

Editorial standards for contributions to be published at *UNAM Internacional* magazine

This document provides authors with editorial guidelines that should be considered in articles, interviews, notes, and other contributions they write for *UNAM Internacional* magazine.

1. Characteristics of UNAM Internacional Review

The review is a means intended for scientific and cultural dissemination, and not a peer-reviewed academic journal, so essay-like texts oriented to dissemination—written in a language accessible to non-specialized audiences—will always be preferred over those with complex technical language and an extensive referential apparatus.

2. Requirements for contributions

The works presented must:

- be sent in their final or definitive version (these versions will be edited by the review's editorial team);
- contain original data and information, duly referenced;
 - include references in APA format, if applicable;
 - include neither footnotes nor endnotes (if the content requires to be explained, explanations should be incorporated in the main body of the text);
- highlight the importance of internationalization in higher education in its academic extension, research, and cultural fields, or be closely related to the issue's topic for which the text is to be submitted (the topics of future issues can be consulted at <https://revista.unaminternacional.unam.mx/es/temas-para-los-proximos-numeros>);
- include visual material (photos, graphs, infographics, figures, etc.) in low resolution in the body of the text and in high resolution as a separate file.

3. About Copyright

By submitting the contribution, the author accepts the inclusion of their work in *UNAM Internacional* review, granting UNAM the rights to their text for non-profit academic dissemination purposes, under a Creative Commons "NonCommercial-ShareAlike" license.

Authors are encouraged to include visual material (photographs, graphs, infographics, figures, etc.), duly referenced and with no publication restrictions in terms of copyright. Authors will also sign a non-profit copyright assignment granting UNAM rights over these additional visual materials.

If the copyrights on these additional materials belong to someone other than the author, it is the author's responsibility to procure the corresponding copyright assignment document.

4. Editorial Process

During the editing process, the magazine's editorial team may include on each topic information additional to that provided by the authors, such as images, graphs, infographics, or text boxes (the latter will be identified as authored by *UNAM Internacional* review).

After editing the texts, the magazine's editorial team will send them to the author for them to approve the edited text and possible additions. Three days after receiving the edited text, the author will send it back with their comments or approval for publishing. If applicable, the author's comments on the edited text will be incorporated into the final version.

The editorial process includes a period for the Editorial Committee of the magazine to read submissions. This Committee will assess the relevance of submissions and determine which texts will be published.

Once the Editorial Committee has determined which texts will be published, authors will be requested to fill in and sign a non-profit copyright assignment document granting rights to UNAM. This document will also specify that the work is original and that it has neither been published nor is it in the process of being evaluated for any other publication.

Furthermore, authors will be requested to fill in a general information form (*UNAM Internacional* review will use this information to feed its directory and will not disclose its contents under any circumstances unless authorized by the interested parties).

The author will be notified as soon as the magazine's issue in which their contribution is included is published.

5. Extension and Format.

The texts should take into consideration the following aspects:

- The manuscript must be submitted in a digital format from any word processing program (*.doc, *.docx, *.rtf, *.odt formats). Likewise, the manuscript must be written in a letter or A4 format document, with *Times New Roman* or a similar 12-point font, 1.5 line spacing, and numbered pages. On the other side, there should be no separation between paragraphs. References, figures, and graphs can be included. We reiterate our request to the authors not to include footnotes, given the magazine's dissemination nature.
- The first page of every contribution must include:
 - Title of the work (it can be divided into a brief Title and a descriptive subtitle).
 - Name of the author(s) as they wish to be called.
- The following information should be included at the end of the contribution:
 - A short biography of the author(s) (a maximum 150 of words), including their academic degree, position, and institutional affiliation without abbreviations, if applicable.
 - Additional information that the author(s) want to share in the publication, such as a website link, social media, email, etc.
- The maximum length of each contribution varies according to each section of the magazine as follows:
 - **Encuadre (Framing):** a maximum of 3000 words, without references. This is the main section. It is focused on the issue's topic from a particular point of view.
 - **Entrevista (Interview):** a maximum of 3000 words. In general, they are carried out by the editorial team, but authors are also invited to collaborate in this section, with an interview related to the topic of the issue they want to participate in.
 - **Entérate (Find-out):** between 400 and 1200 words. Texts oriented to publicize events, activities, cycles, programs, courses, etc., at UNAM, at UNAM's campuses abroad, and at allied Institutions of Higher Education. These texts are not necessarily related to the issue's topic.
 - **Extensión (Extension):** between 400 and 1200 words. The objective of these texts is to disseminate research results, creative works, festivals, cultural activities, etc., of UNAM.
 - **Experiencias (Experiences):** between 600 and 1200 words. This section is intended to provide testimonials from people on academic mobility or other types of international exchange (preferably, but not necessarily, related to the topic of the issue they are sent to).

Furthermore, the magazine has a visual section, **Enfoque (Focus)**, aimed at promoting the university's heritage. Each issue deals with a topic concerning the university's activities, which is selected by the editorial team and the Editorial Committee. The editorial team of *UNAM Internacional* review is in charge of the coverage. This section does not accept external contributions.

7. Additional Information

References

References and/or bibliography must be written in APA format (the editorial team will adapt the information to their own citation style, which is slightly different from APA format).

- Any reference must be included in the main body of the text following APA conventions: (author, year, page).
- Textual Quotations longer than 40 words should be in a separate paragraph, indented at the left margin, without quotation marks or italics.

Visual Material

For the visual material, the following aspects should be taken into account:

- Figures (images, photographs, maps, graphs, charts, infographics, etc.) must be added to the text including a title, credits, and captions.
- Separate high-resolution copies of each image file (.jpg, .png, .psd, .ai, .svg, .pdf) must be attached having a minimum resolution of 300 dpi.
- Graphs and charts must be attached using their original file format (spreadsheets, graphics editor incorporated in the word processor, or similar).
- Images that have not been created by the authors of the text and are not for royalty-free use must be accompanied by a signed document (see above) with permission to be used and reproduced by UNAM, on a non-profit basis. If they are royalty-free, the source must be indicated.

8. *Revision Process*

In order to be included in *UNAM International* review, all texts will undergo a revision phase to assess their relevance for publication in the current or future issues. In all cases, the assessment shall be final.

The Editorial Committee will select the articles that correspond to the editorial line of the journal and that meet the requirements presented.

The article will go through the following process:

- relevance assessment for publication
- editing
- proofreading
- translation

Translation

UNAM Internacional review is a bilingual Spanish-English publication; Spanish texts will be translated into English and vice versa. The review may include texts in other languages, which will be translated into Spanish and English for publication.

All submissions should be sent to: revista@global.unam.mx