

AIM OF THE PUBLICATION

Divulge original research, state of art reviews and original reflections in management sciences field.

TARGETED AUDIENCE RESEARCH ADMINISTRATIVE:

National and foreign students and researchers in administrative science

PUBLISHING CRITERIA

JOURNAL TOPICS

- Quality management
- Educational administration
- Strategic management
- Multicultural management
- Regional development administration and sustainability
- Public administration
- Social affairs in the administration
- Finance and economy
- Knowledge management
- Technology innovation
- Systems engineering and management
- Leadership, environmental management
- NGO management
- Research methods
- (Social question in the organization) conflict management
- Human capital and organizational behavior
- Marketing
- Small and medium enterprises
- Process change and organizational development
- Theories of organization

GENDER OF PUBLICATIONS

Three types of work are allowed:

1. Research paper. This type of article presents in detail the original results of research projects. Its structure includes four main elements: introduction, methodology, results and conclusions.
2. Reflective paper. This type of article presents the results of research from an analytical, interpretative or critical point of view on a specific topic, using original sources.
3. Review article. This type of article must be the result of research, analyzing and integrating the research findings published or unpublished, on a field in science and technology, in order to account for the progress and development trends. You must submit a thorough literature review of at least 50 references.

ARTICLE FORMAT

* Source: Arial Narrow No. 11, subtitled in bold and uppercase * Margins: right, left and below 2, more than 2.5 * single-spaced text in two columns.

ARTICLES ABSTRACTS

*Abstract in Spanish and English	Information type (50 -200 words). Include: <ul style="list-style-type: none">• Objectives and research field.• Methods the main results.• Relevance of results and conclusions.
*Key words in English and Spanish	4 or 5 words that clearly summarize the content of the article.

Key Elements for *research papers*

1. Purpose of Study
2. Brief description of materials
3. Methodology
4. Study location (if important or unusual)
5. Results, conclusions and implications

Key Elements for *reflective papers*

1. Main Theme
2. Logical development of topic
3. Author's Viewpoint
4. Implications, inferences or conclusions

Key elements for *review articles* (bibliographic debate)

1. Scope of review
2. Period of the reviewed publications
3. Source publications
4. Types of documents reviewed
5. Author's viewpoint of the studied literature, highlights and information on some findings that resulted from the research
6. Conclusions about the studied line of research

SPECIFIC GUIDELINES FOR PAPERS

1. Only will be considered for publication unpublished works. It requires to authors NO APPLICATION in other journals. The authors should send the signed letter of nomination and no guarantee of originality and the transfer of rights of disclosure to Investigación Administrativa which is at the end of this guidelines for papers.
2. Quality of the authors: Authors should be professionals, teachers and researchers with, at least, post- graduate education and experts in the field.
3. The title should be concise and reflect the content.
4. Each article must have the Journal of Economic Literature classification (JEL classification) to which it corresponds, according to the codes established for international searches of bibliographic production (the codes should be specific, no more than 3). This classification can be found at: http://www.aeaweb.org/jel/jel_class_system.php
5. The length of articles must be between 16 pages minimum and 20 maximum, bibliography included
6. The original article should be sent to our e-mail (ria@ipn.mx, larivas33@hotmail.com, riarevistainvestigacion@gmail.com).
7. The files should contain the text in Word, the title, article's abstract (not exceeding 120 words) and keywords in the article (minimum four) must be translated into English. Likewise, graphs, tables, images and other elements must be attached in power point format and be inserted in the same Word file, without colors and without shades or other graphic effects.
8. At the time of delivering the material each author must sign and submit by email a tab where you enter your details (name, nationality, profession, specialty, telephone, email, area and character of the article), also you have to state that the Article hasn't been published and is not being assessed by another journal.

The CV should be mentioned in two lines in a footnote with double asterisk, writing the name of the author, studies, current employment, workplace, line of research and a mandatory online e-mail.

All items received will be refereed by a Member of the Arbitrators portfolio to ensure the dependability of the Journal, and its inclusion in indices of Mexican and foreign journals.

EVALUATION PROCESS

Call for papers. The articles will be put under the care of two experts in the field, to independently (double-blind peer review) assess the probable publication of the work, considering the following criteria: quality or academic level, originality, contribution to knowledge and teaching, clarity of presentation, writing and literature, interest and topicality.

The referee send his opinion in a suggested format. The journal has previously reviewed the referees profiles and considers them to have enough academic knowledge to develop their work independently.

Confidentiality. The Journal's reviewing process is conducted under the terms of "double-blind peer review". The journal reserves all data of the authors and referees, details of the process and results will be revealed only to those directly involved (authors, referees and the editor).

Period of Assessment. Between the call for the articles, receipt, acceptance and delivery of the review by the referee, it takes an average period of 2 (two) months. However, this period may be lower or higher, according to the availability of referees and other factors that could delay or accelerate the process. The journal will send to the authors only official communication about their articles once it has the result of the review about the conditional acceptance (with slight changes) or rejection (with modifications that involve a substantial rethinking of the article. In the same way it will inform when the article isn't consistent with the interests of the journal.)

If there are differences in the two results received on the same article, the work will be sent to a third referee to conduct the runoff.

Corrections Delivery . If the result of the arbitration suggests slight modifications, the authors will be notified immediately to make changes in a no longer than 5 days period. If the article receives a review suggesting substantial changes, and the editors estimate it to be subject for a new round of evaluations, the authors have to submit their adjustments in a period no longer than 1 (one) month.

Articles Rejection.

In case of differences in the controversy in referees opinion on the same paper, this will be sent the work to a third referees to conduct the tiebreaker, except when the reasons for rejection be very strong in the opinion of the editor-in-chief in that case the authors will informed immediately the rejection notice. For approval in case of dispute or controversy always will be necessary to have two favorable reviews.

References: in Apa Style 6a edition Citations of references in the text:

The quote of references in the text must be led by APA 6th edition standards.

APA style requires that the author of work documenting their study through the text, identifying the author and date of investigation resources. This method of citing by author - date (name and date of publication), allows the reader to locate the source of information in alphabetical order, in the reference list at the end of the work.

EDITOR'S INSTRUCTIONS FOR CONTRIBUTORS

Articles that do not meet the requirements described in form and substance will not be accepted. The journal editor will acknowledge receipt of the work, within a period not exceeding five working days.

The author gives the publishing rights to the School of Business and Administration Unit Santo Tomas of the National Polytechnic Institute.

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**SINCERELY
DR. LUIS ARTURO RIVAS TOVAR
EDITOR**

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