

I. General information

Cofactor is an academic magazine edited by the Council of Research and Evaluation of Social Policies of the State of Mexico (CIEPS in Spanish), which disseminates original researches on the subject of social development. Contributions are the result of applied studies that present advances in the discussion of this field.

The objective of this magazine is to be a space for discussion and critique in the field of social development. At the same time, it strives to make itself a mandatory reference in the subject for those responsible for governmental decision-making as well as researchers, academics and students.

The principal topic includes the analysis and research of different social sciences in subjects such as poverty, marginalization, exclusion, inequality, gender, migration, education, health, social expenditure, demographics and welfare, among others.

The articles contained in the magazine are the exclusive responsibility of the author and do not necessarily reflect the opinions of the institution. All of the originals that are sent for publication will go through an editorial process that consists of various phases. For this, it is necessary that the presentation follow certain standards to facilitate editing and avoid publication delays.

II. Evaluation criteria

Articles must be the result of scientific research that offers relevant contributions to the study of social problems.

Material received will be submitted to a review through double-blind procedures and will be classified in accordance with the *Journal of Economic Literature (JEL) Classification System*.

Once determined that the article complies with the requirements established by the magazine, it will be sent to two reviewers who will anonymously determine to: a) publish without changes, b) publish when minor corrections have been complied with, c) publish once a major revision has been made, d) reject it. In the case of a discrepancy among the results, the text will be sent to a third reviewer whose decision will determine its publication. The results of the academic ruling process will not be open to appeal in all cases. Works sent by academics from an institution will always be submitted to the consideration of external reviewers.

The author(s) give *Cofactor* permission that material will be published in the magazine and in magnetic and photographic media.

The reprint rights of articles published in the magazine are ceded to *Cofactor* through the academic and editorial acceptance of the original so it can be published and distributed in printed form as well as electronic. Also, the author(s) maintain moral rights in compliance with what is established by law. The principal author will receive a document of cession of reprint rights that he must sign, with the understanding that he has obtained the consent of the other authors, if there are any. On the other hand, authors will be able to use material in their article in other works or books that are published later under the condition that they must cite *Cofactor* as the original source of the texts. It is the responsibility of the author to obtain written authorization to make use of all such material that forms a part of his article, and that it is protected by the Federal Law of Author's Rights.

III. Presentation format

1. The researcher must present a complete work in its final version, as changes are not accepted once the review and production process has begun.
2. The research must be sent by email to the following electronic address: revistacofactor@yahoo.mx
3. The author must send a letter declaring that the study is original and unedited and that it has not been sent for publication to another magazine or electronic media and has not been presented in conferences that will publish a record of the event.
4. The collaboration must include the following information:
 - The title of the article, the name(s) of the author(s), the *JEL* classification, a brief list of keywords (in Spanish and English), and contact data for the author(s) must appear on the first page, designating the responsible party to follow the review process.
 - The next page will contain the title of the study without specifying the author in order to guarantee that the selection process is anonymous.

Standards for the reception of originals

- A summary (in Spanish and in English) of the article in 100-150 words.
5. The electronic text must be written in letter size without indentations, with justified alignment, in Arial 12-point font for the body of the central text, and in 10-point font for footnotes. The spacing must be 1.5 and double-spaced to indicate a new paragraph. The format must be compatible with standard word processing programs.
 6. The maximum length of the article is 35 pages, including text boxes, graphics, figures, diagrams, citations and the bibliography.
 7. Photographs must be sent independently in PSD, JPG, or TIF format with a minimum resolution of 300 dpi.
 8. Tables must be editable in Excel or Word, and maps as well as graphics must be included vectored in EPS or AI format in color (Pantone C, maximum 4 colors).
 9. All figures must contain a respective legend and be identified by the author's name. (It is suggested to avoid importing them to Word in order to not lose quality.)
 10. When using an acronym or abbreviation for the first time, the complete equivalency must be included and later, in parentheses, the acronym or abbreviation that is being is used.
 11. The inclusion of technical terms is under the condition that a clear explanation of them is offered.
 12. If words from another language are included in the text, it is recommended that the translation is immediately included in parentheses.
 13. Textual citations will use Harvard notation: last name of the author and year of publication, and, if applicable, page number, all in parentheses. i.e. (Berthier, 2004). Also, cite in the following way:
 - When a work written by two authors is used, they are included in the reference with both last names separated by "and." i.e. (Watzlawick and Nardone, 2000).

- In the case of works with more than two authors, use the primary last name with the abbreviation *et al.* in italics and in parentheses. i.e. (Watzlawick *et al.*, 2002: 49-52).
 - When more than one author is mentioned within a reference, each author and his respective work will be separated by a semicolon. i.e. (Kuhn, 1971; Popper, 1972; Tarski, 1956).
 - If the authors are listed outside of the reference, the year of publication is put in parentheses. i.e. As for Kuhn (1971) as well as Popper (1972) and Tarski (1956) propose...
 - When references of authors also referred to by other authors are used, "cited in" will be written between the name of the first and the name of the second. Also, the year of the respective publications will be indicated. i.e. (Lennard and Berstein, 1960; cited in Watzlawick *et al.*, 2002).
 - When a text taken from some periodic publication media is used, it will be cited in the same way as bibliographic references. When the author's name is not included, the name of the periodical must be used instead of the author's name. i.e. (The Guardian, 2004: 1A).
 - Also, when the length of the citation is longer than a line but less than four, it will be put in the paragraph and between quotation marks.
 - When the textual citation has a length of more than five lines, a colon will be written and the citation will be placed two lines below with a font size of 11 points and the largest left margin.
 - If the use of clarifying notes is necessary, these will be marked with asterisks if there are fewer than three. In the case to the contrary, use Arabic numbering. At the end of the notes, their origin must be specified: [E.] if it comes from the editor, [T.] for the translator and [Comp.] for the compiler.
14. The bibliography will be alphabetically ordered at the end of the document and in the same way it will follow the format of the Harvard System. The way to include this information in the reference list for the most common documental sources will be explained below.

- **From a book:** Author's last name, first name initial (year of publication), title, volume number if necessary, edition number if it is not the first, city where edited, editorial.
i.e. Foucault, M. (2002), *Historia de la locura en la época clásica*, vol. II, ninth printing, Mexico, Fondo de Cultura Económica.
- **From the same author and same year:** Author, initial of first name (year of publication and assigned identification letter in alphabetical order) and the same information as the previous case.
i.e. Kierkegaard, S. (2002a), *El amor y la religión*. Puntos de vista, México, Grupo Editorial Tomo.
Kierkegaard, S. (2002b), *Diary of a seducer*, Mexico, Grupo Editorial Tomo.
- **Two authors:** Last name of primary author, first name initial "and" first name initial of the second author. Last name of the second author and the same information as in the first case.
i.e. Luhman, N. and R. de Georgi (1993), *Teoría de la sociedad*, edition in charge of Javier Torres Navarrete, México, Universidad de Guadalajara, Universidad Iberoamericana, Instituto de Estudios Superiores de Occidente.
- **More than three authors:** Last name of primary author, first name initial. et al., and the same information as in the first case.
Ex. Watzlawick, P. et al. (1995), *La realidad inventada*, Barcelona, Gedisa.
- **Chapter of a book whose author is not the editor or compiler:** Last name of the author of the chapter, first name initial (year of publication), "title of the chapter in quotation marks", in Last name of editor or compiler of book, first name initial. (Specify if it is the editor "ed." or compiler "comp." of the text), title of book, and the same information as in the first case.
Ex. Schultz, A. (1976), "Problemas de la sociología interpretativa", in Ryan, A. (comp.), *La filosofía de la explicación social*, Madrid, Fondo de Cultura Económica.
- **Anonymous author or collective:** Institution or collective responsible for the publication and the same information as in the first case.

Ex. College of the Social Sciences of the West (2005), *El problema de la ciencia en México*, Mexico, College of the Social Sciences of the West.

- **From a magazine:** Last name, first name initial (year of publication), “title of article”, in title of magazine, volume number abbreviated and in lower case, magazine number abbreviated and in lower case, month, season of year or equivalent, pages that contain the article preceded by the abbreviation pp.

Ex. Wallerstein, E. (1995), “¿El fin de qué modernidad?”, in *Sociológica*, year 10, num. 27, Actors, classes and social movements I, January-April 1995, pp. 13-31.

- **From a newspaper:** Last name, first name initial (year of publication), “title of article”, in title of newspaper, publication date, section and page number.

Ex. González, A. (2004), “La Revolución Mexicana inacabada”, in *El Guardián*, November 23, 2004, A3.

- **Published lectures:** Last name of the speaker and the first name initial (year of publication), “title of the lecture in quotation marks”, in last name of compiler or editor, first name initial (specify if it is the editor “ed.” or compiler “comp.” of the text or, if applicable, of the institution responsible for the cycle of speeches), *title of book* or *of the round of lectures*, institution responsible for the round of lectures, date of the round of lectures including the year, city of publication, editorial, pages that contain the lecture preceded by the abbreviation pp.

Ex. Junghanns, R. (2000), “El derecho de la información en Alemania”, in Villanueva, E. (coord.), *Hacia un nuevo derecho de la información*. First National Conference of the Right to Information, November 9, 10 and 11, 2000, Mexico, Ibero-americana University/Alianza Editorial/Konrad Adenauer Stiftung.

- **Unpublished lectures:** Last name of the speaker, first name initial (year of the lecture was given in parentheses), “title of the lecture”, *lecture given during the round*, institution responsible for the round of lectures, date of the round of lectures.

Ex. Hernandez, J. (2002), “La filosofía del sentido común”, lecture given during the IV Week of the University of the Mediterranean, University of the Mediterranean, May 12, 2002.

- **Thesis and dissertations:** Last name, first name initial (year of publication), *title*, type of document and degree, city of publication, institution that granted the academic degree.
Ex. Berthier, A. and J. Galindo (1996), *Palabras sin rostro. Análisis del discurso zapatista*, bachelor's degree thesis, Mexico, Department of Sociology, Metropolitana-Azcapotzalco Autonomous University.
- **Films or videos:** *Name of film* in its original language (year of release in parentheses), movie directed by name of director, place of production, production company, media type.
Ex. *Tess* (1979), movie directed by Roman Polanski, France/England, Columbia Pictures, DVD.
- **Television episodes:** Series name, episode number, *episode name* (year of production in parentheses), place of production, production company, date of broadcast, media type.
Ex. *Alias*, episode 16, *La profecía* (2003), United States, Touchstone Television, DVD.
- **From interviews:** Last name of person interviewed, first name initial (year of interview), interview in *program name*, media type, place of interview, production company, date of broadcast.
Ex. Navarrete, A. (2005), interview in *El cristal con que se mira*, VHS, Mexico, Televisa, January 20, 2005.
- **CD-ROM:** Last name of author, first name initial (year of edition in parentheses), "Title of article or section of the CD-ROM", in *title of CD-ROM*, media type, volume number, CD-ROM number, month or season of year or equivalent, place of publication, editor or production company, available in: name of location or database, if necessary, date of consultation.
Ex. Wayne, W.D. (2003), "Valores de X2 a los niveles de confianza", in Hernandez, R.; Fernandez Collado, C. and P. Baptista, *Research method*, CD-ROM, third edition, Mexico, McGraw-Hill Interamericana.
- **From electronic magazines:** Last name of author, editor or institution responsible for the document, first name initial (year of publication in the web-if it does not appear in the document, include the year in which the page was updated or the date it was consulted), "title of article", in *magazine name*, type of media, volume number, magazine number, month

or season of year or equivalent, place of publication, editor, available in: complete internet address, date of consultation.

Ex. Arnold, M. and F. Osorio (1998), "Introducción a los conceptos básicos de la teoría general de sistemas", in *Revista Cinta de Moebio*, num. 3, April 1998, University of Chile, available at: <http://rehue.uchile.cl/publicaciones/moebio/03/frames45.htm>, consulted on: January 20, 2005 Websites, web pages and electronic books: include the same information for electronic magazines, but instead of the title of the article write "Name of book" and instead of the name of the magazine write *Name of website*.

Ex. Underwood, M. (2003), "Reception Studies, Morley", in *Communication, Culture and Media Studies*, London, available at: www.cultsock.ndirect.co.uk/MUHome/cshtml/index.html, consulted on: March 23, 2004

VI. Clarifications

- Compliance with these standards is indispensable. Although accepted collaborations will be subject to corrections of style, it is recommended that researchers send versions with a first correction.
- The editors reserve the right to modify some expressions and suggest changes with the goal of improving the quality of the text and clarifying its content.
- It is necessary to accompany the study with a brief attachment that contains general information such as complete name, telephone numbers and email address to keep communication open during the editorial process, and also a postal address to send the publication when the article is published. Also a curriculumcard that includes academic and professional information is required that does not exceed 20 lines.
- For any question, call the telephone numbers (01 722) 2 14 25 82 and 2 14 25 93 or send an email to revistacofactor@yahoo.com.mx.