

Editorial Guidelines Investigación Administrativa

Objective Investigación Administrativa Journal

Disseminate original research papers and unpublished and original review of the state of the art in the field of management science.

Investigación Administrativa Journal, Objective Audience it addresses to:

National and foreign researchers in the field of administrative science as well as professionals and students in the field of management science interested in the global knowledge frontier and the original unpublished research.

Languages of the publication

Investigacion Administrativa Journal publish articles in Spanish and English.

Thematic areas of Investigación Administrativa Journal

Administration of Science and Technology
Information Technology Management
Administration of Small and Medium Enterprises
Environmental Administration
Public Administration
Education Management
Theory and Strategic Direction of the Organization
Organizational Behavior
Accounting, Finance and Economics
Competitiveness
Complex Systems

Kinds of articles:

Three types of work allowed only:

Original research articles. These types of articles presents in detail, the original results of original unpublished research projects. Its structure has four important parts. The articles follows the IMRAD structure: Introduction, Methodology, Results, Analysis and Discussion. It is essential to point out the limitations of research and the relevance of the findings in relation to the state of the art.



Reflection article. This type of article presents research results from an analytical perspective, interpretative or critical of the author, on a specific topic, using original sources in the field of management science. It is essential that the work be original and unpublished.

Review article. This type of article must be the result of an investigation where it is analyzed, systematized and integrated research results published or unpublished, on a field in management science, in order to account for the progress and development trends. You must give a careful analytical literature review of at least 50 references. It is imperative that these works are original and unpublished and help collect and analyze one of the thematic areas that the Journal is oriented.

Key elements for Research Articles

Introduction. State of the art review and identification of the problem

Objectives of the study

Research method

Analysis and discussion

Relevance of results, research limitations

Key elements for Reflection Articles

Introduction. State of the art review on the subject

Identifying categories of analysis

Logical development of the subject Analysis and discussion of the author

Implications, conclusions and relevance and originality in relation to the literature on the subject

Key elements for Review Articles (bibliographic debate)

Scope of Review

Origin period of revised publications

Types of documents reviewed

Author's view on the literature studied, highlights or information on some findings that resulted from research

Conclusions about the research study

Open access

Investigación Administrativa **Do Not** have administrative charge for the publication of articles by the authors or reading their content to readers in web.

Investigación Administrativa is attached philosophy of open access and allows free distribution of the contents of articles by the authors and readers as long as it cited its content strictly according to the rules of citation APA 6th Edition as they mentioned at the end of each article.

This practice is equivalent to the Creative Commons Attribution-NonCommercial type CC BY-NC



Specific guidelines for articles

They will only be considered for publication unpublished works. The authors **NO APPLICATION** simultaneously are required in other journals to which authors must send a signed letter of no application and guarantee of originality and transfer of rights of disclosure to Investigación Administrativa which appears at the end of these editorial standards.

Quality Authors: The authors must be professionals, teachers and researchers and graduate training experts in the field is desirable.

The title should be concise and correspond to the content.

For each item must attach the classification of the Journal of Economic Literature (JEL Classification) according to the theme that corresponds, according to the codes established for international searches of bibliographic production (the codes must be specific and not more than 3). This classification is available at:

http://www.aeaweb.org/jel/jel_class_system.php

The length of articles should be between 16 pages minimum and 20 maximum including the literature with line spacing 1.

The original article must be sent to our email, riarevistainvestigacion@outlook.com, ria@ipn.mx

The files must contain the text in Word, the title translated into English, analytical summary (not exceeding 120 words) and keywords of the article (four to six). Also, graphs, tables, images and other elements must be attached Power Point and inserted into the same Word document and must be made in black and white, no shadows or other graphic effects.

At the time of delivering the material, each author must sign and submit by email a tab on incorporating their data (name, nationality, profession, specialization, telephones, e-mail, area and character of the article), in addition to stating that the postulate article is unpublished and is not being evaluated by another journal.

It should be mentioned in two lines with footnote page double asterisk, the author's name, the most recent studies, the current position, institutional affiliation, research line and mandatory e-mail.

All items received will be refereed by two members of the portfolio of arbitrators of the Journal under the "double-blind" to ensure inclusion in indexes of Mexican and foreign Journals most prestigious.

The articles submitted by researchers at the Investigación Administrativa will be evaluated externally by two referees from other institutions under the "double-blind".

References should be in the **Sixth Edition APA style**. It is desirable to use the **Word** program, using the **REFERENCES** tab of the program. It is suggested to see the most updated tutorials exist on the web, typing: Quote APA in Word in Google or another search engine.

Authors should include their **ORCID** code to facilitate their integration into databases Scopus and JCR citation and enhance their work. This code can be obtained for free at the following address:

<https://orcid.org/register>

Evaluation Process

The evaluation is done confidentially through a process called "double-blind referees Review" (Double-Blind Peer Review).

Items that do not meet the requirements of form and substance with the criteria described will not be accepted.

The editor of the journal will acknowledge receipt of the work, within no more than five working days.

The author (s) assigns the publishing rights to the Investigación Administrativa Journal likewise guaranteed by signature of the sole author or co-authors of all that the article is original and has not been postulated simultaneously to other journals or been published in advance.

All authors must sign the form that is located in this link:

<http://www.sepi.escasto.ipn.mx/Revista/Documents/cesion%20de%20derechos/LICENSE%20FOR%20PUBLICATION%20OF%20PAPERS.pdf>

Sending the article does not oblige the editorial board of Investigación Administrativa to conduct its publication.

All members who form the **editorial committee** and those who exercise **referee's committee** hold the degree of Doctor (PhD) and are members of the National System of Researchers and professors from foreign countries with equivalent academic hierarchy.

All editorial board members are scientist's leaders in their fields of knowledge and even includes one noble prize winner (Mario Molina).

The articles submitted will be placed under the care of two experts on the subject, to independently make an assessment "double blind" and assess the possible publication of the work, considering the following criteria: originality, quality and academic level, contribution to knowledge and teaching, clarity of presentation, in writing and literature, interest and topicality. The referee gives its opinion on a suggested format. The Journal has previously reviewed the profiles of the referees and considered to have enough time to carry out their work in complete independence academic knowledge. The evaluation of articles by the authors of the National Polytechnic Institute is always done with external evaluators who do not belong to this institution for its opinion.

Confidentiality

The arbitration process of the Journal is performed under the conditions of arbitration "double blind. (Double-Blind Peer Review). The journal reserves all details of authors and referees, details and results of the process will be revealed only to those directly involved (authors and publisher).

Evaluation times

Between the call of items, receipt, acceptance and delivery of the arbitration by the referee takes a maximum of three months. However, that period may be lower or higher, according to the availability of referees and other factors that could delay or accelerate the process. The Journal only sent to the authors an official communication about your item, once you have the result of arbitration of two arbitrators on the conditional acceptance (with minor changes) or rejection (with modifications involving a substantial rethinking of the article. Similarly, so you know when the article is not consistent with the interest of the Journal. in case there are differences in the two arbitrations received on the same item will be sent the work to a third arbitrator to conduct the tiebreaker, except in that the reasons for rejection are very strong opinion of the editor-in-chief in which case the authors were immediately sent notification of rejection.

For approval in case of dispute it will always be necessary to have two favorable opinions.

Delivery of corrections

If arbitrations suggest slight modifications, the authors will be notified immediately to make changes in a period no longer than 5 days. If the article receives arbitration suggesting substantial changes, and editing estimates that can be accepted for a new round of evaluations, the authors have to submit their adjustments in a period not exceeding one month.

Rejection of the articles. The purpose of the evaluation process in Investigación Administrativa and to validate the advances in knowledge in the subject areas of the Journal is to offer an opportunity for authors to improve their proposals and refine their approaches towards building stronger items. Authors are expected to take advantage of the comments of the referees when your article is rejected for publication. The final rejection will occur when not correspond to the publisher or thematic line of the Journal.

Ethical criteria

Investigación Administrativa adheres to standards COPE, all jobs that are accepted a nomination will be reviewed with Turnitin software available in CONRICYT (<http://www.conricyt.mx/noticia-detalle.php?noti=268>).

Investigación Administrativa states that is considered unacceptable behavior to discover that plagiarism or self-plagiarism of research is done. Since it is a fundamental requirement unprecedented originality and condition of the work. The authors therefore signed a letter ensure that:

1. No conflict of interest.
2. There are ethics in study design.
3. compliance with ethical standards for the review says.
- Four. Hay originality of publications and Journal policy against plagiarism is accepted.

The following instances constitute plagiarism:

1. Plagiarism is incurred direct when.
 - authorship is omitted or glossed not cited.
 - minimal changes are made in the text of a third party and presented as original.
2. Although the authorship is noted, plagiarism occurs because the original text is reproduced with a few changes that are not paraphrases.
3. It incurs plagiarism complex when there is a reference original authorship, but inaccurately indicated pages of the source.
5. Paraphrasing and plagiarism occurs when paraphrases and reference to the original source is not recorded. Paraphrasing is not considered plagiarism if not dominates over work who writes, is used to allow the author to interact critically with the views of another person, and the source is mentioned correctly.
6. The "self-plagiarism" or recycling fraud occurs when you change the appearance to a job and is presented as if it were a different or indication that work is being recycled is omitted.

To treat cases of plagiarism these procedures are followed:

If plagiarism is detected, the authors reported evidence of plagiarism detected and prompted a response.

If the response is not satisfactory, the manuscript will not be subjected to external evaluation and the Journal will not receive more articles by the authors. In severe cases judgment editorial committee, it will inform the medium in which was published the original plagiarized article (whether self-plagiarism question or copies of third parties).

Structure of the summary

Summaries of the articles (abstract) have the following characteristics: It is informative with a maximum of 150 words. It must necessarily contain the following sections: **Objective of the research, method used, main results, originality, relevance of findings and research limitations**. It is imperative that these words are written very clear in summary: Objective, Method, Results, Originality Research Limitations and Relevance of Findings.

Archive preservation policy for Journal articles and copies

The preservation of the archives of the Journal Administrative Investigation is done in the platform of REDALYC (Version Redalyc 3.0 beta version). In this platform the specimens are stored in the formats.

VISOR XML JATS | PDF | HTML | EPUB | MOBILE

See: <http://www.redalyc.org/revista.oa?id=4560&numero=48241>

Originality and unpublished certification

Only unpublished works will be considered for publication. Authors are required to DO NOT simultaneously postulate in other journals. The author's article must send the letter of assignment of non-nomination rights and originality guarantee and the transfer of rights of disclosure to administrative investigation, which appears at the end of these editorial rules and is on the website of the magazine in the following link:

http://www.sepi.escasto.ipn.mx/Revista/Documents/Criterios_Editoriales/Editorial-Guidelines-25092016.pdf

Specific guidelines

Authors must be professionals, teachers, researchers or students who have carried out original research through a thesis. Postgraduate training is desirable and experts in the field.

The title of the article should be concise and correspond to the content.

For each article, the Journal of Economic Literature (JEL Classification) should be attached according to the corresponding theme, according to the codes established for international searches of bibliographic production (codes must be specific and not more than 3). This classification can be consulted in:

[Http://www.aeaweb.org/jel/jel_class_system.php](http://www.aeaweb.org/jel/jel_class_system.php)

The length of the articles must be between 16 pages and at least 20 pages including the bibliography with line spacing of 1.

The original of the article must be sent to our email ria@ipn.mx, riarevistainvestigacion@outlook.com

Files should contain text in Word, title translated into English language, analytic summary (no more than 120 words), and article keywords (from four to six). Likewise, graphs, tables, images and other elements must be attached in Power Point and inserted in the same Word document and must be made in black and white, without shadows or other.

Use word program for APA 6th edition in references an ORCID

It is required the use the Word program, using the REFERENCES tab of the program. It is suggested to see the most updated tutorials that exist in the web, typing: Quote APA in Word.

Authors must include their **ORCID code** to facilitate their integration to the bases of Scopus and JCR and to enhance the citation of their work. This code can be obtained free of charge at the following address: <https://orcid.org/register>

Guidelines shape and style of the articles submitted to Investigación Administrativa

Reference citations in the text corpus should be guided according to the **APA Style guidelines 6th Edition**.

Using Word for the format. Font. Times New Roman Margins: right, left and bottom 2 above 2.5, a single text column spacing, plus the following instructions:

Original Article

The **title** in the original language of the article should be in bold type, size 14, centered.

Translation of the original title of the article

The **title translation** should come in the next line, in bold and centered. If more translations write each on a different line.

Name (s) Apellidos1

Name (s) Apellidos2

The **authors names** should be aligned to the left, each in a separate paragraph and size 12. Each author should have a number in superscript indicating which belongs affiliation.

¹Full-time Research Professor at the Universidad Autónoma del Estado de Morelos - UAEM, School of Accounting, Management and Information Technology. Lines of Generation and Application of Knowledge: Diagnosis and Model Development and Competitiveness Methodologies Organizations and Study of Organizations and Organizational Sociology. 52-777-3297000 extension luz.vallejo@uaem.mx 7917, @ m910117.

²Professor and researcher at "A" attached to the School of Accounting, Management and Information Technology of the Autonomous University of the State of Morelos. The research lines farming are: Modeling of processes for the implementation of information systems within organizations. Development and application of intelligent algorithms for optimizing resources in organizations. 52-777-3297000 extension 7917 ORCID Code: orcid.org/XXXX-XXXX-XXXX-XXXX mmtzr@uaem.mx

The **Affiliation** must be below the group of authors. Each membership must be in a paragraph and size 12. At the beginning of each membership will be the superscript number that relates to one or more author / s, must bear **studies, current employment, workplace, research line, ORCID code and email**.

The ORCID code must be obtained from: <https://orcid.org/register>

Corresponding author: Name, email.

The **corresponding author** should be aligned to the left, size 12.

Summary:

The financial well-being of a community, we infer about their knowledge regarding the issue of financial education which impacts on their social and economic welfare. (...). The aim The method used The results limitations.

The **abstract** should come after the affiliation of the authors, flush left, size 12. The word "summary" should come in bold and with two points. The summary should begin in the next paragraph, size 12 and justified. For structured abstracts (contains sections such as Introduction, Method, Conclusions, etc.), each section title should be in bold, followed by a colon. The text of each summary section should come in different paragraphs.

The summary must necessarily contain: **aim of the research method used, main results and their relevance and limitations of research. With a maximum of 150 words.**

Keywords: financial well-being; financial education; personal finances; education; financial intelligence.

The **keywords** should be after the summary, size 12. The text "Keywords" should come in bold type followed by a colon. Each of the keywords must be separated by commas or semicolons, completed by point. In Spanish 4 to 6 words associated to the fundamental content of the corpus

Abstract:

The financial health of a community, acerca infer the knowledge possessed Regarding the issue of financial education Their Impacts That social and economic welfare (...)

The * **Abstract** *, must be left-aligned, size 12. The word Abstract: must be in bold and with two points. The summary should begin a new paragraph, size 12 and justified. For structured abstracts, each section title should be in bold, followed by a colon. The text of each section of the abstract should come in different paragraphs.

Keywords:financial health; financial education; personal finance; education; financial intelligence.

The **key words** must be after the abstract, size 12. The text "Key words:" should come in bold type followed by a colon. Each of the key words must be separated by commas or semicolons, completed by point. In English 4 to 6 words associated with the fundamental content of the corpus

JEL classification:D140.

JEL classification should be after the keywords, size 12. The text of "JEL" should come in bold type followed by a colon.

Introduction

Sections / Subtitles paragraph: Font size 16, centered, in bold, with the first letter capitalized.

Education is a process that impacts on the social, economic and cultural transformation of humanity, which must be in constant innovation and adaptation according to the requirements of the changing reality of society, which aims to dignify the person providing a better quality of life; therefore education requires a holistic approach to the individual (...).

Body Text: Font size 12, justified. NO must have line breaks between paragraphs.

Theoretical framework

Subsections / secondary Subtitles paragraph: Font size 14, centered, in bold, with the first letter capitalized.

Education and financial literacy

When there **subsections of subsection** formatted in size 13 bold and centered.

the instrument for financial welfare 8 reagents developed by Prawitz et al was used. (2006), tested by Leon (2006) in an educational community with a level of reliability with Cronbach's alpha of 0.965 and valid for Kaiser-Meyer-Olkin of 0.744. For this investigation, it was taken as basis the same instrument, which was changed to 7 reagents and adapted to a Likert scale grading from 1 to 5 to each variable, which allowed classifying the population into three continuous levels of financial well-being in: high financial health, financial well-being moderate and low financial well-being, as seen in Table 1.

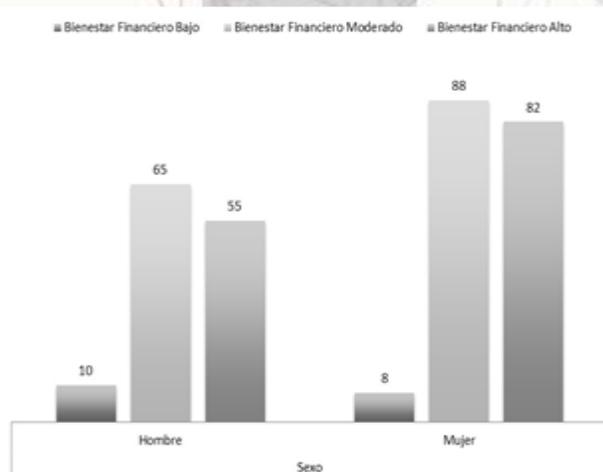
Table 1: Scale measuring instrument

level	Scale	Description
1	0 to 11	Financial welfare under
2	12-23	financial well-being moderate
3	24 to 35	financial well-being high

Source: Made by myself

It is clear that since it is an exploratory research, may be sufficient Cronbach alpha value of 0.6 or 0.5 (Nunnally & Bernstein, 1994) (Oviedo & Campo-Arias, 2005). In the case of test Kaiser-Meyer-Olkin a value greater than 0.7 indicates a high correlation between the reactants (Herrera & Fontalvo, 2011).

Figure 1: Financial Wellness by sex



Source: Compiled from surveys conducted

Type text tables: The title of the columns of the tables should be in bold type and data table body with normal font.

Footnotes Table: Font size 12 and centered with respect to the table, the first letter should be capitalized.

Author quotes type and year They must be enclosed in parentheses with the author's surname followed by the year (Souza, 2007), first letter capitalized

Numerical appointments must be enclosed in parentheses and superscript ((1))

Images: Must be in the body of the text, inserted in png or jpg format and focused. Images must be in line with text. Considered images: graphs, charts, photographs, diagrams and, in some cases, tables and equations.

Title image: Font size 12, centered and in bold, separated by two points description. Description of images: size 12.

Footnotes images: Font size 12 and centered with respect to the image, the first letter should be capitalized.

Bibliography

Reference citations in the text corpus should be guided according to the **APA style guidelines 6th edition**.

Journal:

Betsil, M. (2001). NGO Influence in International Environmental Negotiations: A Framework for Analysis. *Global Environmental Politics*, 1 (4), 65-85. Doi: 10.1162 / 152638001317146372

Website:

Center Mario Molina. (31 of 03 of 2017). Obtained from Design of vehicle control zones to improve air quality in the central region of the country (ecozonas): <http://centromariomolina.org/wp-content/uploads/2016/05/6.-Resumen-Ejecutivo-ZCV -Ecozonas.pdf>

Book:

Rivas- Tovar, L. A (2009). *Evolution of Complexity Theory*. Mexico City: National Polytechnic Institute.

Book chapter

Trujillo M. & Lambarry F. (2016). Stress on microbus drivers. In Luis Arturo Rivas-Tovar (Editor). *Public transport in CDMX* (pp. 34-63). Mexico: Trillas

Thesis

Vuilliomenet, C.F. (2015). *Biophysical Indicators of Sustainability for Climate Change Mitigation and Adaptation*. Doctoral Thesis, University of Kansas, Kansas.

The References They must be in alphabetical order without line break, paragraph, aligned left, in size 12.

If appointments numerical order, references should have to start the corresponding sequential number.

Appendices, Annexes, glossaries and other materials They should be included after the references. If these materials should be created extensive as PDF files.

Sincerely

PHD Luis Arturo Rivas Tovar

Chief Editor.

ESCA Santo Tomas, Post graduates and Research Division. Street: Prol. de Carpio No. 471, Plutarco Elías Calles, Postal Code: 11340, Del. Miguel Hidalgo, Mexico, CDMX, Building "H" first floor de 8:00 a 14:00 hours. Phone: 5729 6000 extentions: 61803, 61642 e-mail: ria@ipn.mx, riarevistainvestigacion@outlook.com, larivas33@hotmail.com.