EDITORIAL GUIDELINES

The authors wishing to submit articles for consideration by the editorial board of our publication shall:

1. Send the article to the journal e-mail: revistajuridicas@ucaldas.edu.co The article must meet one of the categories proposed by Publindex for scientific papers (for further information see ethical policies of the journal). The type of article must be indicated in the subject section of the e-mail.

2. The article must be submitted in Word format. Similarly it should include: title, author or authors and contact address (email and postal address). It is essential to indicate which author will be responsible for receiving and sending correspondence or otherwise it will be assumed that the first author will take over that function. The text must be space and a half typed and, 12-point Arial font. Core data of the author or authors should be specified inside the article which must include: professional education, institutional affiliation, city, state or province, country and email (institutional), and ORCID (http://orcid.org/).

3. The Article reference must be accompanied by the curriculum vitae of each of the authors (see format) and the copyright release form signed by all authors (see format).

4. The article must be 25 sheets maximum (letter size sheets or quartos), which must be preceded by a brief abstract (objectives, methodology, results and conclusions) of the work in Spanish and English, not exceeding 150 words. Immediately after this abstract four to six key words must be included to identify the main issues under discussion.

5. Write the reviews and book reviews with a maximum of 10 sheets (letter size sheets or quartos) which must be preceded by the names, surnames and profession of the person making the review or book review, as well as complete bibliographical data (author’s name and surname, full title of the book, edition number, place of publication, publisher, year of publication).

6. Provide unpublished articles. If it is a translated article the sources and origin of the original text as well as the respective permits for publication should be indicated clearly.

7. Send graphs, maps and photographs to a 266 dpi resolution in jpg or gif format. Next to the tables, the article annexes must be attached indicating the place where they will be inserted in the text. All these resources should be numbered consecutively in Arabic numerals and indicate clearly the corresponding source(s).
Only horizontal lines should be used in the tables according to APA format sixth edition.

8. Cite bibliographical sources, less than 40 words within the text as follows: (author, year, and page). Example: (Muñoz, 1996, p. 30). Citations having more than 40 words are written aside from the text, indented, unquoted and without using italics. At the end of the citation the period must be placed before the data —remember that for citations less than 40 words the period goes after—.

9. Footnotes, numbered sequentially, will be used only for clarification, comments, discussions and references by the author and should go in the corresponding page in order to facilitate the reader following of the text.

10. References are made based on APA norms, Sixth Edition. Remember that all must have hanging indentation. So:

**Book:**
Last name, Author’s name initials. (Year).  *Title of the book.* Publication place: Publishing house.


**Book with an Editor:**
Last Name, Author’s name initials (Ed). (Year). Title. City, country: Publishing house.


**Book Chapter:**
Last name, Author’s name initials. (Year). Chapter Title. Initials of the editor or Publisher name. Last name. (Ed) or (Comp), *Title of the book* (pp. xx-xx). Place of Publication: Publishing house.

Journal article:
Last name, Author’s name initials. (Year). Article Title. Name of Journal, volume (number), pp-pp.


Article with DOI:


Newspaper Article:
Last name, Author’s name initials (Date). Title of Article. Name of Newspaper pp-pp.


Graduate or Undergraduate Thesis:
Last name, Author’s name initials (Year). Title of Thesis (Undergraduate, Master’s or Doctoral Thesis). Name of Institution, place.


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Last name, Author’s name initials (Year). Title of Article. Taken from (URL).


Jurisprudence:
Constitutional Court. Sentence T-693 of 2011. Judge Speaker: Jorge Ignacio Pretelt