

## Negotium

### Guidelines and Procedures

#### 1. Guidelines for Authors:

**Content of the papers: Negotium** publishes any scientific work related to the fields of Communication, Administration, Information Technologies, Sociology, Psychology.

The maximum recommended length is 15 pages. The article must be **original and unpublished** and must **NOT** be **submitted for publication simultaneously in other journals or editorial bodies**.

**Preferences: Negotium** prefers papers in teams with interdisciplinary approaches, papers that include researchers in training and that are the product of official research.

#### Document Structure

**Title:** It must be clear and informative; it must have an English translation.

##### Title in English

Font			Paragraph			
Font	Style	Size	Alignment	Indentation	Spacing	Line spacing
Times New Roman	Bold	18	Centered	Left 0 cm Right 0cm	Front 0 pt Back 12 pt	Single spaced
	Capitalized			Special none		

##### Title in Spanish

Font			Paragraph			
Font	Style	Size	Alignment	Indentation	Spacing	Line spacing
Arial	Bold	16	Centered	Left 0 cm Right 0cm	Front 0 pt Back 12 pt	Single spaced
	Capitalized			Special none		

**Identification:** Below the title of the paper, in two languages (Spanish and English), the name of the authors should appear in the corresponding order indicating for each author, with a footnote number, a Curriculum Vitae not exceeding three lines including academic degree, institutional affiliation, honors, research grant if any, e-mail, and any other data of interest.

Font			Paragraph			
Font	Style	Size	Alignment	Indentation	Spacing	Line spacing
Arial	Normal	12	Centered	Left 0 cm Right 0cm	Front 0 pt Back 12 pt	Single spaced
	Capitalized			Special none		

**Resumen and Abstract: no more** than 100 words and five keywords in both Spanish and English

Font			Paragraph			
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Font	Style	Size	Alignment	Indentation	Spacing	Line spacing
Arial *	Normal *Bold	9	Justified	Left 0 cm Right 0cm	Front 0 pt Back 12 pt	Single spaced
Capitalized				Special none		

**\* Just the title**

**Body of the article**

Font			Paragraph			
Font	Style	Size	Alignment	Indentation	Spacing	Line spacing
Arial *	Normal *Bold	12 *16	Justified	Left 0 cm Right 0cm	Front 0 pt Back 12 pt	Single spaced
Capitalized				Special none		

**\* Just the titles. If you are going to use more than one subtitling level: Level 1 size 16, Level 2 size 14, Level 3 size 12.** Maximum three levels of subtitling.

Do not use footnotes.

The problem, the concepts, the methodology and the analysis of the results must be clearly stated.

**Graphics, Tables, and Illustrations**

They shall be identified by Arabic numerals (Graphic 1, Table 1, Illustration 1), at the top of the same, followed by the title, if any. The source and the year of the source must be placed at the bottom. Only one graphic, table or illustration per page (to facilitate the work of editing and layout, it is recommended to insert them into the document in image format).

**Bibliographic references**

Font			Paragraph			
Font	Style	Size	Alignment	Indentation	Spacing	Line spacing
Arial	Normal	10	Justified	Left 0 cm Right 0cm	Front 0 pt Back 12 pt	Single spaced
				Special French		

**APA Standards: Negotium** recommends using the [APA style](#) and [citation](#) system.

**Style:** Correct use of grammatical and linguistic forms, clear writing. Objective scientific style, respect for the sources used. Cultural tolerance and respectful treatment.

**Presentation:** Word document, non-encrypted document, open file

**Page design: Margins:** 3 cm each side. **Size:** letter.