

SUMA PSICOLÓGICA

PUBLICATION STANDARDS - GUIDELINES FOR AUTHORS

Scope of the Journal

Suma Psicológica is a semi-annual open access journal which publishes scientific papers of an empirical nature and general interest for psychology (both basic and applied). Its field of interest encompasses systematic reviews of different topics, areas, and the core of psychology. It also acknowledges the importance of the interdisciplinarity of scientific activity, and therefore, publishes papers related to topics that are addressed by both psychology as well as other scientific fields (sociocultural studies, neurosciences, economics and health, among others).

Additionally, Suma Psicológica is interested in research papers such as original empirical reports, qualitative or quantitative systematic reviews (meta-analysis), papers related to psychological tools or software, as well as original papers on methodology and studies which evaluate psychology from a scientometric point of view. As part of its policies, Suma Psicológica is not interested in papers such as non-systematic reviews, state of the art, case studies, study protocols, hypotheses or paper proposals, letters, comments, essays, opinion papers, political documents, or any other type of secondary literature. The journal is published in Spanish, Portuguese and English.

The papers published in Suma Psicológica are done so under a [Creative Commons Attribution-Noncommercial-No-DerivativeWorks 4.0 International](#) licence. Moreover, Suma Psicológica is included in several of the most important indexes/databases in Latin America and the world such as SCOPUS, Scielo, Redalyc and Pubindex.

Publication Standards

All original articles should be no longer than 6,000 words (including title, abstract, references, figures, tables, appendices and complementary materials). Abstracts should be presented in a structured manner with the sections written explicitly. This means that both the abstract and the summary should have the following information: Introduction/objective (a brief description of the origin and objective of the study, Method (a detailed description of the participants, instruments and procedure), Results (a description

of the main findings) and Conclusions (describing the implications of the study). The review papers will be submitted to this same standard; however, the editorial committee will be flexible in the reviews depending on the content. Times New Roman 12 will be the font and size to be used in the texts. All the content (except for tables) must be double-spaced. The margins will be 2.44 cm on each side and the page number must be placed in the upper right corner.

The first page of the document or cover (author note) will be sent separately from the rest of the article. It should contain the title in Spanish or Portuguese and in English, as well as the names of the authors, their ORCID identifier if possible, and their reduced institutional affiliation. This will be followed by four paragraphs where it will be presented: (1) the complete institutional affiliation, (2) changes in this affiliation if necessary, (3) acknowledgements and specific situations, and (4) contact person.

The main document should not include information about the authors, it will start with the title in two languages (Spanish or Portuguese and English) followed by the abstract (maximum 250 words each).

Documents submitted in 2020 will be accepted exclusively under rigorous APA 6th edition standards. In 2021, both the 6th and 7th edition standards will be accepted. From 2022 onwards, only articles in the 7th edition of the APA standards will be accepted. This includes everything from writing style, sections and subsections, tables and figures to bibliographical references. All tables and figures must be presented in vector graphic format (Word and Excel usually give this option under the name improved metafile or similar), which seeks to ensure that the figures in the final article are of high quality and are not pixelated.

It is also necessary to present between 5 and 8 keywords, each of which must be less than 4 words. It is suggested that authors consult the key words in the thesaurus of their field of knowledge or verify which words any researcher would use to locate their article in a search engine. Novel words that are not in frequent and widespread use by the academic community should not be used. On the other hand, it is necessary that the authors preserve in their article a respectful language that reduces discriminations with respect to the groups that were the object of their study.

In order to unify the APA standards with the Anglo-Saxon style, the symbol & will be used both in the text references that are in brackets and in the bibliographical references. In addition, the inclusion of the DOI is mandatory in references where this is possible and not just a suggestion. Finally, the references must be current and evidence that the most recent and relevant scientific findings of the subject to which the article is attached have been consulted.

Any failure to comply with one or more of the criteria presented in these Publication Standards may become grounds for rejection of an article at any stage of the editorial process.

Editorial process

Articles must be submitted electronically through the Scholar One Manuscripts platform at <https://mc04.manuscriptcentral.com/sumapsicologica>, where the necessary information for submission can be found. The use of this resource allows to follow the status of the article through the website.

Once the article is sent through this platform, the author will receive a notification of receipt. Within 20 days, the editorial committee will decide if the article will be reviewed or if it will not be considered for publication. If the article is considered relevant for publication, within approximately six months the status of the article will be reported in one of the following tags: accepted, accepted with minor changes, accepted with major changes or rejected. This decision will be informed based on the concepts of -at least- two anonymous reviewers, experts in their area who will evaluate the article with this [form](#). Regardless of the reviewers' concept, on whether or not to include the article in Suma Psicológica will be made by the Editorial Board, which will evaluate the final quality of the article.

Once the decision on the work's acceptance has been issued, the authors will have a period of 30 days to make the changes. This period may be extended by notifying the editorial committee. In addition, during the editing of the article in the final phase of publication, the authors must review the style correction that will be made to the article and the final proofs of the article in PDF. These two revisions are aimed at improving the quality of the article and eliminating any errata or unwanted aspects before publication. If necessary, the journal reserves the right to make style or format changes to increase the quality of the final article. After the article is published, no modifications will be possible. As soon as the article is published, a PDF copy of it will be sent to the authors and will be included in the official journal website at <http://sumapsicologica.konradlorenz.edu.co>

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Papers submitted to the journal must comply with international ethical standards (American Psychological Association - APA <http://www.apa.org/ethics/code/index.aspx> and the Declaration of Helsinki <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>). Additionally, they must comply with national and international laws that apply according to the type of research, and it is the authors' duty to specify such compliance in the article. It is also important that at the time of submitting the article, any conflict of interest that the authors may have with the submission and/or eventual publication of the article is mentioned. Suma Psicológica safeguards intellectual property rights and good scientific and editorial practices. For this reason, strict compliance with citation standards is reviewed through different strategies to ensure the originality of the manuscripts. Authors must declare that the submitted work is original and that it has not been published elsewhere.

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