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10. **Data Access and Retention**— Authors may be asked to provide the raw data in connection with manuscripts for editorial review and to retain data for a reasonable time after publication.

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**PROCESS**

1. **Submission**: Manuscripts are to be submitted via e-mail to the editor. Only full papers are reviewed; abstracts are not considered for review. The recommended format is indicated on the main page of the journal.

   Papers can be submitted in English or in Spanish. If submitted in Spanish, the paper should be supplied with a title, keywords, and abstract in English (in addition to those in Spanish).

2. **Peer review process**: All submitted papers are subject to strict double-blind peer-review process by reviewers that are experts in the area of the particular paper. The factors that are taken into account in review are as follows:
• Originality: Does the paper contain new and significant information adequate to justify publication?
• Relationship to Literature: Does the paper demonstrate an adequate understanding of the relevant literature in the field and cite an appropriate range of literature sources? Is any significant work ignored?
• Methodology: Is the paper's argument built on an appropriate base of theory, concepts, or other ideas? Has the research or equivalent intellectual work on which the paper is based been well designed? Are the methods employed appropriate?
• Results: Are results presented clearly and analysed appropriately? Do the conclusions adequately tie together the other elements of the paper?
• Practicality and/or Research implications: Does the paper identify clearly any implications for practice and/or further research? Are these implications consistent with the findings and conclusions of the paper?
• Quality of Communication: Does the paper clearly express its case, measured against the technical language of the field and the expected knowledge of the journal's readership? Has attention been paid to the clarity of expression and readability, such as sentence structure, jargon use, acronyms, etc.

3. **Recommendations** could be one of the following:

- Acceptance
- Acceptance with revisions (after compliance with the reviewers’ recommendations) but without re-review of the manuscript.
- Major changes recommended by its reviewers; revise and resubmit.
- Reject the publication of the manuscript based on the reviewers’ recommendations

If authors are encouraged to revise and resubmit a submission, there is no guarantee that the revised submission will be accepted.

Rejected articles will not be re-reviewed.

Articles may be rejected without review if the Editors consider the article obviously not suitable for publication.

4. **Publication Frequency**: The journal is published once a year in December. However, accepted manuscripts could be available in advance in the web of the journal.

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