

Instructions for authors

Submission checklist

Before submitting your manuscript, please ensure the following:

1. Read the journal's aims and scope to evaluate whether your manuscript is suitable for publication.
2. Used the appropriate Microsoft Word submission template for manuscript preparation.
3. You have properly considered publication ethics, research ethics, copyright, authorship, figure formatting, as well as data and reference formatting.
4. The article must be original, meaning it has not been previously published nor is it under consideration by another journal or publication.
5. All authors have approved the submitted manuscript content and have thoroughly read the Instructions for Authors.

General overview of manuscript submission

Types of publications

Full experimental information must be provided to ensure that the results can be reproduced. Cátedra Villarreal Posgrado requires authors to publish all relevant experimental controls and, when possible, make complete datasets available.

Manuscripts submitted to Cátedra Villarreal Posgrado must not have been previously published or be under review by another journal.

The main types of accepted articles are described below. Please note that not all article types are available for every discipline.

- Editorial: non-peer-reviewed texts used to announce relevant events, such as the launch of a new journal or section, the appointment of a new Editor-in-Chief, the opening or closure of a special issue, or for presenting invited editorials. For editorials introducing a new journal, a brief biography of the Editor-in-Chief may be included.
- Research article: original research manuscripts. The study must present a solid scientific foundation, report rigorous experiments, and provide a substantial contribution of new information. It should also include the most updated and relevant references in the field. The article structure must include the following sections: Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusions, optionally Recommendations, and References.
- Essay: common in the humanities and social sciences. Its purpose is to present provocative arguments that encourage the reader to reconsider established perspectives on specific topics, based on scientific literature reviews, experiences, or the author's analysis. It does not necessarily present experimental results. The essay structure must include the following sections: Abstract, Keywords, Introduction, Body, Conclusions, and References.

- Short communication: brief articles presenting innovative preliminary results or significant findings that are part of a larger, long-term study. They may also include cutting-edge methods or experiments, as well as the development of new technologies or materials. The structure is similar to that of a standard research article.

Submission process

Manuscripts for Cátedra Villarreal Posgrado must be submitted exclusively through the [journal's platform](#). The author responsible for submission, usually the corresponding author, will manage the manuscript throughout the peer review and evaluation process.

Accepted file template

Autores should use the Microsoft Word [submission template](#) for manuscript preparation. Using this template significantly reduces editing and publication time after acceptance. The total file size submitted should not exceed 120 MB. If it does, please contact the Editorial Committee at: revista.eupg@unfv.edu.pe.

Important note: The use of these templates is exclusively intended for manuscript submission to this journal for peer review. Their use for posting on preprint servers or other websites is strictly prohibited.

Free format submission

Cátedra Villarreal Posgrado currently accepts free format submissions, meaning no specific presentation style is required for the initial manuscript version.

However, all manuscripts must include the following sections: Información del autor / Author information, Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusions, References, Figures and tables with appropriate captions and notes, Funding information, Author contributions, Conflict of interest statement, other relevant ethical statements.

References must follow [APA 7 style](#). Mandatory information includes: author's name, publication year, article or chapter title (if applicable), journal or book title, volume, issue (if applicable), and page range. Including the DOI is strongly encouraged. Using reference managers such as EndNote, Zotero, Mendeley, or Reference Manager is highly recommended.

Submission Letter, statement of originality, and copyright

Each manuscript must include a submission letter, statement of originality, and copyright declaration ([Publication Annexes](#)). This document must be concise and highlight the relevance of the article's content, contextualizing its findings in relation to previous work.

Author identification

Authors are encouraged to include a Curriculum Vitae ([Publication Annexes](#)), which must contain:

1. Full names of the authors and their current positions.
2. Academic background.
3. Current and past research interests.
4. Memberships in professional societies and awards received.

If the manuscript is accepted for publication, an icon linking to the author's ORCID profile will be included in the final version of the article.

Institutional Affiliation

All authors must indicate their current institutional affiliation as well as the institution where most of the research was conducted. It is recommended to list as the main affiliation the institution where the research was carried out or funded. Authors are advised to verify any institutional policies or contractual guidelines regarding affiliation before submission.

Manuscript preparation

General considerations

Articles must include the following elements:

- Title page: Should contain the article title, the complete list of authors, their respective institutional affiliations, the abstract, and keywords.
- Article sections: The manuscript should be structured into the following main sections: Introduction, Materials and Methods, Results, Discussion, Conclusions, optional Recommendations, and References.
- Supplementary Material: Any supplementary data or materials (if applicable).

Acronyms, abbreviations, and initialisms must be defined the first time they appear in each of the following: the abstract, the main text, and the first figure or table. When first defined, the acronym or abbreviation should follow the full term in parentheses.

Use of SI (International System of Units) is required. Imperial, U.S. customary, and other traditional units must be converted to SI units whenever possible.

Title Page

- Title: The title must be concise, specific, and relevant. It should clearly reflect the study's content. Abbreviated titles or alternate headers should not be included, as they will be removed by the Editorial Committee.
- Author List and Affiliations: Include the full names (first and last) of all authors. Middle name initials may be added if desired. Affiliations must include the institution, city, and country. At least one corresponding author must be designated, and their email address must be provided. The email addresses of all authors will be visible in the published article; therefore, the corresponding author is responsible for obtaining consent from each co-author. If a co-author prefers not to display their email, this must be communicated during the review process. Once the manuscript is accepted, changes to author names or affiliations will not be permitted. Important: Generative Artificial Intelligence tools (GenAI) and Large Language Models (LLMs) cannot be listed as authors, as they do not meet the authorship criteria established by Cátedra Villarreal Posgrado.
- Abstract: The abstract must consist of a single paragraph and should not exceed 250 words. While no subheadings are required, it should follow the logical structure of a

structured abstract: Objective: State the purpose of the study; Method: Briefly describe the methodology, mentioning the sample and the type of instrument used; Results: Summarize the key findings of the study; Conclusion: Present the main conclusions or their interpretation. The abstract must accurately reflect the article's content, without including unsupported data or overstating the findings.

- **Keywords:** Between five and eight relevant keywords must be provided immediately after the abstract.

Research article sections

- **Introduction:** This section should briefly place the study within a broad scientific context and highlight its significance. Clearly state the study's relevance and specify the hypotheses being tested. Include an updated review of the current state of knowledge, citing key references. Where appropriate, mention controversial hypotheses or divergent approaches in the field. Conclude with a clear statement of the study's objective. The introduction should be understandable to both specialized and non-specialized readers.
- **Materials and methods:** Provide sufficient detail on materials, techniques, procedures, and analyses used, enabling other researchers to replicate and build upon the results. New or modified methods must be described in full. Standard methods can be summarized and appropriately cited. Indicate the name, version, and manufacturer of any software used, and state whether the code is publicly available. If generative artificial intelligence (GenAI) was employed during writing, analysis, data visualization, or any other stage of the study, describe its use in this section.
- **Results:** Present a clear, objective, and concise description of the findings. Include statistical analyses and relevant visualizations where necessary. Highlight the main results without excessive interpretation, which should be reserved for the following section.
- **Discussion:** Analyze the findings in light of existing scientific literature, comparing them with previous studies and the proposed hypotheses. Discuss the significance and implications of the results, their potential applications, and the limitations of the study. Suggestions for future research may also be included. This section may be combined with the Results section if the structure of the article allows.
- **Conclusions:** This section should summarize the main contributions of the work and their scientific or technical significance.
- **References:** References should be formatted as follows, according to the type of work:
 - Journal articles: Author 1; Author 2, & Author 3. (Year). Title of the article. *Journal Name*, volume(issue), page range. Link or DOI.

- Books and book chapters: Author 1. (Year). *Book title* (edition). Publisher. Link // Author 1; Author 2, & Author 3. (Year). Title of the chapter. In Editor 1, Editor 2 (Eds.), *Book title* (chapter pages). Publisher. Link.
- Theses: Author 1. (Year). *Thesis title* [Doctoral dissertation, University where the thesis was conducted]. Name of repository. Link or DOI.
- For more detailed information, consult [reference examples](#).

Supplementary material

- Supplementary materials: Describe any supplementary material to be published online alongside the manuscript (figures, tables, videos, spreadsheets, etc.). Indicate the name and title of each item as follows: Figure 1: title, Table 1: title, etc.
- Author contributions: Cátedra Villarreal Posgrado adopts [CRediT](#), which categorizes authors' contributions into 14 specific roles, providing appropriate recognition for each contributor's role in the publication.
- Funding: Manuscripts derived from funded projects must indicate the funding agency, including contract number, agreement, resolution, or other relevant document. Otherwise, the following statement must be included: "The authors received no financial support for the conduct of this study/article."
- Conflict of interest: Authors must declare any potential conflicts of interest related to the submitted work by means of a letter (Legal Requirements). If there is no conflict, authors must state: "There is no conflict of interest related to the subject of this work."

Preparation of figures, diagrams, and tables

Resolution, color, and format

- Figures and diagrams must be submitted in a single compressed (.zip) file in PNG, JPEG, or TIFF formats, with a minimum recommended resolution of 600 dpi.
- It is recommended to prepare color graphics using RGB mode at 8 bits per channel.
- Images must be static and must not contain editable elements. Combine graphic elements when necessary to avoid formatting errors.
- All table columns must have clear and descriptive headers. For extensive tables, reduced font size is allowed (no smaller than 8 pt). Tables must be created using Microsoft Word's "Table" tool to ensure they are editable and easily formatted during the production process.

Order of appearance

- Insert all figures, diagrams, and tables within the text, as close as possible to their first mention. Number each item sequentially: Figure 1, Diagram 1, Table 1, Figure 2, etc.

Technical and Visual Content

- Figures must use appropriate mathematical symbols (e.g., hyphens “-” instead of em dashes “—”, and decimal points “.” instead of commas “,”). Avoid unnecessary marks

such as wavy underlines or abrupt line breaks. Characters must be legible and not obscured by graphical elements.

- Numbers with five or more digits should include a comma for easier reading (e.g., 10,000). Use scientific notation appropriately where relevant.
- Each figure, diagram, or table must include a clear and concise title, along with a complete explanatory note.
- Special symbols or indicators such as *, **, #, etc., must be explained in the corresponding legend.
- For more detailed information, consult [examples of tables and figures](#).

Copyright

- The use of figures or tables reprinted or adapted from other sources may require copyright permission.
- It is the author's responsibility to obtain all necessary permissions and to include copyright information in the figure or table caption, when applicable.

Research and Publication Ethics

Cátedra Villarreal Posgrado is committed to strict adherence to ethical standards in all published research. Authors must consider the following:

Research involving human subjects

All research involving human participants, personal data, human tissues, or materials must comply with the [Declaration of Helsinki](#).

Approval from an Ethics Committee is mandatory before initiating the study. The publication must include: Project approval code; Date of approval; Name of the corresponding Ethics Committee. Example: "The study was conducted in accordance with the Declaration of Helsinki and was approved by the Ethics Committee of XXX University (project code: ABC123, approved on 01/10/2024)."

For non-interventional studies (e.g., surveys, social media, etc.), anonymity must be guaranteed, and participants must be informed of the purpose and potential risks of the research.

If ethical approval is not required, a statement must be included justifying the exemption with the corresponding legal or institutional basis, including the name of the committee granting the exemption.

Informed consent

Manuscripts involving individuals or identifiable data must state that informed consent was obtained for participation and/or publication.

In justified cases (e.g., ethnographic studies), verbal consent may be accepted, provided the reasons are explained.

Signed consent forms should not be submitted with the manuscript; however, they must be available if requested by the Editorial Committee.

Personal data (images, names, age, ethnicity, occupation) must be anonymized if not essential to the findings.

Examples of statements: "Informed consent was obtained from all study participants.;" "Verbal informed consent was obtained due to [state reason].;" "Consent is not required under Law No. XXXX of [country or jurisdiction]."

Citation policy

All sources used must be properly cited, including the author's previous works. Permission must be obtained where applicable.

Self-citation should not be excessive, nor should preferential citation of colleagues, friends, or affiliated institutions occur.

Only works that have been directly consulted should be cited; copying references without reading them is not allowed.

Citations from advertisements or promotional materials are not permitted.

Texts extracted from other authors (including one's own) must appear in quotation marks and be properly cited.

Authors are encouraged to follow best practices outlined by [COPE](#) to avoid citation manipulation.

Editorial independence

Cátedra Villarreal Posgrado guarantees complete editorial independence in its decision-making. All submissions are evaluated solely on academic and scientific merit through a rigorous peer review process.

Editorial decisions are based on:

- The suitability and objectivity of the reviewers
- The quality of reviewers' comments and the authors' responses
- The scientific rigor and originality of the manuscript

Editors and editorial staff as authors

Editors and members of the editorial team do not participate in the evaluation of their own manuscripts. If they submit articles, these are reviewed by independent external peers and handled by editors with no conflicts of interest. Editorial staff also do not take part in the processing of their own submissions.

This policy reinforces our commitment to ethics, transparency, and open access to scientific production.

Conflicts of interest

All authors must disclose any relationships or interests that may influence or introduce bias in the development and presentation of their work. Conflicts of interest may be financial or non-financial in nature. Examples include, but are not limited to:

- Financial conflicts: memberships, employment, consulting roles, stock ownership, honoraria, grants, funding of any kind, paid expert testimony, or licensing and patent agreements.
- Non-financial conflicts: personal or professional relationships, institutional affiliations, or personal beliefs that could affect the interpretation of the findings.

The conflict of interest declaration ([Publication Annexes](#)) must be submitted via the online system during the submission process.

The corresponding author is responsible for including a consolidated statement under the heading “Conflicts of Interest”, reflecting all information provided by the authors regarding potential conflicts.