

MANUSCRIPT SUBMISSION OVERVIEW

Submission process and review

1- In order to submit manuscripts to the journal, all authors must register on the website of the journal (<http://revistaselectronicas.ujaen.es/index.php/REE/user/register>) as authors, including the ORCID code.

2- Once registered as authors, original manuscripts must be sent via the website <http://revistaselectronicas.ujaen.es/index.php/REE/login>. Document in Word formats in any of their versions will be acceptable, as long as they comply with the rules for sending originals. When article is sent a mail confirming the reception will be automatically received.

3- Authors must select one of the three sections available:

- Special issues: if the original corresponds to a special issue of the journal. In this case, a letter will also be sent to the Editor indicating the special issue to which it refers so that the work can be assigned to the corresponding Guest Editor.
- Tribune: if the original paper is a work dedicated to any subject related to Economics and Business, which does not correspond to any special issue. In this case, the Journal will assign it to the Section Editor specialised in the subject.
- EBEN Tribune: if the original is a work on the study and application of ethics in the field of organisations, business and economics.
- Critical notes and book reviews.

4- The Editor will carry out the first review of the original, verifying the following points:

- If the matter of the original is in accordance with the editorial line of the Journal.
- If the original meets the formal standards of a scientific research article.
- If the original contains a potentially relevant contribution to the scientific knowledge.

5- If the original does not comply with the above points, it will be desk-rejected. the author will be sent a justified report.

6- If the original fulfils the above points, the original will be sent to the Guest/section Editor, who will ask for peers to review in a double-blind process.

7- Peers have 7 working days to accept or reject the revision. In case of rejection the Editor in charge will assign a new peer till the article had been totally reviewed.

8- Once the reviewer has accepted, they must register as a reviewer at the journal website (<http://revistaselectronicas.ujaen.es/index.php/REE/user/register>). Likewise, they will be given a period of 15 days to prepare a report on the scientific quality of the article.

9- In view of the reasoned recommendations in the reports of the two reviewers, the Editor must make one of the following decisions:

- Accept the article for publication in its current form.

- To ask the author to make changes to the article in accordance with the indications made by the reviewers, with the article being published after these changes have been made.
- To ask the author to make changes to the article in accordance with the reports of the reviewers, with the article being resubmitted to the reviewers after the changes have been made.
- Reject the article.

In any case, the Editor must draw up a reasoned report of their decision and send it, together with the two anonymous evaluation reports, to the authors. In the event that the editorial decision consists of a request for changes to the article, the report of the editorial decision must contain the time limit available for carrying out the indicated modifications.

10- Upon receipt of the modified article, the Editor must either issue the final publication report or resubmit it to the reviewers, repeating the steps from point 8 onwards.

Manuscript preparation

1- Papers submitted for publication in Revista de Estudios Empresariales. Second Edition must be original and they cannot have been published or accepted for publication in another journal. Likewise, they must not be in the process of evaluation for publication in any other media.

3- Each paper must be preceded by a first page containing, both in English and Spanish:

- Title
- Abstract (maximum 250 words)
- Keywords (maximum 5)
- Two-digit JEL classification.

Under no circumstances, Revista de Estudios Empresariales. Second Edition will accept papers with the names of the authors on the first page. Furthermore, references in the text that lead to the authorship of the article cannot be made.

4- Articles should not exceed 25 pages, including tables, graphs, bibliography and annexes. Reviews or critical notes should not exceed 8 pages. The text should be typed single-spaced, with 2.5 cm. margins on each side. The general font should be Time New Roman, size 12, normal. Title of the article, size 14 and capital letters. Main headings, size 12 and capital letters, and following headings in lower case.

5- Tables, charts, figures, etc., should not be inserted in the text, but at the end of the document, indicating their location in the text. They must be numbered consecutively, with a title and their respective sources. If necessary, authors will be asked to send the original files of tables, charts, figures, etc. However, these files should not be attached unless they have been requested.

6- Bibliographical references should be included at the end of the article in the Bibliography section, and should be structured according to updated APA standards. If the work has a DOI, this must be included.

7- Bibliographical references appearing in the text or in the notes should cite the surname of the author(s) (in lower case) and the year and pages of reference (in brackets).

8- The notes should be numbered consecutively and should be placed on the top of the text, including their content at the foot of the page and single-spaced.

9- Authors are encouraged to include sex and gender considerations where relevant. Authors should carefully use the terms sex (biological attribute) and gender (shaped by social and cultural circumstances) to avoid confusing the two terms. Article titles and/or abstracts should clearly indicate to which sex or sexes the study applies. It is also recommended to describe in the background whether sex and/or gender differences are to be expected; to report how sex and/or gender have been considered in the study design; to provide sex and/or gender disaggregated data, where appropriate; and to discuss the respective results.

Checklist for preparation and submission

As part of the submission process, authors are required to check that their submission meets all of the elements shown below. Submissions that do not meet these guidelines will be returned to authors.

- ✓ The submission has not been previously published or previously submitted to another journal (or an explanation has been provided in Comments to the editor).
- ✓ All authors of the paper have been registered in the submission, including the ORCID code.
- ✓ The submitted file is in Microsoft Word or RTF format.
- ✓ Each paper must be preceded by a first page containing the title, abstract (maximum 250 words), keywords (maximum 5) and two-digit JEL classification, all in both Spanish and English. Papers that include the names of the authors on this first page will not be accepted. Furthermore, no references may be made in the text that would lead to the authorship of the article being revealed.
- ✓ Articles should not exceed 25 pages, including tables, graphs, bibliography and appendices. Reviews or critical notes should not exceed 8 pages. The text should be typed single-spaced, with outer margins of 2.5 cm. on each side. The general font should be Time New Roman, size 12, normal. Title of the article, size 14 and capital letters. Main headings, size 12 and capital letters, followed by lower case letters.
- ✓ Tables, charts, figures, etc., should not be inserted in the text, but at the end of the document, indicating their location in the text.
- ✓ The text complies with the bibliographic and style requirements indicated in the Guidelines for Authors, complying with the updated APA standards and including the DOI.
- ✓ In case of receiving funds for the realization of the article, the financing agency(ies) and the code(s) of the project(s) within the framework(s) of which(es) the research that has led to the publication has been developed.

Manuscript publication

1- **Layout.** Once the work has been accepted, the corresponding author will receive the layout of the document and will have a maximum of 7 days to make any necessary layout corrections.

2- **Funding.** All sources of funding for the study must be indicated. In the layout document, the authors must enter the information on funding using the following statement:

"This research has not received external funding."

or

"This research has been funded, in part or in full, by [name of funder] with identification code [xxx]."

They should check carefully that the details provided are correct and use the standard spelling of funding agency names as published on <https://search.crossref.org/funding>.

3- **Authors' contributions.** Each author is expected to have contributed substantially to the conception or design of the work; or to the acquisition, analysis or interpretation of the data; or to have written the work or substantially revised it; and undertakes to be personally responsible for the author's contributions and to ensure that questions related to the accuracy or completeness of any part of the work, even those in which the author has not personally participated, are adequately investigated, resolved and documented in the bibliography.

In the case of multi-authored research papers, the contribution made by each author to the paper should be indicated in the layout document and the following wording should be used:

"Conceptualisation, X.X. and Y.Y.; Methodology, X.X.; Data collection, X.X.; Data analysis, X.X.; Writing - Preparation of original draft, X.X.; Writing - Review and editing, X.X.; Supervision, X.X."

4- **Acceptance of terms.** Authors who have publications with this journal accept the following terms:

- Authors will retain their copyright and grant the journal the right of first publication of their work, which will simultaneously be subject to the Creative Commons Attribution License that allows third parties to share the work as long as its author and first publication in this journal are indicated.
- Authors may adopt other non-exclusive licensing arrangements for distribution of the published version of the work (e.g. depositing it in an institutional telematic archive or publishing it in a monographic volume) provided that initial publication in this journal is indicated.