



## Publication Standards

The Editorial Committee for Conocimiento Libre y Licenciamiento (CLIC) magazine, shall receive original and unpublished works related to scientific, humanistic and technological knowledge management processes, which contribute with cultivation, comprehension, recopilation and social appropriation of knowledge, with the intention of contributing to social transformation and construction of knowledge, and its recognition as a Public Asset.

### I. Contributions to the Magazine

#### Articles related to Knowledge Creation

These articles expose theoretical or practical results, emerging from research processes, either qualitative or quantitative, in all scientific, technological and humanistic knowledge areas. Contributions must be from ten (10) to thirty (30) pages of extension, counting amongst them corresponding citations, quotations, tables, figures, notes and annexes. This sort of contributions must contain:

- Title (English and Spanish, 12 words maximum).
- Information about author(s): First name and last name of each author, ORCID identifier, institutional filiation and email.
- Abstract (English and Spanish, 250 words maximum).
- Keywords (English and Spanish, 6 words maximum, separated by a comma, and listed in alphabetical order).
- Introduction.
- Methodology.
- Findings.
- Discussion.
- Conclusions.
- Bibliographical referencies (listed in alphabetical order).



## Essays about Knowledge Creation

Essays are writings in which authors analyze and interpret a thematic regarding to scientific, technological and humanistic knowledge, formulating their own reflections about description and narrative of presented facts. Contributions must be from ten (10) to thirty (30) pages of extension, and must contain:

- Title (English and Spanish, 12 words maximum.
- Information about author(s): First name and last name of each author, ORCID identifier, institutional filiation and email.
- Abstract (English and Spanish, 250 words maximum.
- Keywords (English and Spanish, 6 words maximum, separated by a comma, and listed in alphabetical order).
- Introduction.
- Development of contents.
- Conclusions.
- Bibliographical referencies (listed in alphabetical order).

## Experiences in Free Knowledge

Experiences are accounts about appropriation and construction of free knowledge, presented through interviews, papers, oral expositions and rapporteurships. Contributions must be from ten (10) to thirty (30) pages of extension, and must contain:

- Title (English and Spanish, 12 words maximum.
- Information about author(s): First name and last name of each author, ORCID identifier, institutional filiation and email.
- Abstract (English and Spanish, 250 words maximum.
- Keywords (English and Spanish, 6 words maximum, separated by a comma, and listed in alphabetical order).
- Introduction.
- Development of contents.



- Conclusions.
- Bibliographical references (listed in alphabetical order).

## Reviews

Reviews are brief comments about knowledge related products, such as works, books, scientific articles and audiovisuals. Contributions must be no longer than five (5) pages of extension, and must contain:

- Title (English and Spanish, 12 words maximum).
- Information about author(s): First name and last name of each author, ORCID identifier, institutional filiation and email.
- Image of the portrait of reviewed product.
- Introduction.
- Summary and comments.
- Conclusions.
- Bibliographical references (listed in alphabetical order).

## Newsletters

Newsletters are brief news about events and activities contributing to social appropriation of knowledge. Contributions must be no longer than five (5) pages of extension.

## II. Contents Presentation

Contributions must be governed in accordance with APA standards seventh (7th.) edition. These standards constitute a guidance to construct the components or parts of the articles, in order to make easier the format, compilation and uniformity of publications.

- **General Issues**

Contents of contribution can contain sections and subsections, according to author's requirements. Redaction must be coherent and cohesive, using connectors and lexical variants. Paragraphs must be in average from 5 to 12 lines. Font must be Liberation



Serif or Times New Roman size 12. Alignment of contribution's body must be justified, double line spacing, and 1/2 inch (1,27 cm) indentation at the first line of each paragraph. Page size must be letter (8,6 x 11 inches), with margins of 1 inch (2,54 cm), same in all sides of the page.

Abbreviations must be avoided or minimized in the text of the contribution. Abbreviations and acronyms must be exposed in all its contents the first time they are presented in the text, including in parentheses the correspondent abbreviation or acronym. Words in different languages from the main text of the article, must be included in cursive.

Dates and hours must be exposed in numbers, e.g. 03/24/2008, 8:00 am. Units and abbreviations of units must be presented in the international system of measurements. Quantities from zero to nine must be expressed in letters, and greater than ten, in letters and numbers in parentheses, e.g. three hundred eighty five thousand Sovereign Bolivars (Bs. 385,000.00), fifty two (25) persons. Years are the exception, these must be expressed in numbers without separations, e.g. the year 2016.

Equations must be inserted inside text with an equation editor, must be referenced and numbered.

Explanations through footnotes must be reduced to essentials, and in any case can be used as bibliography, and for its reference Arabic Numerals must be used.

- **Titles and Subtitles**

Title of the contribution must be written in English and its equivalent in Spanish, the first word must be in capital letter, with the exception of proper nouns or other circumstances that warrant the use of capital letters. Editorial team suggest titles with an extension not longer than twelve (12) words, avoiding abbreviations, respecting originality and pertinence with contribution's contents. Titles and subtitles in document's body must not be labeled with numbers or letters. Each level of titles and subtitles must appear in bold letter, aligned to left and each word beginning with capitals.



- **Citations**

Citations in contribution's text can be textual or paraphrased, focused on author or contents of such citation.

### **Textual Quotations**

Textual quotations with less than 40 words must be written within the text, between quotation marks and without italics, with the page number (p.) or without number (s.p.).

Example: with emphasis on the author: In regard to the theory of knowledge, Hessen (2006) expresses: "la misión de la teoría del conocimiento queda cumplida en lo esencial con la descripción del fenómeno del conocimiento" (p. 31). Also, the source can be quoted at the end of the text in parentheses and after the quotation marks.

Example: with emphasis on the contents: In reference to the theory of knowledge, "la misión de la teoría del conocimiento queda cumplida en lo esencial con la descripción del fenómeno del conocimiento" (Hessen, 2006, p. 31).

Textual quotations with more than 40 words are written separately in a new paragraph, presented in block, preserving the font size, indentation (1.27 cm) and without quotation marks. Example: with emphasis on the author: There are many definitions that authors have provided on science, as Landeau (2007) indicates:

La ciencia se puede considerar como un conjunto de acciones que se realizan de manera disciplinada y sistematizada, con la finalidad de construir las correspondencias entre los diversos fenómenos de una misma naturaleza para proveer conocimientos sobre un área temática. Estos hechos son comparables y siguen los procedimientos que permiten la verificación con la realidad (p. 7).

In this place, it is also allowed to include at the end and in parentheses the source data such as the author's last name, the year of publication of the work and the page where the quotation is found. Example with emphasis on content: (Landeau, 2007, p. 7).

If textual quotation doesn't take the complete idea, ellipses in parentheses (...) are used in place of the omission. Example:



Hessen (2006), regarding truth and its relation to knowledge indicates that, “El concepto de la verdad (...) Tiene, por supuesto, en efecto, la trascendencia del objeto (...)” (p.29).

If the text used as a quotation appears in an author's work but is not his or her own, this should be noted. Example: Smith, quoted by Davenport (2006), states that:

(...) cuando se instala una máquina costosa, cabe esperar que el trabajo extraordinario que lleve a cabo antes de quedar inútil reponga el capital allí invertido, al menos con el beneficio ordinario. Un hombre instruido a costa de mucho trabajo y tiempo para cualquiera de esos empleos que requieren destreza y habilidad extraordinarias, puede ser comparado con una de esas costosas máquinas (p. 22).

Quotations with two (2) authors, the surnames followed by comma and the year of publication should be indicated. Example: Suárez and Rodríguez, 2019. For quotations with three (3) or more authors, only the surname of the first author should be indicated followed by the word "et al." and in parentheses the year. Example: Sánchez et al. (2018). When two authors share the same surname and year, such as Pérez, García, Sánchez and Rodríguez (2020) and Pérez, Martínez, Ferrería and Rodríguez (2020), the first two surnames should be indicated followed by the allocution "et al." and the year in parentheses. Example: Pérez, García et al. (2020) and Pérez, Martínez et al. (2020).

In the case of citations of several works that support a statement, the works should be presented in alphabetical order and separated by semicolons. Example: Buenaventura et al, 2013; Hessen, 2006; Landau, 2007.

If there is an anonymous author, the first words of the work's title and the year of publication are cited. If the text is from an article, book chapter or web page, the words of the title are written in quotation marks. Example: Universal Values ("Report", 2013). In case of lack of date in the publication to be cited, "n.d." should be indicated in parentheses. Example: Lobo (n.d.) states that: "(...) cumple el rol de soporte conceptual" (p. 8).



- **Paraphrases**

In this kind of citations, the last name is used in the same way, followed by a comma and the year of publication. Only the page number is excluded because it is a non-textual citation. Example with emphasis on the author: Several studies (Hermosillo and Ferreira, 2015; Velling, 2013) confirm that the zika virus has an impact on the problems faced in pregnancy. Example with emphasis on content: Adolescence is a stage of life in which people experience a series of physical and emotional changes (Torres, 2005).

- **Tables and Figures**

The information presented in tables, must specify in the upper left part and in bold the word Table, the numbering (with Arabic numerals) according to the order of presentation and a precise and brief title. In the lower left part of the table, specify the notes on the table content (if applicable), and the word Source and separated by a colon, the origin. If it originates from a consulted text, the rules for citation of sources should be followed or if it is self-elaborated, distinguish it with the words self-elaborated and the year in parentheses. If abbreviations and symbols are used in the content, they must be explained at the bottom, before the citation corresponding to the source. Tables should be up to two (2) pages long.

Information presented in figures or images, must specify in the lower part, centered and in bold, the word Figure, the numbering (with Arabic numerals) according to the order of presentation and the precise and brief title. On the next line, specify the notes on the content of the figure (if applicable) and the word Source and separated by a colon, the origin. Images should be sent by e-mail separately from the document in .jpg or .png format with a resolution of 300 dpi.

- **Bibliographical references**

List of references must be cited in the text of the contribution and ordered alphabetically, according to the last name of the first author. Each entry in the list



should be indented 1/2 inch (1.27 cm) from the left margin. If there are several works by the same author, they should be presented in ascending chronological order. If works by the same author and from the same year are referenced, the author's last name and the year and the subscript a, b, c are placed in parentheses. Example: Martínez (1980a), Martínez (1980b). The structures for the elaboration of each type of reference are presented below:

### **Books**

Surname, N. and Surname, N. (Year). *Title of the book in italics*. Publishing company. Digital Object Identifier or URL.

### **Scientific Magazines**

Surname, N., Surname, N, and Surname, N. (Year). Title of the article. *Name of the magazine in italics*. Volume (number of the magazine), number of first page-number of last page. Digital Object Identifier or URL.

### **Web Page**

Surname, N. (Year, Month, Day). *Title of publication in italics*. Name of web page. URL

### **Brief and Report**

Surname, N. (Year). Title of the brief: *subtitle of the brief in italics* (brief number X). Name of editor. URL.

### **Seminar, Congress, Symposium and Conference**

Surname, N. (Day of month of Year). *Seminar title. Name of the event in italics*. City. Country.

### **Degree Thesis**

Surname, N. (Year). *Title of the thesis in italics*. [Type of thesis to qualify for the degree]. Name of educational institution giving the title. Digital Object Identifier or URL.

### **Legal Sources**

Official Name of cited Constitution (Year). Identification and number of the Official Journal. Date of enactment.

Official Name or number of cited Law (Year). Name and number of the Official Journal,





Date of enactment.

Title or number of cited Code (Year). Name and number of the Official Journal, Date of enactment.

Number of cited Decree (Year). Object of the decree. Name and number of the Official Journal, Date of enactment.

### III. Sending Conditions

The author should send his/her contribution in LibreOffice Suite word processor format (.odt) or exceptionally in Word (.docx) to the official website <https://convite.cenditel.gob.ve/revistaclic>. Proposed contributions must be sent along with personal, academic and professional data of the author and co-authors (if applicable) as well as contact telephone number, email address, ORCID identifier, social networks and institutional affiliation.

The originality statement of the article, the absence of interest between authors conflict statement, and the copyright assignment (with the details and signature of each of the authors) must also be attached for the publication of the contribution under the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License \(CC BY-NC-SA 4.0\)](#), according to which the owner of the copyright grants freedom to third parties to copy, distribute and publicly communicate their work in any medium or format. The announcement and reception of papers processes, have an estimated time of ten (10) weeks.

### IV. Internal Review

The CLIC Journal Editorial Committee will carry out an initial evaluation of the structure of the contribution, according to compliance with rules indicated here, shall conduct the detection of plagiarism and will determine the corresponding section of the magazine. The online tools Plagiarism Detector and Small SEO Tools are used to detect plagiarism. This internal review process has an estimated time of five (5) weeks. Contributions that do not comply with the rules will not be accepted and this will be stated in a notification sent by email to the author. For evaluation criteria, please see the evaluation template for editors.



## V. Peer Review

The Editorial Committee of the CLIC Journal will carry out an initial evaluation of the contribution according to compliance with the rules indicated here and will determine the corresponding section of the journal. Contributions that do not comply with the rules will not be accepted and this will be stated in a notification sent by e-mail to the author. Once accepted for refereeing, two (2) referees specialised in the subject will be appointed. They shall determine the approval of the contribution, approval with corrections or disapproval, according to the evaluation carried out. If a disagreement between them emerges, a third arbitrator will be appointed to decide what is appropriate. In the case of approval with corrections, a period of fifteen (15) days from the date of notification to the author will be granted. Corrections must be made as expressly provided for in notification. This arbitration process has an estimated time of five (5) weeks. For the evaluation criteria, please refer to the evaluation template for referees.

## VI. Publication of Contributions

Contributions approved by the Editorial Committee of the CLIC Journal will go through a process of text layout in LaTeX with an estimated time of four (4) weeks and will be published biannually (June and November) on the official website <https://convite.cenditel.gob.ve/revistaclic>. When the journal is published in final post-print version, the self-archiving of the published contributions in the institutional repository is created. The publication process has an estimated time of two (2) weeks. Its content will be promoted through the journal's social networks. The author and co-authors will be notified of the publication of the journal by certification via email.

Anything not provided for in this standards will be decided by the Editorial Committee in accordance with the journal's objective.