
Instructions for authors

Tekhnê

Tecnología al servicio de la sociedad

Universidad Distrital Francisco José de Caldas - Facultad Tecnológica

Tekhnê journal
District University Francisco José de Caldas
Technological Faculty

Outreach and publishing policy journal

The *Tekhnê* journal is an institutional journal of the Technological Faculty of District University Francisco José de Caldas (Colombia). It is arbitrated, and accepts original articles in the field of engineering, technology and applied sciences on the condition that they are the product of research work. Since its first issue in 2003 the journal has maintained its regularity.

It has a scientific-academic nature and attends the specialist national and international community in the areas of electrical, electronics, mechanical, systems, industrial and civil engineering. Publishes research results in Spanish or English (original and unpublished articles), and is fully open to experts from around the world as authors and/or readers. It is arbitrated by a double-blind process, with continuous rotation of evaluators.

The *Tekhnê* journal has twice a year periodicity, coinciding with the academic semesters of the District University. The publication is made in June and December each year. The evaluation process of the papers submitted for publication includes a stage of initial acceptance by the Editorial Committee, which verifies compliance with the editorial parameters and an evaluation by academic peers through a double blind process. The time taken to decide on the acceptance of a paper never exceeds six (6) months from the date of receipt.

The *Tekhnê* journal is committed to high ethical standards and take possible measures to avoid bad practices such as fraud and plagiarism. All authors must declare that their manuscripts are original, unpublished and of his own, needed condition to be considered by the Editorial Committee. The *Tekhnê* journal also is committed to ensuring a fair, objective and quick review of manuscripts both referees as by the Editor. The authors recognize that they have disclosed any actual or potential conflict of interest with their work or partial benefits associated through the transfer of rights.

The *Tekhnê* journal is funded by the District University Francisco José de Caldas, which is why it does NOT charge for processing and/or publishing articles (APCs).

Types of articles accepted

The journal publishes only Scientific and Technological Research articles (as classified by Publindex, the National Abstracting and

Indexing System for Serial Publications in Science, Technology and Innovation of Colciencias), which are characterized by original results of completed research projects with clearly distinct sections of introduction, methodology, results and conclusions. Other articles as called reflection, review, short articles or case reports are not accepted and will be rejected by the Editorial Committee without dispensing any evaluation process.

Manuscript format

Regarding the structure, should be evident the sections of introduction, methodology, results, conclusions and references. The rest of the document must conform in accordance with its contents. The length should not exceed 25 pages in full. In the initial part of the first page should include: (1) A manuscript title (in Spanish and English), short, descriptive of the content and attractive to the reader. (2) Full name of the authors and institutional affiliation details, including email. (3) Abstract (in Spanish and English) of the manuscript with a maximum size of 250 words, which set the objective, methodology, results and major conclusions. (4) Keywords, up to five, lowercase and separated by commas.

Regarding the document format requested, authors are asked not to use styles of word processors. The manuscript must be on a column, single space between lines of text without space between paragraphs and between titles and text. Must be selected letter size paper (21 cm wide by 29.7 cm long) vertically. Margins should be 2 cm on all sides (left, right, up and down). Must be used Times New Roman (if the font is not available, use a similar serif type) without reducing character spacing, of 12 points. No articles including letters, words or symbols handwritten in the text will be accepted. Tables and figures should be clear, inserted (not pasted) in the document as a single object (no grouping of several) with the highest possible quality. It is requested that these figures are sent in a separate zipped file. If lines or color figures are used, you should not to use light colors (yellow, light blue...). The Editor reserves the right to remove any figure or table that does not meet the standards. Every figure, table, equation or references in the manuscript should be referenced/cited in the document body. Should not be indented any section of the article. References should handle right APA format 6th Edition. Do not use footnotes, and maximum to use three levels for titles. You can include an Acknowledgments section (highly recommended), written soberly, of no more than four lines, right after the Conclusions.

Regarding the source file format, you can use any word processor, as long as the content is complete and editable (*.txt files are not allowed). Recommended formats are: *.rtf, *.doc, *.docx, *.odt, *.wpd y *.tex. When using L^AT_EX, the author must submit all source files. In all cases, the authors must submit, along with the images, a BibTeX file (a single *.bib file) with all references used, each reference with a single key. This file can be generated from reference managers like Mendeley and Zotero, or generated with tools such as JabRef.

Regarding the language and style of writing, the author must use simple sentences and avoid regionalisms. He must take special care to use the correct spelling and writing, according to the rules of language.

Publication format

The manuscripts are published following the APA style 6th edition. This is done in the layout, and is transparent to the authors.

Editing changes

The Editor reserves the right, and is accepted by the author(s) with the only article shipping, to make changes in order to achieve

ve a better presentation and impact of the work. These modifications may include changes in the title, abstract, keywords, figures, tables and text, among others, changes that do not affect, according to the Editor, the essence of the work submitted by the authors. In particular, figures that can not be well reproduced can be eliminated by the Editor. Incomplete references will also be eliminated by demands of databases.

Sending manuscripts

Authors must submit their articles through the application for the purpose of the Open Journal System (<http://revistas.udistrital.edu.co/ojs/index.php/tekhne/index>) in digital format, attaching:

- The presentation letter.
- The transfer of rights letter (according to format).

The presentation letter should be addressed to the director and editor of the journal Eng. Fredy H. Martínez S., and it should include:

- Express request to consider the article for publication in *Tekhnê* journal.
- Full title of the article.
- Full names of all authors, detailing entity linked, institutional e-mail address, academic degrees, city and country.
- Certification of the originality and novelty of the article.
- Exclusivity of submission to *Tekhnê* journal.
- Confirmation of authorship with the signature of all authors.
- Institution financing the project.

The submission process consists of three stages:

1. Sending the article in PDF format. OJS is charged with a single uncompressed file.
2. Data recording. the basic data of the authors and article are registered in the OJS.
3. Complementary files. All additional files are sent in a single compressed file. These complementary files include: the source of the document, both text and images in high quality, BibTeX file with all references used, the presentation letter, and the transfer of rights letter.

Publishing process

The process followed by the journal for evaluation and publication of articles is as follows:

- Receipt of the manuscript (first version, continuously open call)
- Verification of standards by the assistant of the journal
- Notification to authors of receipt, request for the form adjustments and filling of authors data format
- Receipt of the manuscript (second version) and authors data format
- Review by the Editorial Committee
- Notification to authors if the manuscript is sent or not to evaluation by peers
- Sending the manuscript to selected peers
- Reception peer evaluation
- Notification of evaluation to authors, and request corrections if they are relevant
- Receipt of the manuscript (third version)
- Study of manuscript corrected by the Editorial Committee
- Notification to authors of publication and final decision, and request the rights transfer letter
- Reception of the rights transfer letter
- Style correction and layout of the manuscript
- Send final version to authors for error checking and final approval
- Publication of the article
- Notification to authors of the publication
- Delivery of copies to authors

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