

Instructions for authors

Univ. Sci. is a multi-disciplinary & inter-disciplinary journal that offers prompt publication of original theoretical and experimental papers related to all branches of science. The scope extend to, but no restricted to: athematics & statistics, physics, chemistry, biochemistry, biology, natural history, genetics & evolution, taxonomy & systematics, biodiversity, biogeography, ecology, conservation biology.

Article processing and approval

- ▶ Article is evaluated by the editor (iThenticate™) (first filter, see cover letter).
- ▶ Article is assigned to at least three (3) international academic reviewers for peer evaluation within **3 days**. Reviewers will have **20 days** to assess the paper.
- ▶ Based on feedback of peer reviewers, the editor will accept or refuse the article within 3 days.
- ▶ Article is returned to the author with reviewer comments and suggestions. Authors must address reviewer comments within a period not exceeding **15 working days**.
- ▶ Corrected papers will be returned to the referees for their feedback (second round, when necessary). Reviewers will have **10 days** to assess the paper.
- ▶ Authors must address new reviewer comments within a period not exceeding **10 working days**.
- ▶ Corrected and accepted version (which must thoroughly comply author guidelines) will be proofread for English usage, before undergoing the layout process and final edit (**10 days**).
- ▶ Author must approve style and language suggestions (proof) and return the final version within **3 business days**.

Once the final edition has been completed, the author may not make further amendments to the text.

Under normal circumstances, articles will be published “first on-line” within 80-90 days from the date of submission to the journal.

All submissions to *Universitas Scientiarum* must be **original and unpublished** works.

The journal accepts the following types of manuscripts

Original articles: Should report scientific research that significantly contributes to the study area and provides conclusions of interest and *new scientific understanding* to a diverse readership. Preference will be given to manuscripts presenting original and interdisciplinary methodological robustness. Authors must demonstrate and explicitly describe the contribution they make to the scientific community in relation to past research.

Articles lacking conclusive results or scientific significance that duplicate well-established knowledge within a field will not be published in this section but may be included as Notes, unless the information relates to a theory being debated or reformulated or it significantly changes the existing theoretical or practical context.

Reviews (by direct invitation): Collect, analyze, systematize and integrate the results of published and unpublished research (e.g., author's unpublished data) on a particular problem area or field of knowledge. The topic of a review must be current, rapidly changing and be vital to the scientific community (e.g., concepts). This is an extensive examination of published literature (primary and secondary), to produce an updated summary and disclose new developments in the state of knowledge of an active area of research. A review must provide sufficient background to explain the issue and establish its main question, problem or objective. It must provide the parameters of the chosen topic (including spatial, temporal limits or organisms), the literature search and selection criteria (method), and provide prevailing trends and gaps in knowledge. Following consideration and critical analysis, the author will provide his/her point-of-view, reach a conclusion on the issue, question or objective of the review, and propose new guidelines for research.

Taxonomic: Is an original article that must be registered with ZooBank (<http://zoobank.org/>) to obtain an LSID. Without this, any nomenclatural action will not be valid. We also suggest, at least, new species be registered. Manuscripts without an LSID will not proceed in the editorial process. This LSID number should be placed immediately after the title. Material examined must be cited in a section with the same name under each species; for example, "Material examined: COLOMBIA: Meta: Villavicencio, 100m, 23 Oct 2012, A. Acosta, leg, 1♂ (catalog # 2345) (MPUJ-ENT 002345)." If more than one species is cited in this section, indicate the species before citing the material. Type specimens must be clearly identified as such before mentioning the locality. Interpolated information (for example: geographic coordinates) must be in square brackets. Use the following abbreviations: sp. nov., gen. nov., syn. nov. 4. The ICZN code should be strictly followed (<http://www.nhm.ac.uk/hosted-sites/iczn/code/>).

General Format Requirements

Strict adherence to Univ. Sci. author guidelines is expected.

Failure to do so will lengthen the publishing process

- ☐ Univ. Sci. accepts manuscripts in English that adhere to the standard rules of style and grammar of the language. If translated, a native speaker, preferably within the same scientific field, should review the document for grammar and usage before it is submitted.
- ☐ Authors are strongly encouraged to follow the principles of sound technical writing. Manuscripts that do not meet acceptable English standards or lack clarity may be rejected. Authors whose native language is not English may wish to collaborate with a colleague whose English skills are more advanced. Alternatively, an independent editorial service could be consulted. For PUJ researchers, the Research Office offer financial support to translation expenses. Upon the author's request, the journal will provide a list of expert English translators, copy-editors and table and figure designers who can provide their services for a fee.
- ☐ Text lines must be numbered consecutively from the title line.
- ☐ Manuscript must be submitted in Microsoft Word (.doc or .docx) or LaTeX complying with Univ. Sci. guidelines. In order to assist you in the writing processes, MS Word and LaTeX templates are available in <http://ciencias.javeriana.edu.co/investigacion/universitas-scientiarum/instrucciones-autores>
- ☐ Check the README.txt file to learn how to use the LaTeX template. For revision purposes, the author must submit the PDF and the LaTeX version.
- ☐ Due to Univ. Sci. is a multidisciplinary journal, a clear and concise language is mandatory. It is the authors' responsibility to submit grammatically correct manuscripts. Univ. Sci. prefers the use of Passive Voice in English. Acronyms and abbreviations should be defined the first time that they are used in the body of the paper. Due to problems with HTML format, please avoid the use of footnotes. Also, take into account that footnotes are not part of the references.
- ☐ Manuscripts must be submitted in letter paper size (8.5 cm x 11.0 cm) with 2.5 cm margins. Text must be justified, 11 pts, Garamond, with single spacing.

-
- ☐ Equations should be centered and numbered consecutively (between parentheses, justified to the right). Within the text, the meaning of each symbol must be expressed. Use the native equation editor saving as .docx taking into account that variables and quantity symbols are in italic type.
 - ☐ Unit symbols and numbers are in Cambria Math type. $T = 20\text{ K}$, where T (variable) is temperature and K (unit symbol) is kelvin, for example. Subscripts are in italic type if they represent variables, quantities or numbers. Equations are considered to be part of a sentence and should be punctuated accordingly. At the first occurrence of an acronym, spell it out followed by the acronym in parentheses, e.g., Organic Light-Emitting Diode (OLED).
 - ☐ All the manuscripts published in Univ. Sci. should use the International System of Units (SI) (<http://physics.nist.gov/cuu/pdf/sp811.pdf>). In particular, from SI, use point as decimal marker. Separate numbers of more than four digits into groups of three on either side of the decimal point, separated by a space. If the magnitude of a number is less than one, the decimal sign should be preceded by a zero.
 - ☐ For a great number of authors, figures and tables are the most important item of the work; please give the adequate importance to its preparation. Figures and tables should be numbered in the order in which they are called out in the text. Although the importance and significance of figures and tables are explained in the body of the paper, a figure caption or legend (provided after the references) explain its importance or results without the reader having to revert to the body of the paper. That is, figures and tables should be self-contained. Abbreviations and acronyms should be explained in the legends. All figure parts should be labeled a), b), etc. All figures and tables must be submitted as individual files in Tagged Image File Format (TIFF) or in Joint Photographic Experts Group (JPG) with a minimum resolution of 360 dots per inch (dpi) and should be submitted in a separate file (without legend). Graphs and figures should be created using a professional graphing software. Univ. Sci. do not accept graphs created in Excel.
 - ☐ Tables are accepted in Word or Excel format. Table captions and file names are used in the same way that those for figures, except that they appear above the table and when is called out in the. Figures such as pictures and maps should include a scale. For maps, include geographic coordinates and a symbol determining north.
 - ☐ The first time that a table, figure or equation is referenced within the text, it should be in boldface. If the word Section, Reference, Equation, or Figure starts a sentence, it is spelled out. When occurring in the middle of a sentence, these words are abbreviated Sec., Ref., Eq., and Fig. Image quality is very important to how the graphics will reproduce.
 - ☐ Figures and tables in Univ. Sci. are one column wide (14 cm). Avoid sizing figures less than 8.9 cm due to enlargement may distort your images and result in poor reproduction. For the best results, all figures should be the same size and, also, the same typeface should be used (Garamond, 11 points). Use consistent typefaces on all your figures. All figures should be the same size (with x length) whenever possible.

- ☐ Figures and tables should be sent as different file and the caption should be included in a separate list at the end of the paper. Any color material published in Univ. Sci. is free of charge. To publish either in print or online, any previously published material must be accompanied by a written permission issued by the holder of economic and moral rights of the material.
- ☐ Univ. Sci. publishes supplementary materials online. Supplementary material refers to tables, videos, audios, data bases, derivation of equations, proofs of theorems, details algorithms, or figures that support the publication but that due to their size or technical limitations for their printing cannot be included in the text. Supplementary material should be mentioned in the article and continue sequential numbering using Arabic numerals. "...more information in Suppl. 1", for example.
- ☐ Use a maximum of three levels for headers (introduction, methods, results or discussion section).

HEADER	BRIEF DESCRIPTIONS	STYLE NAME
First level heading	Bold, lower case, Garamond, 12 pto, Left indent: 0.63 cm, single spacing.	CHAPTER STYLE
Second level heading	Bold, lower case, Garamond, 11 pto, Left indent: 0.63 cm, single spacing.	CHAPTER 1
Third Lever heading	Bold, lower case, Garamond, 11 pto, Left indent: 0.63 cm, single spacing.	CHAPTER 2

- ☐ Large files can be uploaded to the Open Journal System (OJS). If not, please contact the Univ. Sci. editorial team at scientiarum@javeriana.edu.co.

All submissions must include the following

In this section, a brief description of the main guidelines applied to the art of write a scientific paper is presented. The main objective of this section is to show to the authors how to marshal the details in order to obtain a meritorious manuscript.

Cover letter

This is the first filter used by the editor to determine whether the manuscript should continue to peer review or be rejected. Found a Cover Letter example at:

<http://ciencias.javeriana.edu.co/investigacion/universitas-scientiarum/instrucciones-autores>

Cover page

Title: should be a phrase or a short sentence of up to 10 words, should resume the essential of the work and should be clear.

Authors: Names must be in the format provided by online author registries. To register, go to: www.iralis.org, under “Register your iraLIS”.

Institutional affiliation: Where the research was actually conducted, followed by the researcher’s current affiliation.

Corresponding author: e-mail marked with an (*).

Short running title: In English, maximum 6 words.

Keywords: All articles must contain up to six author-provided keywords (index terms). They should be provided in alphabetical order, lower case, separated by comma and ending with a period.

Manuscript type: Original article, review article.

Abstract: The abstract, of not more than 180 words, should concisely describe the problem and then lead the reader to the question, objective or hypothesis to be investigated. Describe those results that are relevant and support the conclusion or answer the question. Due to the abstract will appear in various indexing databases, it should contain the most critical information of the manuscript as well as an analysis of the major results and conclusions of the work. It should not contain numerical references or acronyms.

Introduction: State clearly the background necessary to understand the context of the work, its scope and the main advances that are reported in the manuscript. Provide a general context of the studied phenomenon, identify the problem to be investigated and provide the information available to date and highlight what is not known. Define the key concepts underpinning the research. The introduction should provide a Synthesis of current theory (review of the subject) and, also, should show how the problem is solved.

Materials and Methods: Presents what the author did/used in detail and, on the other hand, how were the variables and information analyzed in order to solve the problem. Do not skip important steps that may impede duplication of the experiment, sampling or data analysis.

Results and Discussion: This section should be related with Sec. 4.5 Present, in order of importance, only those results (variables) that contribute to answer the question and support the conclusion (discriminated). Statistical results should be presented properly (test used, test value, sample size and probability value). Use figures to present the most important results of your work (see Sec. 3.2). Explain the results; physical, chemical or biological mechanism that reveal why the variables were what they were, in a theoretical or applied context. Discuss failures or limitations, if any, of the methodological procedure employed in the study.

Conclusions: The conclusion is the emergent property arising from the integration of the results and how they change the perceived theoretical or practical reality. Check the coherence between conclusion, question raised, abstract and title.

Acknowledgements: The aim of this unnumbered section is to identify the founding source from which the investigation was done (grant number). Include research institutions that supported the research by providing either logistics or equipment.

Conflict of interest: The authors certify that they have no affiliations with or involvement in any organization or entity with any financial interest (such as honoraria; educational grants; participation in speakers membership, employment, consultancies, stock ownership, or other equity interest; and expert testimony or patent arrangements), or non (such as personal or professional relationships, affiliations, knowledge or beliefs) in the subject matter or materials discussed in this manuscript. Potential conflicts of interest related to individual authors' commitments. Potential conflicts of interest related to commitments of editors, journal staff, or reviewers.

References: Should be numbered in the order they are mentioned in the text, with numbers within square brackets [n]. The reference section should be in the style shown in Sec. 3.10. A numbered list of references must be provided at the end of the paper. The list should be arranged in the order of citation in text, not in alphabetical order. List only one reference per reference number. In text, each reference number should be enclosed by square brackets. Citations of references may be given simply as “in [1]...”, rather than as “in reference [1] ...”. Similarly, it is not necessary to mention the authors of a reference unless the mention is relevant to the text. It is almost never useful to give dates of references in text. Do not include gray literature (including material that has not undergone peer review, undergraduate thesis, papers or technical reports not found in databases or that have not been published in indexed journals. A DOI (Digital Object Identifier) should be included at the end of each reference in brackets. A DOI is a unique alphanumeric string assigned to a digital object, such as a journal article, that provides a persistent link to its location on the internet [2]. The use of DOIs allows readers to easily access cited articles. Examples of reference styles for books [3], articles [4], and (published) technical reports [5] are given at the end of this template.

[1] <http://www.crossref.org>

[2] B. Gustavii, *How to Write and Illustrate Scientific Papers*, Cambridge University Press, New York (2008).

[3] J. P. J. Walsh, T. P. Mommsen, G. E. Nilsson, The do's and don't's of submitting scientific papers, *Comparative Biochemistry and Physiology Part A: Molecular & Integrative Physiology*, 152, 291–292, 2009 [doi:10.1016/j.cbpa.2008.12.007]

[4] S. Barua, *Drought assessment and forecasting using a nonlinear aggregated drought index*, Doctoral dissertation, Victoria University, Melbourne, Australia). Retrieved from <http://vuir.vu.edu.au/1598>

Author biography and photograph: Author biographies are requested but not required. Biographies are not to exceed 60 words. Biographies should be placed at the end of the manuscript. Personal information such should not be included.

Content Checklist

(this is what an evaluator will be checking for)

- ☐ The manuscript has not been published previously.
- ☐ The manuscript describes original work and presents new knowledge in the field.
- ☐ The title is clear and precise.
- ☐ The abstract accurately describes the contents.
- ☐ The introduction clear; it provide the background of the work.
- ☐ The problem, question and/or hypothesis is explicitly indicated.
- ☐ There are enough details presented in the Materials and Methods section.
- ☐ The variables are measured with precision using the latest techniques.
- ☐ Adequate data (sample size) and statistical analysis is provided.
- ☐ The figures and tables have suitable clarity and quality.
- ☐ Tables and/or figures are correct.
- ☐ The author's conclusions are supported by the data.
- ☐ The discussion is pertinent to the main theme of the paper.
- ☐ The claims and interpretations are valid.
- ☐ The authors propose new questions/hypothesis for further studies.
- ☐ The references are complete and have been cited correctly.
- ☐ The references are up to date.
- ☐ Can the paper be improved by shortening it?
- ☐ The organization, style and grammar are satisfactory.
- ☐ The paper is written following the International System of Units?