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1. All articles must be original and not previously published; they may not be under evaluation for possible publication elsewhere; they must not have been approved for publication in another journal. PODIUM adheres to good publication practices in order to promote integrity concerning publications and research; these practices have been stipulated by the committee on publication ethics (COPE) in <https://publicationethics.org/>.
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3. Articles will be accepted in Spanish, English or other languages, providing they belong to one of the two categories that are described in the journal's section policies. Works will not be accepted if they are graduation papers for either graduate or post-graduate.
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5. PODIUM reserves the right to correct style and to make the editorial changes that it deems appropriate in order to improve the manuscript.
6. The maximum number of authors per article is 4. Authors must have a post-graduate level, either Master or PhD and be teachers, research teachers and be expert on the subject that they write about. They must make sure that they fit the profile as authors in the OJS platform.
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11. The article must be written in Word, in Times New Roman font, size 12, with one point five interline. Margins should be 2.54 cm (one inch) on all four sides of the paper, in single-column format. The first line of each paragraph and every footnote must be indented.
12. The article's title may not contain more than twelve words and may be modified by PODIUM editors; changes must be agreed with by the authors.
13. Scientific or revision articles must be preceded by an abstract of not more than 150 words, written with clarity and precision.
  - a) A scientific article's abstract structure ought to include the following elements: Study purpose, methodology, relevant results and conclusions.
  - b) Abstract's structure for the revision article must include the following elements: Revision's reach, time of considered publications, publications origin, type of the documents that are being revised, author's opinion concerning relevant findings and principal conclusions.
14. Authors must furnish six (6) to eight (8) key words related to the research topic.
15. The article must have the *Journal of Economic Literature's* classification (JEL Classification) according to the corresponding specific subject (and not over three). This classification may be consulted in: [www.aeaweb.org](http://www.aeaweb.org).
16. The article's English version must include the title, the abstract, the keywords and the JEL Classification.
17. The document must be worded using the third person, so that the writing is impersonal.
18. An article's length must be measured using Word's word-counter. This measurement must include both the body of the article and the bibliographic references and footnotes (only clarification notes. But no reference notes). All this should add up to no more than 8,000 words.
19. The first time an abbreviation is used, it must be clarified by writing the word in full. The abbreviation may be used thereafter with no clarification.

## 20. About tables:

- a) Tables must be incorporated into the text in an orderly fashion.
- b) Each table must have a title and a sequential number.
- c) Tables must have reference sources if they are adapted from existing writings. If not, it must be stated that they were prepared by the author.
- d) Tables must be single spaced, with no vertical margins. The source's size must be between 10 and 12 points. Sources must be in size 8.

Example:

**Table 1.**

*Number of children registered in English levels.*

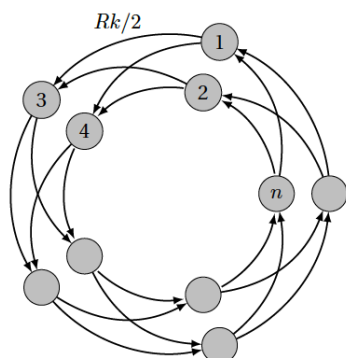
Grade	Girls		Boys	
	Beginners	Advanced	Beginners	Advanced
2	67	48	62	35
3	52	37	47	31
4	49	41	39	32
<b>Total</b>	<b>168</b>	<b>126</b>	<b>148</b>	<b>98</b>

Source: Adapted from Roosa *et al* (2008).

## 21. About images:

- a) Images must be incorporated in the text in an orderly fashion.
- b) Each image must have a title and a sequential number.
- c) Images must have reference sources if they are adapted from existing writings. If not, it must be stated that they were prepared by the author.
- d) Images must have sources no smaller than 8 and no larger than 14.
- e) Images format must be legible; in order to insure the final quality, the author will share a high-resolution digital file in the section of complementary files that were available at the time of postulating the article in the OJS platform.

Example:

**Figure 1.***Financial network of interconnected rings*Source: Acemoglu *et al* (2014)

## 22. About textual quotes:

- a) Textual quotes that are less than 40 words long must be written as part of the text; they should be between double quotation marks and should not be written in italics. The page number the quotes was taken from should follow in parenthesis and must end with a period.
- b) Textual quotes that are over 40 words long, should not be written as part of the text, must be indented, with no quotation marks and no italics. A period must be placed at the end of the quote before the data that shows the quote's origin: the author's last name, the publication year and the page number. All these data must be in parenthesis.

## 23. About paraphrasing quotes:

- a) Paraphrased quotes based on the text must show in parenthesis the author's last name and the year of publication, at the end of the paraphrased sentence.
- b) Paraphrased quotes based on the author must show in parenthesis the author's last name and the year of publication, at the beginning of the paraphrased sentence.

## 24. About the rules concerning the number of authors of paraphrased quotes:

- a) Two authors: Their last names must be separated by an ampersand (&).
- b) Three or more authors: Only the last name of the first author is cited, followed by the words *et al* from the first time.

25. The bibliographical reference list will appear at the end of the articles' content. This list must be in alphabetical order, with a hanging indent (French) and will have all the references that have been used in the text. The bibliographical reference list must follow APA rules, seventh edition. An author's bibliography will be listed following the year of publication in ascending order.

**Entry examples:****Book**

Koontz, H. and Weihrich, H. (1998). *Management and global perspective (11th Ed.)*. McGraw-Hill Interamericana.

**Electronic version book**

CEPAL. (2013). *Innovation Systems in Central America: Strengthening through regional integration*. CEPAL. <https://www.cepal.org/es/publications/>

**Book charter with editor/s or compiler/s**

Haybron, D.M. (2008). Philosophy and the science of subjective well-being. In M. Eid y R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). Guilford Press.

**Scientific journal article**

Chamberlin, J., Novotney, A., Packard, E., and Price, M. (2008). Enhancing worker well-being: Occupational health psychologists convene to share their research on work stress, and health. *Monitor on Psychology*, 39(5), 26-29.

**Article with DOI**

Levie, J., and Autio, E. (2011). Regulatory Burden, Rule of Law, and Entry of Strategic Entrepreneurs: An International Panel Study. *Journal of Management Studies*, 48(6), 1392–1419. doi:10.1111/j.1467-6486.2010.01006.x

**Symposia and lectures**

Larrahondo, J. (18-20 de septiembre de 2013). *Definición y alcances de la alcoquímica: La calidad de las materias primas y su impacto en el proceso alcoquímico* [Conferencia magistral]. III Congreso de la Caña en el Ecuador, Asociación Ecuatoriana de Tecnólogos Azucareros (AETA), Guayaquil, Ecuador.

**Newspaper**

Calderón, A. (November 10, 2011). Dolarization in Ecuador. *El Telégrafo*. <https://www.eltelegrafo.com.ec/noticias/cartas-al-director/1/la-dolarizacion-ecuatoriana>.

**Printed journal article**

Arteaga, M.E. (March 2017). Management's value in Projects. *América Economía Journal*, (135), p.79.

**On-line journal article**

Acosta-Burneo, A. (February 22, 2018). My proposal. *VISTAZO Magazine*.  
<http://www.vistazo.com/seccion/mi-propuesta>

### **Un-published manuscript**

Spindler, G. (1993). *Education and reproduction among Turkish families in Sydney*. Un-published manuscript.

### **Reports**

National Planning and Development Secretariat. (2017). *National Development Plan 2017-2021*. Consejo Nacional de Planificación. [http://www.planificacion.gob.ec/wp-content/uploads/downloads/2017/10/PNBV-26-OCT-FINAL\\_0K.compressed1.pdf](http://www.planificacion.gob.ec/wp-content/uploads/downloads/2017/10/PNBV-26-OCT-FINAL_0K.compressed1.pdf)