

AUTHOR'S GUIDE

The present guide defines the basic requirements to be considered by the authors when writing articles to be published in “**Ingeniería—Revista Académica de la Facultad de Ingeniería de la Universidad Autónoma de Yucatán**”. This guide is published in every issue of the journal, and can be consulted in <http://www.revista.ingenieria.uady.mx/>.

The papers should be written in Spanish or English, and will be revised according to the following requirements.

GENERAL ASPECTS

The papers should be submitted in digital form directly to the Editorial Council (**Consejo Editorial de la Facultad de Ingeniería de la Universidad Autónoma de Yucatán, Apdo. Postal 150, Cordemex, C. P. 97111, Mérida, Yucatán, México**); or by e-mail to: cponce@uady.mx.

All papers are processed through this Editorial Council; therefore, the use of different ways to deliver them may delay the editorial process and publication. Each paper should be accompanied by a letter for publication, with the requested information in the format attached to this guide.

The article should be delivered in digital format including figures and tables. It is assumed that all authors agreed to submit the paper to arbitration, thus it is the sole responsibility of the contact author to obtain the coauthors agreement. Also, if accepted for publication, all the authors agree to grant permission to the journal for diffusion in paper as well as digital format, including the internet.

The extension of the papers should be 8 pages (letter size) as a minimum and 20 as a maximum; written in Microsoft Word, at double space, with Times New Roman 12 points letter and 25 mm margins. Bibliographic references are included within these limits, but not the abstracts and the key words. Pages should not be numbered.

EDITORIAL POLICIES

The editorial policy is established by the Editorial Council. The purpose of the journal is to establish a medium for exchanging research, teaching, and

practice experiences among research professors and engineering professionals. The articles to be accepted for publication should be the results of: research, development of new technology, methods for applying or transferring technology, and originals reviews in the field of engineering.

The articles to be published in the journal will be classified as research or divulge articles, according to its characteristics. Also, it will be accepted discussions on published papers.

The editorial of each issue would be the sole responsibility of the Editorial Council. In agreement to the requirements of the College of Engineering, the Editorial Council could publish special issues containing articles related to a specific field. The articles included in these special issues will be classified as every one published in the journal.

The articles should be written in accordance with the thematic lines defined by the Council. These lines are related with engineering and its teaching, specially, civil, physics, mechatronics, and chemical engineering, including all the sub-areas (Basic Sciences, Structures, Construction, Hydraulics, Transportation, Environment, Geotechnics, Optics, Fluids, Heat, Waves, Energy, and Instrumentation, among others).

Articles written by academic members of any national or international institution, as well as by professional engineers from outside the academic environment will be accepted for publication.

Articles to be published in the journal should be complete and independent, that is to say, series of articles in which the comprehension of each one depends on the reading of the previous will not be accepted. If any author wrote a very extensive paper, he should divide it, in such a way, that each part constitutes an article which covers completely one of the subjects of the original paper. It is required that all articles would be original, new-fashioned, transcendent and unpublished.

Research articles are those originated as the result of a research project. The subjects of these articles should be covered completely, in amplitude and profundity, using the proper scientific terms, according to the subject, and with most recent

data. This type of articles should be done at high taxonomic levels of analyses, synthesis and evaluation; therefore, the themes could vary from finding relations, development, and criticism of methods, up to formulating and validating generalizations, and marking of limits of application. Their presentation will be exclusively in the IMR&D format (Introduction, Methodology, Results and Discussion) and conclusions should be verifiable through the methodology described. All research articles should be addressed to specialists in the related subjects.

Divulge articles are those not resulting from research, but dealing with subjects included in the thematic lines accepted by the Council as those resulted from bibliographic revisions of specific subjects or the personal opinions about a topic related to engineering.

Discussions on published papers should be addressed to the Chief-Editor not later than six months after the publication of the article under discussion. If the discussion is delivered afterwards, then it will not be published but turned to the authors for private reply. Discussions should be less than four pages, focused on the topics of the paper under discussion, professionals, objectives, courteous, and of benefit to the readers. The Editorial Council has the right to dismiss any discussion that does not adhere to these requirements. The authors under discussion will have the right to reply, publishing it together with the discussion in a period no longer than a year before the original publication. Further discussions and replies will not be considered for publication.

Each issue will cover a period of four months, i.e., three issues a year, corresponding, January to April, May to August, and September to December, respectively.

REVIEWING PROCESS

The reviewing process involves:

- A first evaluation by the Editorial Council to determine if the paper fits the thematic lines of the journal
- If affirmative, then reviewers are assigned for exhaustive evaluation
- The reviews are turned to the authors along with the Editorial Council notification about acceptance, rejection, or request for modifications

- In case of major modifications, the corrected article is returned to the reviewer seeking his/her recommendation for publication or rejection
- If the changes are approved by the Editorial Council, the article is accepted for publication
- Once the article is accepted, it is placed in the journal format. At this stage, the Council may request the authors for additional style changes to fit the journal policies.

Every article would be evaluated by the Reviewing Board using the double-blind system; thus, reviewers do not know the name of the authors, nor the authors the name of the reviewers. This double-blind system is ensured by a post-process to the digital file of the article under evaluation. The criterion for the evaluation is to assign only external reviewers to those articles whose authors are members of the College that publishes the journal. It is established that an article would be evaluated by at least two experts in the subject; and that it will be accepted for publication once it fulfilled the journal policies as well as the recommendations given by the reviewers. The evaluation of each article submitted to the Reviewing Board will be performed according to its classification as suggested by the author.

Articles will be rejected when: their content does not correspond to their classification; it presents serious deficiencies in the scientific development or in the writing; the content data is forged or plagiarized; or, if it does not correspond to the journal thematic lines.

The Chief-Editor will forward to the author the reviewers report, containing rejection, acceptance or corrections (if any) to the article. Corrected articles should reach the Chief-Editor in a period no longer than 30 days after reviewing in the case of minor changes, or 60 days in the case of major changes. In case of exceeding the allowed period for corrections, it is the right of the Editorial Council to consider the article as a new contribution and initiate a new reviewing process.

ORGANIZATION AND FORMAT

Any research article to be published by the journal should include the elements described in the following.

Title and authors

The title should convey the results of a complete and independent study, thus serial articles are not accepted. Titles should be carefully applied, avoiding explaining sentences and articles. Titles should be written in English and Spanish, and no longer than 120 characters. Authors assume the responsibility of the opinions and conclusions of the article. Authors should write their first names followed by their last names in the way they want to be published. When they published more than one article, consistency in the way the names are presented is encouraged. First should appear the name of the leading author, showing as a foot note his or her affiliation and email.

Abstract

The abstract should be considered as a short version of the article. Therefore it would be written in a concise way using 150 to 250 words. It should not include abbreviations, figures, tables or references. Due to the fact that abstracts could be published independently, it will be written (in Spanish and in English) so coherent that it is not needed to read the whole text for the complete comprehension.

Key words

Immediately following the abstract a list of key words (in Spanish and in English) will be presented. This list will include the more important and specific words that represent the thematic content of the article.

Introduction

The introduction of the article will provide enough previous information in order to understand and evaluate the results without having to read or review any other publication about the subject dealt. Moreover, the introduction should contain the reasoning procedure followed in the developed analysis. The only given references should be those providing outstanding information on the article topic, avoiding exhaustive treatment. In other words, the introduction should contain information sustaining the study developed, concluding with the proposed objectives.

Methodology

The methodology of the study should contain the design of the experimental phase, including details

and circumstances, in order to reproduce it. Any relevant condition affecting the study should be pointed out in this section. Techniques and methods applied should also be presented. Only new or complex methods should be explained. General and standard methods should not be described.

Results

This section will only contain presentation of results. Their interpretation will be contained in the Discussion section. The results should be delivered in a clear and concise manner and in a logical order, in tables and figures whenever feasible. Duplicate results in form of figures and tables should be avoided, retaining the Council the right to remove one of them before publication. When figures or photos are needed to present the information, their number should be limited, showing only the most relevant aspects of the study and its results. Likewise, if statistical methods were applied only the most relevant results should be included.

Discussion

The interpretation of the results of the studies described in the introduction and in the methodology will be presented in this section. The author should judge the joined presentation of the sections **Results** and **Discussion**.

Conclusions

Conclusions and recommendations arising from the discussion of the results should be presented in a clear and concise form.

Acknowledgments

Acknowledgments to persons and institutions affording resources, and to personnel participating during any kind of the activities related to the study, could be presented in separated paragraphs. As an example, acknowledgment for providing funds to the project could be expressed as follows: "This project was financed by CONACYT according with the contract: Num. 27594-RUF-97-01"

References

References should be presented using the author's last name and year of publication. Inside the text references should be cited as follows: Smith

(2009) or (Smith 2009), for one author; Smith and Scott (2009) or (Smith and Scott 2009), for two authors; Smith et al. (2009) or (Smith *et al.* 2009), for more than two authors. When two or more references are cited together they should be separated by a semicolon, as follows: (Smith 2009; Scott 2009). If an author has two publications the same year, each one should be accompanied by the letter of the alphabet according to the order of presentation, for example, Scott (2009a) and Scott (2009b) or (Scott 2009a) and (Scott 2009b). The list of references should include all cited sources in the original language, with the last name of each first author in alphabetic order and without numbering. In the case of discussions, they should not include in the list of references the ones already listed in the discussed article. Abbreviations of the titles for journals and magazines should be avoided. In the following paragraphs some examples are presented to form the list of references:

Paper in Journal

Tsekeris T., Stathopoulos A. (2010). Short-term prediction of urban traffic variability: Stochastic volatility modeling approach. "Journal of Transportation Engineering", ASCE, 136(7), 606-613.

Book

Nawy E.G. (2008). "Reinforced Concrete: A fundamental approach", 6th ed., Prentice Hall, Englewood Cliffs, N. J.

Book Chapter

González-Herrera R. (2008). 3D analytical solutions for transport in a double porosity media, Chapter 23. In "Numerical modeling of coupled phenomena in science and engineering", Suárez-Arriaga M., Bundschuh J, Domínguez-Mota F. (eds.), 281-291. Taylor & Francis, Leiden, Holland.

Paper in Proceedings

Torres-Acosta A.A. (2010). Accelerated vs. natural corrosion experimental results for remaining life stage forecasting. In "Concrete under severe conditions: Environment and loading", Castro-Borges P., Moreno E.I., Sakai K., Gjörv O., Banthia N. (eds.), 35-42, Taylor & Francis, London, UK.

Thesis

Canto Martín J.C. (2009). "Evaluación del riesgo a la contaminación de las aguas subterráneas de

Chetumal, Quintana Roo". Master's Thesis, Universidad Autónoma de Yucatán, México.

Tables and Figures

Tables and figures should be reduced to a minimum. They should be numbered and cited in the paper and presented with enough contrast for a good printing. All texts and characters included in the tables and figures should be clear and legible and their content understandable without the text of the article. Titles and heading texts of tables should be located in the upper part of them. Brief texts at the bottom of the tables are accepted. Titles of figures will be located always at the bottom.

System of Units

Basic units and those of the International System of Units will be used in all papers. It is optional putting in parenthesis the correspondent equivalences from any other system of units.

Mathematic Formulas and Symbols

In order to guarantee the correct reproduction of equations the Microsoft Word editor should be applied. Equations should be ordered using Arabic numbers in parenthesis at the right extreme border. When cited in the text these numbers must be used as references preceded by the word "equation".

Abbreviations

A reduced use of abbreviations is recommended. The **Introduction** and the **Methodology** are the most adequate sections to define abbreviations and specialized terms. It is advised to define the term followed by the abbreviation in parenthesis the first time that appeared in the text.

Verbs Tenses

Reference to events, observations, proceedings, analyses and data already done or concluded should be presented or reported using the past tense of verbs. The present tense of verbs should be used when referring to all facts commonly accepted, the conclusions of the presented project and the conclusions of previous studies.

Permissions

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permissions from the owners of the author's rights.