the originality and authorship of its content. Manuscripts that meet this requirement will be submitted for evaluation by external peers under the double-blind method. Initially, the evaluation format will be sent to two reviewers who will report on the quality and subject relevance of the text, its structure, the quality of its bibliographic references and the rigor in general. In case there is a contradiction between the two reviewer's concepts, a third reviewer will be sought whose evaluation will be final. The period between receipt of the article and notification of the verdict to the author will be a minimum of three months and a maximum of eight months.

Once the text has been favorably evaluated, the authors will be informed to make the corrections suggested by the evaluators and the editing process will begin. The editorial team will take into account the rules of the journal to suggest formal adjustments to the author, who must make the respective observations within a period of no more than twenty business days. With these observations, the editors will make the last corrections. Next, the authors will be asked to sign the originality and transfer of rights documents, as well as the consent of the final version of the manuscript, so that it can be diagrammed and subsequently published. It should be noted that once the article is accepted for publication, the author transfers his economic rights (in accordance with current legislation, without affecting in any way, the moral rights over which the author has full control) and reiterates that the article is an unpublished paper.

Reviewer Guidelines

The journal's editorial team invites researchers with extensive experience to evaluate manuscripts. Initially the guest confirms if they accept the task. If so, reviewers agree to submit their verdict within the period indicated by the editorial team. The concept must be written in academic, clear and non-offensive language. Qualitative and quantitative considerations should be explicit and conclusive. The use of the revised information by the evaluators is not authorized and is considered a breach of ethics in scientific publications. This means that plagiarism or misuse of the evaluated texts is an action with legal consequences.

The evaluation criteria are as follows: conceptual and argumentative unit of the text; coherence between its introduction and development; relevance and reliability of bibliographic references; originality; soundness of the reflections and conceptual rigor; relevance and contributions to the disciplines it deals with; precision and reliability in the management of concepts, theories, data, procedures and applications; coherence in the title; relevance and quality of the images or interactive resources used; quality in spelling and writing (basic rules of Spanish); quality in expression; distinction between the author's contributions with respect to information from other texts; adherence to ethical standards in scientific publication; proper use of writing procedures —quotes, paraphrases, summaries, notes— to incorporate information from sources into the text. After completing these fields, the reviewers anonymously choose one of the following decisions: accept the original; accept the text on condition that it is subject to minor revisions; the original must be heavily revised (specify, in the comments, in what sense) to be reevaluated; or reject.

Open Access Policy

The journal offers free, immediate access to its content, since it considers that the free dissemination of research facilitates and broadens the exchange of knowledge. Non-profit reproduction of its contents is authorized, citing the source. All the journal's editions have free and immediate access in electronic format (PDF).



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Copyright in the Open Access Policy

Authors who publish in the journal accept the following terms:

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2. The authors may adopt other non-exclusive licensing agreements for the distribution of the version of the published work (deposit it in an institutional electronic file or publish it in a monographic volume) whenever the initial publication in this journal is indicated.
3. The journal allows and recommends that authors disseminate their work on the Internet (institutional electronic files or on their website) before and during the submission process, since it can speed up academic exchange and increase citations of the published work.

Privacy Statement

The names and email addresses collected by this journal will be used exclusively for the purposes stated in its policies and will not be available for any other purpose or to any other person.

Conflict of Interests

Transparency and objectivity are priority practices in scientific research and in the peer review process. If an author, editor or reviewer has any opinion or financial or personal interest that affects their objectivity or inappropriately influences their actions, there is a possible conflict of interest, double commitments, competing interests or competing loyalties 1,2. The most obvious conflicts of interest are financial ones, which are divided into two types of relationships:

1. **Direct:** employment, share ownership, scholarships, patents
2. **Indirect:** fees, advice to promoter organizations, ownership of investment funds, paid expert testimony 2.

Unreported financial conflicts seriously undermine the credibility of the journal, authors, and science 2. An example might be a researcher who owns shares in a pharmaceutical company that has commissioned the research. Conflicts also arise as a result of personal relationships, academic competition, and intellectual passion. 2. An example would be a researcher who has a relative who works for the company whose product the researcher is evaluating. Another example is that there is a personal interest in the results of the research (possible promotion / advancement in your career depending on the results); or personal opinions that are in direct conflict with the topic you are researching.

Conflicts of interest can be potential or real 1,2. The key questions to determine if it is real are the following: does the person's relationship with the organization interfere with their ability to carry out the research or study without prejudice? 1, could this relationship, if discovered later, make a reasonable reader feel deceived 3. The full disclosure of a relationship that constitutes a conflict (even if the person does not believe that it affects their judgment) should be communicated to the group, the Director and editorial team of the journal. All publishers require such disclosure by letter or footer in the manuscript or in an additional document designated for that purpose.

Journals can use the disclosures as the basis for editorial decisions and may publish them if they believe they are important to the readers when evaluating the manuscript. The journal may also choose not to publish the paper if there is a declared conflict 2. According to the United States Office of Research Integrity (ORI), the existence of a conflict of interest is not in itself immoral, and there are some that are unavoidable 1. For this reason full transparency in communication with authors and reviewers is always the best procedure to follow and, in case of doubt, conflicts should be disclosed, even if they are potential 3.



Guide to conflicts of interest and how to avoid them

It is immoral not to reveal a relationship with one person or an organization that affects objectivity or indirectly influences the actions of another. Some relationships do not necessarily involve conflict. Participants in the review and publication process should disclose relationships that could be viewed as potential conflicts of interest 2.

What should be done?

When submitting a work, the author or reviewer must expressly indicate whether or not there are potential conflicts. This should be indicated in the manuscript or if preferred in an attached letter. Researchers must disclose potential conflicts to study participants and must state in the manuscript whether they have done so. Upon receipt of the invitation to review, reviewers should disclose any conflicts that could influence their views of the manuscript 2.

An undisclosed source of funding and its role

It is immoral not to disclose sponsors backing the study, if any, in the design of the research and in the collection, analysis and interpretation of the data, in the writing of the report and in the decision to submit the document for publication. Participants in the review and publication process should disclose relationships that could be viewed as potential conflicts of interest 2.

What should be done?

When submitting a manuscript, the author must declare in a separate section the role the source of the funding has had in its preparation. Likewise, the author must indicate the role of the sponsor (or sponsors) of the study, if any. Editors may request the authors of an agency-funded study with a proprietary or financial interest to sign a statement declaring that "They have had full access to all of the data in this study and assume full responsibility for the integrity of the data and the accuracy of their analysis."

References

1. Office of Research Integrity U.S. Department of Health and Human Services. A brief overview on Conflict of Interests. Available at: <http://ori.hhs.gov/plagiarism-35>. Retrieved on: September 3, 2012
2. International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Conflicts of Interest. Available at: http://www.icmje.org/ethical_4conflicts.html. Retrieved on: September 2, 2012
3. Committee on Publication Ethics (COPE). Committee on Publication Ethics (COPE). Guidelines on Good Publication Practice. 1999. Available at: <http://publicationethics.org/static/1999/1999pdf13.pdf>. Consulted on: **Source:** Elsevier September 6, 2012

Ethics and good practices policy

The journal defines the following criteria and recommendations related to ethics in scientific publications [1].

General criteria [2]

Article references should be so detailed that the study can be replicated or contested. Fraudulent or deliberately inaccurate statements are unethical behavior. The right to privacy of all persons must be respected.

Authorship [3]

An author is anyone who makes a significant intellectual contribution to a scientific article. There are five attributes that give that status: substantial contribution to the conception and design of the research project; Data acquisition; analysis and interpretation of the study; writing or revision of intellectual content and approval of the final version. The order of the authors is a decision made by the co-authors. The journal considers unacceptable the following authorships:

- **“Ghost” authors:** those who, despite contributing to the research, are not recognized (often paid by commercial sponsors).
- **“Guest” authors:** those who make no discernible contribution but are named to increase the chances of publication.
- **“Honorary” authors:** those who rely solely on a tenuous affiliation with a study.

It is recommended that before research begins that the role and manner in which the authorship of each researcher is going to be recognized is documented. Lies about a person’s participation in the research project or publication are not allowed, if their contribution is considered “substantial”, authorship is justified, either as an author or collaborator. You must have the consent by that person to grant authorship. Some groups list authors in alphabetical order, and sometimes accompany it with a note to explain that all authors made equal contributions to the study and publication.

Duplicate publication [4]

Authors have to prove that article is the result of original research (never published before). Intentional resubmission of your work violates the ethics of scientific publication. A duplicate or multiple publication occurs when two or more articles, without making references to each other, essentially share the same hypotheses, data, discussion points and conclusions. This can occur in different degrees: literal duplication; partial but substantial duplication or even duplication by paraphrasing. One of the main reasons why duplicate publication of original research is considered unethical is because it can lead to “improper weighting or unintentional double counting” of the results of a single study, distorting the available evidence. Articles submitted for publication must be original and must not be in another editorial process. At the time of submission, authors must report related articles (versions in another language and existing translations), similar articles in the press and translations.



Although a submitted article is under review, you should wait for the journal's editorial concept before submitting the article to another publication. Avoid submitting a previously published article to another journal. Avoid submitting articles that describe essentially the same research to more than one journal. Always indicate previous submissions (including meeting presentations and inclusion of results in records) that may be considered a duplicate publication. Mention the original article in all articles that address the same research from different angles or on different aspects. It is an act of manipulation to create multiple publications from the same research. If you are submitting the article to another journal or in a different language, you must request authorization from the journal that first published it.

Recognition of sources

All publications used during the research must be cited by the authors. Information obtained privately cannot be used without the explicit written permission of the source. Present the necessary authorizations from authors and editors when tables or figures are reused and mention it appropriately in the captions of the table or figure. Information obtained in the course of confidential services, such as arbitration manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in such services.

Scientific fraud [5]

This corresponds to the presentation of false data or conclusions that were not generated through an autonomous and verifiable research process. There are the following types of fraud:

- **Data manufacturing:** invent data and research results and then communicate them.
- **Forgery of data:** manipulating research materials, images, data, equipment or processes. Forgery includes the modification or omission of data or results in such a way that the research is not accurately presented. A person could falsify data to fit the desired end result of a study.

No intentional change or omission of data is allowed. This includes research materials, processes, equipment, tables, citations, and bibliographic references. Data fabrication and falsification are serious flaws in conduct because they both result in scientific publications that do not accurately reflect the observed truth. The author must treat the data that supports the research responsibly, taking care of its collection, production, conservation, analysis and communication. It is the authors' duty to generate and keep detailed records of the raw data, which should be accessible if requested by an editor even after the article is published.

Plagiarism Policy [6]

Plagiarism is the most common offense. It happens when one of the authors takes the work of another and makes it appear as their own without permission, mention or recognition. Modalities of plagiarism range from verbatim copying to paraphrasing someone else's work, including data, ideas, concepts, words, and phrases. The severity of plagiarism is determined by the following criteria: how much of the work was taken (multiple lines, paragraphs, pages, the entire article); and what was copied (introduction, methods or results). In all its forms plagiarism constitutes unethical conduct and is unacceptable. Literal copying is acceptable only if you indicate the source and include the copied text

in quotation marks. It is essential to acknowledge the work of others (including your advisor's work or your own previous work) as part of the process. A work must not be reproduced word for word, in whole or in part, without permission and without mentioning the source. We suggest you generate a record of the sources used when researching and where you used them in your article. Paraphrasing is only acceptable if you correctly indicate the source and make sure not to change the meaning of the original intention. Quotation marks should be used and all content you have taken from a previously published source should be quoted, even if you are saying it in your own words.

The *Revista Colombiana de Pensamiento Estético e Historia del Arte* has two strategies to protect its own intellectual property and that of third parties from bad practices in scientific publication (plagiarism, self-plagiarism, falsification, manufacture, authorship, fragmentation and conflict of interest). Firstly, the authors are asked to sign a document guaranteeing the originality of the manuscript and that it is not simultaneously found in another evaluation process. Secondly, there is the use of Turnitin as an anti-plagiarism and content similarity verification tool to detect serious flaws in intellectual property (inadequate, altered or non-existent citation). If plagiarism (improper citation) or self-plagiarism (duplication of data in previous publications) is identified, the manuscript will be immediately withdrawn from the evaluation process and the authors will be notified with due justification.

Correction of published articles [7]

It is the author's obligation to immediately notify the journal when he finds a significant error or inaccuracy in the published work. The editorial team must respond immediately to the request for retraction, correction, claim and clarifications, and carry out an adequate investigation to solve the problem. After identifying the error in published content, the editor is responsible for making the necessary corrections and clarifications on the journal's website.

[1] See Wilson E. Colmenares M, "Ethics in scientific publication", National Directorate of Libraries. Universidad Nacional de Colombia, 2014 and the ethics texts in the scientific publication of Elsevier.

[2] Elsevier, "Ethics. Conducting research", accessed August 8, 2014, <http://www.elsevier.com/journal-authors/ethics#conducting-research>

[3] Elsevier, "Authorship. Ethics in research & publication", accessed August 8, 2014, http://www.elsevier.com/__data/assets/pdf_file/0010/183394/ETHICS_ES_AUTH01a_updatedURL.pdf

[4] Elsevier, "Simultaneous / Multiple submission, duplicate publication. Ethics in research & publication", accessed August 8, 2014.

[5] Elsevier, "Fraud in investigation. Ethics in research & publication", accessed August 8, 2014, http://www.elsevier.com/__data/assets/pdf_file/0017/183401/ETHICS_ES_RF01a_updatedURL.pdf



[6] Elsevier, “Plagiarism. Ethics in research & publication”, accessed August 8, 2014, http://www.elsevier.com/___data/assets/pdf_file/0016/183400/ETHICS_ES_PLA01a_updatedURL.pdf

[7] Elsevier, “Ethics. Writing an article”, accessed August 8, 2014, <http://www.elsevier.com/journal-authors/ethics#writing-an-article>

Author Guidelines

1. The texts must be unpublished, that is, they must not have been published in any other formal academic publication (indexed or bibliographic repository) or informal space (blogs, personal pages); nor should they be in the process of being evaluated or published in another journal. Translations of previously published own work are not considered as an original contribution.
2. All manuscripts must have been reviewed and approved by each of the authors.
3. An author may only publish in the journal once a year. If an article is sent before this time, the author will be notified of the number for which it could be considered, and they must decide whether or not to continue with the evaluation process.
4. Articles should be sent to redestetica_med@unal.edu.co The author’s name or any reference to it should be removed from the manuscript. The data must be sent in a separate document containing:
 - Full name
 - Identification number: ID card, identity document or passport.
 - Last academic degree received: program. University.
 - Institutional affiliation and current position: University - Campus – Faculty or Institute - School or Department - Research Group or Laboratory - Address, City, Postal Code - Country.
 - ORCID. <https://orcid.org/register>
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 - Google Scholar Profile
 - Origin and financing of the article: indicate whether the article is the result of research, master’s or doctoral thesis and indicate whether or not it was financed. If it had financing, state the name of the sponsoring or financing institution, modality, code, period and status (partial or final product).
 - Biographical summary: other educational levels, titles and institutions that awarded them. Publications of the last 2 years (maximum extension 150 words).
 - Other academic profiles: Academia.edu, Redalyc, Research Gate, Mendeley.
 - Conflict of interest: declare whether or not you have a conflict of interest with the article submitted for publication. It is recalled that this requirement is essential to ensure the ethics of scientific publications. According to the ICMJE “there is a conflict of interest when the

professional evaluation of a primary interest (for example, the validity of an investigation) may be influenced by a secondary interest. The suspicion that a conflict of interest exists is as important as its actual existence. ”

- Declaration of the original and unpublished character of the text.
 - If required, authorizations from people or organizations involved in preparing the article.
5. The completed form of authorization for publication of works and transfer of economic rights must be attached to the article. Once the article is accepted for publication and after the editing process, the author transfers their economic rights (in accordance with current legislation, without affecting in any way, the moral rights over which the author has full control) and reiterates the unpublished nature of the article.
 6. As a header there should be a summary of the article in Spanish and English. This is written in 12-point Times New Roman font, justified, single line spacing and with a maximum length of 200 words. The first summary corresponds to the language in which the article is published. It must be written following the IMRD structure:
 - Introduction: What is the problem or research question? (object of study and objectives)
 - Methodology: What did you do to find the answer? (details of the methods, theoretical framework and sources)
 - Results: What did they find? (data or arguments supporting the conclusions)
 - Discussion: What do the results mean? (precise explanation of the main conclusions).
 - For examples of abstracts in the social sciences and humanities, please see: https://writing.wisc.edu/Handbook/presentations_abstracts_examples.html
 7. The title of the text must also be presented in the two languages used in the abstract. This information must be present in the article submission form.
 8. After the abstract, between 3 and 6 keywords must be included in Spanish and English that identify the topics, concepts and areas of knowledge in which the article is inscribed. For a more precise and universal selection, the use of the UNESCO Thesaurus is recommended: <http://vocabularies.unesco.org/browser/thesaurus/es/>

Article Format

The articles to be published in the *Revista Colombiana de Pensamiento Estético e Historia del Arte* are edited and organized for diagramming as follows:

1. Preliminaries

The minimum length of the articles is 7,000 words and the maximum is 11,000 words, including abstract, notes and bibliography. Manuscripts must be presented in letter size, with single line spacing, 2.5 cm margins, with Times New Roman font.



Article title: Times New Roman 16 points, justified and bold. At the end of the title, a footer call marked with an asterisk (*) is included for the data of origin of the article.

Abstracts: Times New Roman 12 points, justified, simple line spacing and with a maximum length of 200 words. The first summary corresponds to the language in which the article is published (it is not repeated and then follows Spanish). If the first is Spanish, English follows. It is organized as follows: Abstract / Abstract uppercase initial letter and the others lowercase, justified and bold, the text continues on the same line separated by a pipe or vertical bar (|) and justified on both sides, with single line spacing. Place Keywords below the summary, Keywords with the first letter in capitals and the others in lower case. The words remain on the same line separated by a pipe or vertical bar (|) and justified text on both sides. A maximum of six keywords in lower case, separated by semicolons and with a period at the end. Example:

Keywords | arts; art history; asian art; latin american art; namban art; kirishitan art; spanish american colonial art.

Note: The title is inserted between each summary in its respective language, justified, in Times New Roman 12 points and in bold.

Note: each of these sections is separated by an empty line.

2. Article body

Titles:

- First level 14-point Times New Roman, bold, justified, space before and after the title.
- Second level 14-point Times New Roman, without bold, justified, space before and after the title.
- Third level 12-point Times New Roman, without bold, justified, space before and after the title.
- Fourth level 12-point Times New Roman, in italics, justified, space before and after the title.

Observation: subdivisions in the body of the text (chapters and subchapters) are not numbered.

Paragraph:

- Font: 12-point Times New Roman.
- Alignment: justified.
- Outline level: independent text.
- Indentation: 0 cm.
- Special: none.
- Spacing: 0 points.
- Line spacing: simple.
- Paragraph spacing: 1 line.

Footnotes page:

They should appear in Arabic numerals. They are placed at the bottom of the page in 10-point Times New Roman, justified on both sides and single spaced. In the body of the text the call is made before the punctuation mark.

Figures and tables:

Figures: refer to photographs, illustrations, maps, drawings and diagrams.

Tables: correspond to information presented in double entry tables (rows and columns).

Figures and tables are numbered independently, that is, a single consecutive number for all figures and a single consecutive number for all tables. Each graphic element must be titled, numbered sequentially, and accompanied by their respective identification labels (caption and source). The graphic elements should be located next to the paragraph where they are announced. Figure with initial capital letter, number (without abbreviation no.) in bold, 11-point Times New Roman font, centered alignment. Then the title of the work (image, painting, or photography) is put in italics in 11-point Times New Roman font, centered alignment, respecting the upper and lower case of the name. After the graphic object, the word Source is placed with an initial capital letter, in italics, 11-point Times New Roman, justified on both sides. It is followed by a colon and the reference ending with a period, as shown:

Figure 1. *The Virgin Mary with the Infant Jesus and Her Fifteen Mysteries, Loyola and Francis Xavier*

Source: Higashi family's version. Unknown Japanese (school of Giovanni Nicolao). Early 17th century. 84.2 x 67.1 cm. Ibaraki Municipal Christian Heritage Museum (Ibaraki City, Osaka, Japan).

Observation: images must be attached individually in digital format (JPG or TIFF in high resolution, that is, with a minimum size of 1000 x 1000 pixels or 300 dpi). It is the responsibility of the author to obtain and submit permissions to the journal for the publication of the images, as well as the files in high resolution. It should be noted that according to the current national legal provisions (Law 23 of 1982, Law 44 of 1993, National Decree 1474 of 2002¹) and international ones (Berne Convention and Decision 352 of the Cartagena Agreement of the Andean Community of Nations²), the patrimonial rights of a work (literary, pictorial, audiovisual) are valid for eighty (80) years, before becoming cultural heritage. In this sense, if your article requires illustrations, graphics or figures of works that still have

1. Law 23 of 1982, "On Copyright"; Law 44 of 1993, "By which Law 23 of 1982 is modified and added and Law 29 of 1944 is modified; Decree 1474 of 2002, "By which the 'WIPO Treaty, World Intellectual Property Organization, on Copyright (WCT)' is promulgated, adopted in Geneva on December twenty (20), 1996 (nineteen hundred and ninety six) ".

2. Decree 4540 of 2006 of the Republic of Colombia "Adopting Customs Controls to protect Intellectual Property" (Berne Convention); Decision 351, "Common Regime on Copyright and Related Rights", Sixty-first Regular Session of the Commission, December 17, 1993, Lima - Peru.



copyright in natural or legal persons, you must indicate that you have permission to disseminate it. Likewise, it should be noted that, in visual works from museums or galleries that are recognized worldwide, images can be disseminated, as long as the origin of the same is specified. In the event that these requirements are not met, the journal does not undertake the publishing of the images.

Editing rules:

- Latin terms and foreign words should be highlighted in italics.
- To highlight words or phrases in the text, italics should be used instead of bold.
- The first time an abbreviation is used, it must be enclosed in parentheses after the complete formula; the following times only the abbreviation will be used: Regional Corporation of Quindío (CRQ).
- Round quotes "" and long hyphens - - (Alt Gr + -) are used.
- To identify the source of the text highlighted in the footnotes, "Emphasis of the author" or "Emphasis on the original" is used. Likewise, to identify the origin of a translation, "Author's translation" is used.

Quotes:

If they are less than 40 words long, the quote remains in the text, it is highlighted in round quotes (""), followed by the footer call and ending with the corresponding punctuation mark. If the quote exceeds 40 words, it is put in the box quote format, that is, apart from the paragraph, written in Times New Roman font 11, without quotation marks, indented 1 cm on both sides and single spaced. In box citations the footnote call is made after the final punctuation mark.

3. Bibliography

The *Revista Colombiana de Pensamiento Estético e Historia del Arte* uses the Chicago Manual of Style 17th edition, notes and bibliography version to present citations and references included in the article. The required punctuation details (comma, period, colon and parentheses) and the required information must be taken into account.

Bibliography:

The bibliography will be included at the end of the article, in 12-point Times New Roman font, single spaced, indented and numbered. Full references should appear in alphabetical order of all works used in the article, not including titles that are not referenced in the footnotes. When the same author is repeated, the references are ordered from oldest to newest. Editing cities are written in the original language of the article (if they have a translation). Separate multiple cities or publishers with hyphens (-). The bibliography will be organized as follows:

- Bibliography (initial capital, bold, 14-point Times New Roman, justified).
- Primary sources (initial capital letter, 14-point Times New Roman, justified) Files (initial capital letter, 12-point Times New Roman, justified).
- Periodicals (initial capital letter, 12-point Times New Roman, justified).

- Printed documents and manuscripts (initial capital letter, 12-point Times New Roman, justified). Interviews and personal communications (initial capital letter, 12-point Times New Roman, justified).
- Multimedia and presentations (initial capital letter, 12-point Times New Roman, justified).
- Discographies (initial capital letter, 12-point Times New Roman, justified).
- Secondary sources (initial capital letter, 14-point Times New Roman, justified).

Citation model:

Next, how to cite in footnotes (N), in shortened notes (SN) and in the bibliography (B):

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) and 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.º (year): 58.

B- Last name(s), Name. "Title of article". *Title of journal* Vol: n.º (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

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 Archivo Histórico de Antioquia (AHA, Medellín, Colombia), Secretaría de Gobierno, Gobernación de Antioquia, Gobierno-Municipios, Folder 3, Letter C, box. n.º 55, f. 184.
- n.2 "Document x", in AHA, Secretaría de Gobierno, Gobernación de Antioquia, Gobierno-Municipios, Folder 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 fond 1 (Series: Name of the series); Name of fond 2 (Series: Name of series). Section 2: Name of section 2, Fond: Name of fond 1 (Series: Name of the series); Name of fond 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, and Last Name Name(s), eds. *Full title*. City: Publisher, year. http://www.javeriana.edu.co/juridicas/pub_rev_est/pdfs/7.pdf

Please 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.

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

Interviews and personal communications

In person

N- Name Last name (occupation), interviewed by xxxxx, day month year.

SN- Last name, interview.

B- Last name, First name. Interviewed by xxxxx. Day month year.

Please note: It is not recommended to include interviews that have not been published in the bibliography.

Posted

N- "Title of the interview", by Name Last name, means of publication, date of consultation (day month year), URL or DOI.

SN- Title (summary) of the interview.

B- "Interview title", by Name Last name (s). Means of publication, date of consultation (day month year), URL or DOI.

E-mail

N- First name Last name, email to the author, date of consultation (day month year).

SN- Surname (s), post.

B- First name Last name, email to the author. Date of consultation (day month year).

Public and legal documents

Laws and decrees

N- Congress of the Republic of Colombia, Law 1437 of 2011, January 18, Official Gazette 47.956, http://www.secretariaenado.gov.co/senado/basedoc/ley_1437_2011.html

SN- Law 1437 of 2011.

B- Congress of the Republic of Colombia. Law 1437 of 2011, January 18. Official Gazette 47,956. http://www.secretariaenado.gov.co/senado/basedoc/ley_1437_2011.html

Constitution

N- Republic of Colombia, Constitution of 1991, art. VI, § 4.

SN- Const. 1991, art. VI, § 4.

B- Republic of Colombia. 1991 Constitution. Art. VI, § 4.

Observation: item numbers in Roman, other subdivisions in Arabic

Multimedia

Movie

N- First name Last name, Film, year.

SN- Surname, Film, 2013.

B- Surname, Name, dir. Film. Year.

Observation: make sure the bibliography is cited in the body of the text and in the footnotes.

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.

