Author Guidelines

AYANA 2022

Author Guidelines

1. Authors who submit articles to AYANA. Journal of Research in Tourism are engaged to not submitting those texts simultaneously to other publications. Articles must be related to the field of studies in tourism, be unpublished and include original research. Decisions by the Editorial Committee are unappealable

2. Works that do not satisfy formal requirements established in these guidelines will be returned for its adequation and adjustment.

3. Works must be submitted via the online platform https://revistas.unlp.edu.ar/ayana/about/submissions without the names of the authors being indicated in all accompanying documents.

If you have questions about how to submit articles on OJS platforms, we recommend the following instructions for authors/as: Instructive

In the "Help" section of Ayana website you can find informative material on: "Guide to Submission of Works" and "Guide to obtain the ORCID". For the rest of the queries you can contact: ayana@econo.unlp.edu.ar.

4. At the time of submission of the work through the platform, the author/a shall communicate and complete the following personal information:

-Full name and surname

-The greatest degree reached

-Institutional Affiliation (without initials). If you are a member of a research centre, please indicate the three levels. Ex: *Instituto de Investigaciones en Turismo, Facultad de Ciencias Económicas, Universidad Nacional de la Plata*

-Role performed (professor, researcher, doctoral student, etc.)

-Contact mail

-ORCID ("Guía para obtener el ORCID")

-Brief Curriculum Vitae (maximum 500 characters with spaces)

5.   Articles in Spanish, English or Portuguese will be accepted

6.   Once uploaded to the platform, the works are subject to an admissibility analysis by the Editorial Committee of the magazine. At this stage, it is verified that the submissions comply with the publication rules and plagiarism policies established by the Ayana. Once the work is admitted, the arbitration begins in a double-blind format (explained below).

7.   Articles, essays, short communications and reviews/critiques will be accepted

7.1 Scientific Articles: They are works intended to show new empirical or theoretical results resulting from ongoing or recently completed research in the thematic field. The work should include:

Introduction: the importance and centrality of the topic should be highlighted, the main previous research should be reviewed in a comprehensive manner through references for expansion, the objectives of the text should be formulated, and the structure of the document should be explained.

Methodology: presents in detail the logical stages of the research design indicating the resources, techniques and procedures that were required to arrive at the research results. The verbal tense implemented is the past tense.

Results: this section summarizes the most relevant data collected and the type of analysis performed.

Conclusions: section where the results and implications of the research or the proposed reflection are interpreted without including new bibliographic references. Possible applications, recommendations and suggestions are projected.

References: should include only those cited in the text of the article. The bibliographic references should be cited after the conclusions adopting the APA standards (7th edition).

The sections indicated do not necessarily have to be called with these titles, but it is left to the criteria of the/the authors/as.

7.2 Essays: This section is intended for the publication of academic essays that may or may not be the result of empirical research, but that, due to the characteristics of their writing, argumentation, intention and communicability, deserve this denomination. The essay is an argumentative discussion in which the writer exposes a subject of disciplinary interest approaching the reality of the facts and their knowledge of them. References should be cited using APA standards (7th edition).

7.3 Short communications: These are descriptive or retrospective studies to present preliminary results of a project (undergraduate, graduate, scholarships, research projects, etc.) or case studies, where the results of one or more cases are described and analyzed on how events of interest were developed. The work should include:

Introduction: the characteristics of the project (undergraduate, postgraduate, research, scholarship) or case study and degree of progress or completion must be indicated, a brief presentation of the methodology used and the reference to the lines of research followed.

Presentation of the case, taking care of the due ethical norms that govern the investigations in which human persons participate.

Discussion: the proposed reflection without including new bibliographic references. Possible applications, recommendations and suggestions for new lines of research / work are projected.

References: should include only those cited in the text of the article. Bibliographical references should be cited after the conclusions adopting the APA standards (7th edition).

The sections indicated do not necessarily have to be called with these titles, but it is left to the criteria of the/the authors/as.

7.4 Reviews/ Critiques: This section may include reviews or criticism of books, magazines, theses, etc. The review is a brief paper that attempts to give a panoramic and critical view of a work

8. Length: Extension: for "articles" and "essays" the minimum extension is 20,000 characters with spaces and the maximum is 45,000 characters with spaces. In contrast, for "brief communications" and "review/critique" the minimum extension is 5,000 characters with spaces and the maximum is 10,000 characters with spaces. All papers require title, abstract and keywords in all three languages (Spanish, English and Portuguese).

9. Title: it must clearly and precisely describe the content of the article, with as few words as possible. It is written in lowercase except for proper names.

10. Summary and Keywords

10.1 Summary: a structured summary should be prepared in a maximum of 200 words. For research articles, research notes and case studies, the objective, methodology, results and conclusions duly summarised shall be indicated. For essays, short communications and reviews, the main aspects discussed in the text will be included.

10.2 Keywords: most relevant terms that have development in the work. They must be presented between 3 and 5 words in strict alphabetical order in the original language of the article, and respect that order in the other languages of the journal (Spanish, English and Portuguese). They must be lowercase except for proper names.

As for the maximum number of authors/s, the established limit is 4 (four) except that the thematic, methodological or disciplinary relevance merits the opposite. In this case, when uploading the submission, mention to the editors the reasons for the requested exception.

For the purpose of synthesis and clarity, the following matrix contains the main characteristics according to type of work:

	Scientific Article	Essay	Short communication / Review	Review

Type of work	They are works intended to show new empirical and/or theoretical results resulting from ongoing or recently completed research in the thematic field.	They are academic works that may or may not be the result of empirical research, but that, due to the characteristics of their writing, argumentation, intention and communicability, deserve this denomination. The essay is an argumentative discussion in which the writer exposes a subject of disciplinary interest approaching the reality of the facts and their knowledge of them.	These are descriptive or retrospective studies to present preliminary results of a project (undergraduate, graduate, scholarships, research projects, etc.) or case studies, where the results of one or more cases are described and analyzed on how events of interest were developed.	Brief writing that attempts to give a panoramic and critical view of some work.
Language	Accepted in Spanish, English or Portuguese			
Length	20.000 to 45.000 characters (with spaces)	20.000 to 45.000 characters (with spaces)	*5.000 to 10.000* characters (with spaces)	
Title	It must clearly and precisely describe the content of the article, with as few words as possible, in all 3 languages.			
Summary and keywords	Maximum 200 words, in all 3 languages. The keywords must be between 3 to 5 words, in all 3 languages. They must be in lowercase except for proper names.			
Structure	Introduction MethodologyResults ConclusionsReferences	Presentation DevelopmentFinal Discussion /	Introduction Presentation of the case	Free

		Conclusions References	Final Discussion / Conclusions References	
Refereeing	Doble–Blind	Doble–Blind	Doble–Blind	Ad hoc Editorial Committee.

11.   The technical presentation specifications are as follows:

11.1. Text files: in .doc, .docx or .odt format.

11.2. Paper Size: A4 (landscape)

11.3 Margins: Top 2.5cm / Bottom 2.5cm / Left 3cm / Right 3cm

11.4 Summaries go without header or footer.

11.5 Do not include Page or Section Breaks.

11.6 Font Size: body of the text 11 and 10 for notes.

11.7 Font: Arial.

11.8 Character Spacing: normal spacing and normal position.

11.9 Line spacing: single.

11.10 Spacing: double

11.11 Indent of the paragraph: first line 1.27 cm from the left margin. The ideal is to configure the paragraph style in the word processor. Do not use the spacebar to achieve this effect.

11.12 Syllable separation: Do not separate in syllables or insert hyphens, except in links such as DOIs or URLs, in the "References" section.

11.13 Titles and subtitles: In the seventh edition, all title levels are in bold and all go with each word of the title starting in capital letters

Level 1: Centered and bold. Text starts in a new paragraph

Level 2: Left-aligned and bold. Text starts in a new paragraph

Level 3: Left-aligned, bold and italic. Text starts in a new paragraph

Level 4: Left-aligned and bold, with 1.27 cm indentation. Ends. The text starts on the same line.

Level 5: Left aligned, bold, italic and indented 1.27 cm. Ends. Text starts on the same line.

Title levels should be used consecutively. If the document has up to three levels of titles, then the first three styles of headers described in the above outline should be used.

Note:

Avoid having only one subtitle below a level;

Avoid labeling titles and subtitles with numbers or letters;

Avoid adding blank lines above or below titles or subtitles, even if it falls at the end of a page;

Make sure that titles and subtitles have double spacing.

The first paragraphs of the document are understood as introductory and therefore the literal title "Introduction" should not necessarily be used.

11.14 Lists: all elements must be syntactically and conceptually parallel. For example, all elements can be nouns, or all elements can be phrases that begin with a verb. Lists with letters, numbered and bulleted are supported.

Use comma: for items within a sentence with three or more elements.

Use semicolon: if any item in that list already contains comma, use semicolon.

Use lowercase letters in parentheses: to emphasize separate and parallel elements in a complex list. Do not use numbers in parentheses.

Use of bullets: they are used to emphasize elements that do not imply an order (chronology, importance, priority). They are incorporated through the "bullet points" function of the word processor.

Use of numbering: they are used to emphasize elements in a series (detailed conclusions, steps in a procedure, etc.). They are incorporated by the "numbering" function of the word processor.

11.15 Footnotes: must be automatically identified with a superscript number without using parentheses and after the spelling sign. The footnotes will not be used to put only bibliographical citations, they will always be used in a clarifying sense, both to complement the content, and to make attributions of copyright. The footnote font should be Arial, size "10".

11.6 References and bibliographic citations: the general writing style, the references in the text and the list of references at the end of the manuscript should follow the guidelines of the APA publication style manual in its 7th Edition (2020).

In the list of references, the inclusion of the DOI numbers of the articles that have it is requested.

11.17 Other elements in the text.

Tables: They are numbered consecutively and with Arabic numerals. The number is placed above the title and the body of the table in bold. They will be referenced from the text (Table 1, Table 2, etc.). Also, each table should have its own title,

located below the numbering, written in capital letters and italics, and with double spacing.

The column title shall also be indicated in each column. The source should be indicated when the table is not of its own making, below it. It is requested to attach each table in Excel format, in a separate sheet (editable) and upload to the OJS platform.

Figures: All illustrations (photographs, diagrams, graphics, drawings, etc.) shall be designated with the term "Figure" and shall be numbered consecutively with Arabic numerals. The number is placed on top of the title and body of the figure, in bold.

They will be referenced from the text (Figure 1, Figure 2, etc.). Also, each figure must have its own title, located under the numbering, be written in capital and italics, and with double spacing.

The legend of the figure, or the key, if present, must be placed within the edges of the figure and written in capital letters. The figures must be presented in JPG image files at 300 dpi. The source must be indicated, including if it is self-made. Please attach each figure in jpg or png format separately and upload to the OJS platform.

Acknowledgments: not required. If necessary, it will be included at the end of the text, before the bibliographic references and should be brief. Authors are responsible for requesting the necessary permissions to mention the names of individuals or organizations that, in their opinion, deserve appreciation.

Abbreviations: Although abbreviations are not used in the list of references, as a general rule, it is allowed in citations and in the text. Abbreviations are clarified the first time they are used in the text, for example, United Nations Organization (UN). From this clarification, only the abbreviation shall be used. It is

recommended not to abuse them; not to define abbreviations that appear in the dictionary (for example: HIV); nor to define abbreviations of measurement (mm, cm), of time (hr., min), Latinas (et al.) or statistical abbreviations. Finally, no abbreviations are used in the summary of the work.

Units of Measurement: Unless they are historical references, the units of the metric system will be used. The units will be indicated with the symbols accepted by the International Bureau of Weights and Measures (http://www.bipm.org/en/bipm/), for example:

cm, m, h, g, kg (centimeter, meter, hour, gram, kilogram). Note that they are symbols and not abbreviations, so they do not end with a period.

Numbers: As a general rule, words are used to express numbers from zero to nine, except for a sentence, title, or heading that begins with a number (if possible, rephrase the sentence to avoid starting with a number); fractions that express everyday statements; universal phrases. Otherwise, numbers themselves are used to express numbers from 10, except for statistics, ages, fractions, numbers immediately preceding a unit of measure, proportions, times and dates (including time approximations), percentages, exact sums of money.

Moreover, every three digits the point shall be used as a separator (2,284, 13,527). The comma shall be used to indicate decimal numbers (17,2 or 3,543,8). It is recommended to indicate only one decimal place (35.7 and not 37.68). The dates do not have a period (2019).

Highlighting: With the exception of the cases referred to in this paragraph, highlighting (block capitals, underline, bold, italics, etc.) shall not be accepted. The only cases allowed are the following: section titles (Introduction, Methodology, Results, etc.) as indicated in item 11.13; term defined in the text; neologism or term in foreign language, in italics.

Use of italics: applies for the first use of key terms or phrases, often accompanied by a definition. Book titles, reports, websites and other independent works. Also, periodicals and issues of the volumes thereof (but do not comma between them).

English letters used as statistical symbols or algebraic variables. Anchors of a scale (but not the associated number). Phrases or abbreviations of another language, only if the term does not appear in a dictionary of the language in which you are writing. Use reverse italics for those words that should be italic but that appear within a text that is already in italics.

Avoid: Use italics for book series titles. In punctuation marks after a word or phrase in italics or between elements of a reference list entry, for example Journal of Abnormal Psychology, 128(6), 510-516 (note in the example that italics are not used in the comma after a periodic title or publication number)

Words, phrases and abbreviations of foreign origin that appear in a dictionary of the language in which you are writing. Use italics to emphasize a phrase. In that case, rewriting is suggested.

Use of quotation marks: they are used to draw attention to the text, to refer to a letter, phrase, phrase or sentence as a linguistic example or as such.

First use of a word or phrase used as an ironic comment, as slang or as an invented or coined expression.

Around the title of a journal article or book chapter when the title is used in the text (do not use quotation marks in the reference list entry).

Do not use quotation marks to highlight a key term or phrase, to cover or downplay the meaning

12.   Declaration of Conflict of Interest and Originality. The author/a should download from the Journal's website the model of the Declaration of Conflict of Interests and Originality, complete it and upload it together with the work on the Journal's platform. A conflict of interest exists when an author (or his institution) has a financial, organizational, or personal relationship that inappropriately influences (bias) his actions (relationships known as double commitments, conflicts of interest, or competing loyalties). The statement of originality implies that the work has not been previously published or sent to other knowledge media for evaluation.

13.   Submission and Peer Review. Any work that does not meet the formal requirements detailed in the "Publication Rules for Authors" will be returned for adequacy and adjustment. In turn, the Editorial Committee of the Journal will determine whether the work is admitted to the Journal. Subsequently, the work will undergo an external evaluation process, which will determine whether the work can be rejected or published in the Journal.

The appointed evaluators will be people who are suitable in the topics of the journal, outside the publishing institution. The evaluation process is anonymous in two ways (the anonymity of the authors and the evaluators is preserved), and it will be supported in the guide format for the evaluation of articles handled by the Journal.

The criteria that the arbitrators follow in the evaluation process are:

Originality and clarity in the presentation and drafting of ideas.

Relevance and coherence of the title, key words and objectives.

Methodological Rigour.

Quality in the development of the work and in its conclusions.

References, footnotes, tables, tables and graphs.

The possible results of the evaluation are: 1) Accept the submission; 2) Publishable with modifications, 3) Forward for evaluation and 4) Not publishable.

When the result of the evaluation merits a new review, the publication will be returned to the authors to consider the comments/suggestions made by the appointed arbitrator. The authors must then submit the new version for a new round of evaluation. The body responsible for the final decision is the Editorial Committee, and its decision is final.

Once the work has been accepted, the editorial team will contact the/the authors/s to begin the language, syntax and layout correction process.

The Institutional Communication Unit of the Faculty of Economic Sciences of the National University of La Plata is responsible for preparing the PDF versions for publication on the journal's website.

14   Other relevant information

For authors:

Guide for the submission of papers

The document describes and illustrates (by means of screenshots) the steps that authors/as must follow to upload their articles to journals managed through the Open Journal Systems platform (OJS), as well as how to register if they do not have a user in the publication.

Guide to obtaining the ORCID

The document describes and illustrates (by means of screenshots) the steps that the/as authors/as must follow in order to register and obtain the ORCID.

For reviewers:

Guide – Review of document

The document describes and illustrates (through screenshots) the steps that reviewers/s must follow to evaluate jobs uploaded to the Open Journal Systems (OJS) platform, as well as how to register if they do not have a user in the publication.