

Editorial Guidelines for Authors

Manuscript Requirements and Structure Guidelines for Authors

- a) Word format [editable]
- b) Letter size sheet [21.59 by 27.94 cm.] [8" by 11"] Letra Times New Roman Times New Roman Letter [all manuscript]
- c) Type Times New Roman [all manuscript]
- d) Size 12 points [all manuscript, minus footer]
- e) Double interline [all manuscript, minus footer]
- f) Justified text
- g) Numbered pages [bottom right margin, with numbers Arabic]
- h) Extension between 8 000 and 10 000 words [including tables, figures and bibliographic references]
- i) The manuscript must not include any information that refers to the author or authors.
- j) **Personal sheet of each author:** all authors must fill out and submit the [author's form](#) in an annex file [apart from the manuscript] containing: full name, [ORCID](#) record, institutional affiliation, email, nationality, the last degree research and the two most recent publications.

The manuscript should contain:

- k) Title in Spanish and English, maximum 16 words [Spanish], in bold and centered.
- l) Abstract in English and Spanish, maximum 150 words [Spanish].
- m) **Presentation of the Summary:** The summary should describe and include specifically for the justification of the topic, its objectives, the characteristics of the context, the methodology used and the Results/conclusions highlights. Drafting is open but should be prepared in a coherent and clear manner, and should not include quotations or footnotes.
- n) Keywords in English and in accordance with the [UNESCO Thesaurus](#) [minimum 3, maximum 5].
- o) The name and adscription of the person who performed the English translation of the title, summary and keywords must be included.
- p) The processing of citations and references must conform to the [American Psychological Association's Publications Manual](#) [APA]. Bibliographic citations shall be presented at the end of the document in alphabetical order, with French indentation and must correspond only to the works cited in the body of the text.
- q) Tables, figures or photographs must be integrated into the text and duly numbered with their respective source.



- r) If the work has been done with any form of financial support, it should be indicated on the first page of the text, in the first footnote.
- s) Footnotes will only be used to record a short annotation. They will not be used for bibliographic references. They will be written in Times New Roman, size 10 points and simple leading.

Presentation of Reviews:

The application for publication of bibliographic reviews will be made through the portal of the journal *Culturales* [registration].

- It will have an extension of 4 to 8 quarts [letter size].
- The works reviewed should be related to the study and research of cultural, sociocultural and/or cultural studies.
- They must include a bibliographic sheet of the book examined, the ISBN and the data of the reviewer: full name, ORCID and institutional affiliation
- In a separate file, you will need to attach the image of the book cover in image format [jpg, png, tif, gif, bmp].
- The process of acceptance and publication of the review must be followed through the user [account of the reviewer](#).
- All reviews will be evaluated and approved by an evaluator in open format.



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Period of Publication

Editorial process and allotted periods

Manuscript mailing	Person in charge	Approximate time
Reception and allocation of foil	<i>Culturales</i>	5 days
Editorial Review	<i>Culturales</i>	15 days
Arbitration	Evaluator(s)	60 days
Third Arbitration	Evaluator(s)	45 days
Notification of opinions	<i>Culturales</i>	5 days
Manuscript adequacy	Autor(s)	30 days
Final manuscript review	<i>Culturales</i>	5 days
Editing and Layout	<i>Culturales</i>	30 days
Publication		

Note: Approximate time of the entire editorial process, 150 days [5 months].

With third arbitration, 195 days [6 and a half months].