

INSTRUCTIONS FOR AUTHORS

EDITORIAL ETHICS

3Ciencias publishes **3C Empresa. Investigación y pensamiento crítico, 3C Tecnología. Glosas de innovación aplicadas a la pyme, and 3C TIC. Cuadernos de desarrollo aplicados a las TIC.** Development notebooks applied to ICTs according to the national open access policy and under Creative Commons licenses “Attribution - Non-Commercial (by-nc)”. Our mission is to contribute to promote learning, knowledge and research worldwide. As part of this objective, 3Ciencias takes a neutral position on issues addressed in its journals. These journals serve to promote academic debates on various topics, regardless of their nature, or other potentially or thematically controversial subjects.

The publication of an article in a peer-reviewed academic journal serves several functions, one of which is to validate and preserve the “minutes” of research. It is therefore of immense importance that those “minutes” be accurate and reliable. The act of publishing involves many parts, each playing an important role in achieving these goals. Thus, it follows that the author, layout designer, editor, reviewer, publisher, and journal owner meet expected ethical standards at all stages of their involvement, from submission to publication.

3Ciencias is committed to meeting and maintaining standards of ethical behavior at all stages of the publication process. We share the values of organizations, such as the Commission on Publication Ethics (COPE), which sets standards and provides guidelines on best practices to meet these requirements. Below is a summary of our key expectations of publishers, reviewers and authors.

1. ETHICAL EXPECTATIONS

Publisher’s responsibilities

- Act in a balanced, objective and fair manner in the performance of their duties, without discrimination on the grounds of gender, sexual orientation, religious or political beliefs, or the ethnic or geographical origin of the perpetrators.
- Handle submissions for sponsored supplements or special issues in the same way as other submissions, so that articles are considered and accepted solely on their academic merits and without commercial influence.
- Adopt and follow reasonable procedures for complaints of an ethical nature or conflict, in accordance with 3Ciencia policies and procedures, as appropriate. Provide authors with adequate attention to the response to any complaint. All complaints must be investigated regardless of when the original publication was approved. Documentation associated with such complaints should be retained for record keeping through communications between the author and the Publisher.

Reviewers’ responsibilities

- To contribute to the decision-making process and help improve the quality of published work by reviewing the manuscript objectively, and in a timely manner.
- Maintain the confidentiality of any information provided by the editor or author. Do not keep or copy the manuscript.
- Alert the editor to any published or submitted content that is substantially similar to the one being reviewed.

- Be aware of any potential conflict of interest (financial, institutional, collaborative, or other relationships between reviewer and author) and alert the editor to this, if necessary by withdrawing his or her services for that manuscript.

Authors' Responsibilities

- Keep accurate records of the data associated with your submitted manuscript, and provide access to this data, in response to a reasonable request. Where appropriate and authorized by the employee, a funding agency, or other persons who may have an interest, may deposit data in a repository or storage location suitable for sharing and further use.
- Confirm / affirm that the manuscript as submitted is not under consideration or accepted for publication in another medium.
- Provide the editor with a copy of any submitted manuscript that may contain overlapping or closely related content.
- Confirm that all work in the submitted manuscript is original and acknowledge and cite content reproduced from other sources. Obtain permission to reproduce any content from other sources
- Authors should ensure that studies involving human or animal subjects comply with national, local, and institutional laws and requirements (e.g., WMA Declaration of Helsinki, NIH Policy on the Use of Laboratory Animals, EU Directive on the Use of Animals) and confirm that approval has been sought and obtained where necessary. Authors must obtain express permission from human subjects and respect their privacy.
- Declare any potential conflict of interest (e.g. where the author has a conflicting interest (real or perceived) that could be considered or seen to be unduly influencing their role at any stage of the publication process).
- Promptly notifying the layout artist or journal editor if a significant error is identified in your publication. Cooperating with the layout artist and editor to publish an erratum, an appendix, a correction notice, or to retract the document, when deemed necessary.

Publisher's Responsibilities

3Ciencias will ensure that good practices are followed following the standards described above and reserves the right to reject items that do not comply with these standards.

2. PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR

Identification of unethical behaviour

- Misconduct and unethical behaviour can be identified and can be brought to the attention of the editor at any time. Plagiarism prevention tools such as Turnitin, Duplichecker and advanced text phrase search strategies on Google Scholar and Google will be used to detect possible plagiarism.
- Anyone reporting such conduct to the publisher must provide sufficient information and evidence to initiate an investigation. All allegations will be taken seriously and should be treated in the same manner until a successful decision or conclusion is reached.

Research

- The editor will make an initial decision, and may consult or seek advice from the editor, if appropriate.

- Scientific evidence should be gathered, avoiding adding information beyond that needed to focus the research on the specific objective of the publication.

Infringements

Slight misconduct can be treated without the need to go any further. In any event, the perpetrator must be given the opportunity to respond to any allegations.

Outcomes (in order of greatest severity, they can be applied separately or together)

- Inform the author or reviewer when there appears to be a misunderstanding or misapplication of acceptable standards.
- Formal notification detailing the misconduct, warning of the need for good practice in the future.
- A formal letter to the head of the author's or reviewer's department or funding agency.
- Formal retraction of the publication, along with justification from the journal editor.
- Imposition of a formal lien on an individual's contributions for a defined period.
- Reporting the case and outcome to a professional organization or higher authority for further investigation and action.

COMMITTEE-RELATED INFORMATION

The Editorial Board is made up of academics and specialists from the national and international fields. The acceptance/rejection of articles is finally taken by them, having as maximum representative the Editorial Director and in coordination with the Editorial Secretariat.

The Editorial Board and the Advisory Board are two support bodies and working groups made up of teachers, researchers and experts in certain scientific fields at the national and international level. Among their functions are:

- Establish the editorial policy of the magazine and ensure its compliance.
- To guide the editorial process in order to guarantee the highest scientific and technical quality, according to the criteria established by the databases and evaluation systems of national and international journals.
- Ensure compliance with ethical standards of publication.

ORIGINALS SUBMISSION

The originals have to be sent to the Editorial Board through the portal for sending originals which can be found at the following link: <https://ojs.3ciencias.com>, and if the author needs help in sending, he can download the Manual for sending articles through the OJS platform to the 3C Empresa. Investigación y pensamiento crítico, 3C Tecnología. Glosas de innovación aplicadas a la pyme, o 3C TIC. Cuadernos de desarrollo aplicados a las TIC.

Each author must register in the journal where they want to publish their article within the 3Ciencias OJS platform. Once registered, select within the platform the option "New submission" and follow the guidelines for sending articles.

You must send the **Cover Letter for articles**, duly signed and completed, to **info@3ciencias.com**. It indicates that the publication is original and is not being published or has been published in any other journal before, in whole or in part. The rights of publication and dissemination are also assigned and other terms of the editorial contract are accepted. It can be signed by digital signature by all the authors, or if they wish they can sign it by hand, scanning the document afterwards.

1. REVIEW OF ORIGINALS

The methodology for reviewing articles is double-blind peer review. It consists of two external experts and experts in the field on which a paper is based who evaluate it, always maintaining the anonymity of both the authors and the reviewers.

The OJS platform is used to process the editorial process. The Editorial Board reviews the work beforehand, to ensure that the work has a line of research that fits in with the disciplines covered by the journal in which it is to be published. It is also taken into account that it complies with the instructions, available on our website, and that it fits the journal's template.

Once it has been determined that it meets the above criteria, the name of the author or authors as well as the affiliation and other information of the authors is removed and the expert reviewers are assigned.

Reviewers are sent a review form, and once they have evaluated the article they send their verdict to the Editorial Board. The author is informed of the verdict in a justified manner. The results may be:

- The article requires modification.
- Definitive rejection.
- Publishable.

In the case that modifications are required, the author must follow the proposed indications and resubmit the work with these incorporated, within a maximum period of 1 month from the notification. The Editorial Board, in this case, would be in charge of assigning reviewers again to re-evaluate the work.

If both reviewers suggest that the article be rejected, it is re-evaluated by the Council and if the parties agree, the article is archived and the publication process is cancelled.

In the event that one reviewer suggests that it be rejected and another published, a third reviewer would be assigned, until there is a majority decision.

Finally, if the reviewers indicate that it is a suitable article, it is published and scheduled for the corresponding edition of the journal. The approximate time it takes for an article to be published is 2 to 5 months.

2. TEXT PRESENTATION

2.1. FORMAT

Manuscripts submitted must be in Word or compatible format and in color.

The journal reserves the right to edit and correct the articles, always respecting the spirit of the original.

2.2. TEMPLATES

In order to write the articles and books, the authors must follow the typographies and the layout of the templates attached below.

- Template articles in Spanish.
- Template articles in English.
- Template articles in Special Issues.

2.3. TABLES AND FIGURES

If papers include tables and/or figures, they must be attached to the submission in an editable format (e.g., .xlsx or .doc). They must be correctly numbered and with a title that will be arranged below, centred, in a font style: Arial, in body 8 and with a dot at the end.

2.4. EXTENSION

The articles, which will be unpublished, will have a maximum length of approximately 6,000 words, including footnotes and bibliography, although shorter lengths will be appreciated.

2.5. LANGUAGE OF PUBLICATION

The working and publishing language of 3Ciencias is Spanish. However, texts in Catalan and English are accepted. The author who wishes to publish in more than one language must send the Spanish version and another in Catalan or English. The author will be responsible for creating both versions. Both published versions will appear in the journal, each with its independent identification number.

2.6. CHARACTER FORMAT

- The text must be justified. The template on the website must be followed at all times. Respecting the font style: Baskerville 11, spacing 1.15.
- Articles with spelling errors will not be admitted.
- The contents must be carefully checked before sending.

2.7. STRUCTURE

The structure that the text should follow is: Introduction, Methodology, Results, Discussion and Conclusions, and Bibliographic References.

2.8. TITLE AND ABSTRACT

The title, abstract and key words of the article must be expressed in Spanish and English.

Each article should be preceded by an abstract, which should be between 150 and 250 words long, and which should briefly state the objective and methods followed in the preparation of the work, and the main results and conclusions.

In addition, 6 to 10 key words should be incorporated to synthesize the content of the text. They will be separated by a comma, with the initial letter in capital letters.

In the following link you can find the mentioned template: <https://www.3ciencias.com/en/regulations/templates/>

2.9. AUTHORSHIP

The information of the author/s will be introduced following the recommendations of the Proposal for a manual to help Spanish researchers to standardize the name of authors and institutions in scientific publications produced by the FECYT (<http://www.fecyt.es/es>). The information to be included is:

- Name and surname(s), e-mail and ORCID identifier.
- Position.
- Place of work.
- Research group (optional).

In addition, when possible, the entity financing the work will be indicated.

The authors must transfer the rights of publication and dissemination of the articles to Area de Innovación y Desarrollo, S.L.

The Editorial Committee will be in charge of omitting these data when the document is reviewed, in order to maintain anonymity between authors and reviewers.

The maximum number of authors established per article is 4.

2.10. BIBLIOGRAPHIC REFERENCES

The APA style will be followed in its 7th Edition, and whenever possible the permanent link should be added in the bibliographic reference.

Once the work is published, the Editorial Committee will include the bibliographic reference of the work in the same article, again following the APA guidelines.

Example for citing journal articles:

Clares-Gavilán, J., y Medina-Cambrón, A. (2018). Desarrollo y asentamiento del vídeo bajo demanda (VOD) en España: el caso de Filmin. *El profesional de la información*, 27(4), 909-920. <https://doi.org/10.3145/epi.2018.jul.19>

Example for quoting books:

Bravo, T. L. (2018). *Derecho internacional público contemporáneo*. Editorial Científica 3Ciencias. <http://dx.doi.org/10.17993/EcoOrgyCso.2018.33>

For more complete information, you can consult the tutorial we prepared in 3Ciencias on bibliographical references and citations in APA format.

3. PROMOTION AND DIFFUSION

3Ciencias Editorial follows a plan to promote and disseminate the texts in order to achieve greater visibility and impact. The social networks that are used to disseminate the works are: Academy, LinkedIn, Facebook, Twitter and Instagram. In addition, readers can follow us on our RRSS.

The author is invited to disseminate the work and whenever this is done, the source must be cited.

4. COST OF ARTICLE PROCESSING

- 260, regardless of the number of authors (max. 4)
- 110, processing of the article in a 2nd language (English or Catalan)

The price includes:

– Orthographic and style correction:

- Orthographic correction:
 - Spelling mistakes.
 - Transpositions or omissions of characters.
 - Inappropriate or inconsistent use of quotation marks.
 - Syntactic and grammatical errors.
 - Accentuation errors, in the use of abbreviations and symbols or in the writing of numbers and magnitudes.
 - Incorrect application of capital letters, italics, bold, small caps, superscript and subscript.
 - Punctuation errors (suspension points, dialogue dashes, subparagraphs, etc.).
 - Incorrect whites (spacing, indents...) and alignment errors.
 - Disposition (paragraph followed or separated) and incorrect punctuation of quotations.
- Style correction:
 - Ensure correct use of verb tenses.
 - Repairing gaps (adding missing terms and removing unnecessary ones)
 - Eliminate errors and inaccuracies in vocabulary.
 - Adapt the text to the template proposed by the publisher.

– Formatting

– Figures redesign

To improve the quality of the publications, the publisher will redesign as many figures as possible, which do not meet the minimum quality standards.

Subscription to 3C Empresa magazines. Research and critical thinking, 3C Technology. Glossaries of innovation applied to SMEs, and 3C TIC. Cuadernos de desarrollo aplicado a las TIC, is exempt from payment.

INDEXATIONS

3Cienias journals are currently indexed in the following databases:



ISSN: 2254 – 3376

Emerging Sources Citation Index
Google Scholar Metrics
REDIB. Red Iberoamericana de Innovación y Conocimiento Científico
Latindex
Biblioteca Nacional de España
Carhus Plus. Revistes Científiques de Ciències Socials i Humanitats
CIRC. Clasificación Integrada de Revistas Científicas
MIAR. Matriz de Información para el Análisis de Revistas
EBSCOhost
OAJI. Open Academic Journals Index
Journal Scholar Metrics. Arts, Humanities, and Social Sciences
DULCINEA
Dialnet
CSIC. Consejo Superior de Investigación Científicas
ÍnDICES CSIC
DOAJ. Directory of Open Access Journals
Genamics JournalSeek
WorldCat
SherpaRomeo
Crossref
ERIHPLUS. European Reference Index for the Humanities and Social Sciences



ISSN: 2254 – 4143

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DULCINEA
SherpaRomeo
Dialnet
CSIC. Consejo Superior de Investigación Científicas
ÍnDICES CSIC
DOAJ. Directory of Open Access Journals
Genamics JournalSeek
WorldCat
Crossref



ISSN: 2254 – 6529

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TOPICS

The following is a summary of the topics covered by the 3Ciencias journals:



Organization, administration and management of companies.
 Creation of companies and business initiatives.
 Family business.
 Corporate social responsibility.
 Financial and monetary economy.
 Marketing.
 Human resources.
 Economics of the environment, agriculture and natural resources.
 Experimental and mathematical economics.
 Spatial analysis of statistical data and spatial econometrics.
 Economic policy.
 Quantitative methods for economics and business.
 Social economics and disability.
 Labour markets, labour mobility and migration.
 New perspectives of regional economic analysis.
 Social economy. Income and wealth distribution. Poverty and inequality measures.
 Economics and management of non-profit organisations.
 Social capital and investment.
 International economy. Development and cooperation.
 Industrial and service economy.
 Economics of tourism. Tourism management.
 Business in the digital economy.
 Quality of life in cities.
 Economics of culture.
 Teaching innovation and educational economics.
 Education models in the different economic systems.
 Historical evolution in the production and analysis of information.
 Information and knowledge economy.



Mechanical and Biomechanical Engineering.
 Engineering Education. Project Engineering Education.
 Manufacturing and Metrology Engineering.
 Railway, Vehicle and Transport Engineering.
 Sustainability and Environment in Engineering.
 Civil Engineering, Urbanism and Territorial Planning.
 Energy Efficiency, Renewable Energies.
 Industrial Design Engineering. Processes and Product Design.
 Automatic Engineering.
 Information Society. Information and Communication Technologies.
 Naval Engineering and Maritime Industry.
 Physical Engineering and Chemical Engineering.
 Industrial and Organization Engineering.
 Quality and Product Management.
 Operations Research, Modeling and Simulation.
 Forestry Engineering.
 Innovation and Entrepreneurship in Engineering
 Aeronautical and Aerospace Engineering.
 Electrical Engineering.
 Telecommunications Engineering.
 Agronomy Engineering.
 Robotics applied to industry.
 Artificial Vision applied to industry.
 Biomedical Engineering.
 Roads and Hydraulic Engineering.
 Engine Engineering.
 Food Engineering.
 Other branches of engineering not mentioned above.



ISSN: 2254 – 6529

E-Commerce.
System for business management.
ICT in SMEs.
Use of the cloud as a business information server.
Impact on the company in the face of the implementation of new computer solutions or computerized.
Augmented reality applied to industry.
RRSS and its social, political, economic and educational influence.
Public data (Open Data).
ICT policies.
Digital Citizenship.
Interactive natives: The Future of Society.
New social inequalities associated with ICT.
Augmented reality and its applications in everyday life.
Impact of Big Data on Society.
Teaching innovation with the use of ICT.
New teaching methodologies based on the use of ICT.
Didactic and technological resources applied to education.
Distance learning and online computer environments applied to teaching.
Cloud learning.
Emerging pedagogies.
Trends in E-learning, M-learning and B-learning.
Massive and Open On Line Courses (MOOC).
Use of mobiles and tablets.
PLE (Personalised Learning Environments).
Digital divide in education.