

## PUBLISHING GUIDELINES

### PRESENTATION

*Novum Jus* is a biannual journal published by the Faculty of Law of the Catholic University of Colombia that presents to the scientific community, academia and society in general, original research results and studies in legal and political sociology. It is aimed at professionals of Law, Political Science, Sociology and related disciplines, students and institutions of national and international order. It is published in January and July of each year.

### CALL FOR PAPERS

The Research Department of the Faculty of Law of the Catholic University of Colombia, organizer of the *Novum Jus* magazine, invites the national and international academic community linked to the development of legal and socio-legal thought to present original and unpublished articles for publication. Articles will be received in English and Spanish. Articles in other languages will be considered for publication at the discretion of the editorial committee.

The journal is open access (Open Journal System) and all articles can be accessed for free.

*Dates of paper reception:* The manuscripts can be submitted at any time of the year and will be selected according to their relevance.

*Form of submission:* All the manuscripts must be sent directly by their authors here following the instructions given by Open Journal Systems (OJS). Each submission must contain, in addition, the publication request, the name of the author (s) and the section of the Journal to which they submit their work.

Only unpublished works will be published. The official language of the journal is Spanish, however articles in English and Portuguese will be accepted and will be published in their original languages. The articles must be written on letter-sized pages, leaving a margin of 3 cm. on all edges, with simple line spacing, no space between paragraphs, no indentation on the first line, justified text and Arial or Times New Roman 12 for the text and 10 for the notes. About the research articles:

*Scientific nature:* Only original and unpublished articles that are the result of study or research of interest in the field of political and legal sociology, which has concluded or whose progress allows the communication of its results, will be accepted.

## Structure and presentation of the articles

Title of the article, summary and key words must be in two languages

*Title:* The title should be no more than 15 words. Times New Roman, 12 point, bold, centered, and all in capital letters.

*Author(s):* Full name of the author or authors (as they should appear in the publication) in Times New Roman, 12 point, bold, centered.

*Institutional affiliation, city and Country:* full name of the institution on behalf of which the work is published, city and country location.

*Address:* Indicate the postal and email addresses of the authors.

*Summary:* Article summary. It can be descriptive or analytical. In any case, it should not exceed 250 words nor contain less than 100. This text should be written in Times New Roman, 12 font, single spacing.

*Keywords:* Four or six words that describe the topic and enable cataloging of the article. We suggest using the following thesauri: UNESCO, UNBIS and IEDCYT CSIC),

*English title:* It must be a literal translation of the Spanish title.

*Abstract:* It should be a literal translation of the summary into English.

*Keywords:* It should be a literal translation of the English keywords.

*Article body:* Body of the article: written in Times New Roman, size 12 points, space and medium and margins of three centimeters on each edge. Articles may not have a total extension of more than 8000 words, including footnotes, bibliography and appendices where appropriate. The body of the document should contain the following sections: introduction, development, conclusions and bibliography. • The sections referring to the issue, the method used in the investigation to solve the problem, the results of the application of said method and the scientific discussion based on the results obtained must be expressly distinguished.

*References and quotations cited:* Quotations may be included in footnotes with references in a bibliography at the end, according to the Chicago standard.

When drawings, paintings, photographs, graphics, or tables are used, they must be accompanied by a short text or caption to illustrate or explain the main idea of its content, and its relation to the subject of the article. In the event that these visual aids are taken from a website, a book,

magazine, or other documents of relevance and legal or socio-legal interest, reference must be made about it by means of bibliographic quotation, in response to the respect due to copyright.

Every work must attach a separate sheet with the summary of the resumé of the author, address and e-mail address, in order to maintain communication with him and to make the corresponding presentation. The written summary should come in the following order: a) name of author, b) professional qualifications, c) graduate degrees, d) books or products or parallel previous article in which production the author has involved, e) name of the research project from which the article emerged, f) name of the group and research to which the project belongs, g) entity or entities that sponsor the project. If the author or authors of the article have some link with the Universidad Católica de Colombia, express mention must be made of it in the abstract, as well as, indicate the institution where he/ she works, academic position and, where applicable, telephone and fax.

Following, the guidelines set by *Novum Jus* magazine for their publications will be explained. In the following table you will find the correct way to reference the consultation documents (according to the Chicago standard).

<p><i>Novum Jus</i> Magazine uses the Chicago standard, which is characterized in that all documents are viewed both as a footnote in the References Section at the end of the document. It also uses three models: one for the first time it is mentioned in the document body, another for subsequent times it is mentioned and one for the References Section.</p>			
Publication Type	Model for the first quotation	Model for subsequent quotations	Model for References Section
Books with one author, a person or corporate author	<p>First Name Last Name, Title of book in italics (City: Publisher, year), xx. (In all cases, xx refers to the page consulted).</p> <p>Example: Charles Tilly, <i>From Mobilization to Revolution</i>, 3rd ed. (New York: McGraw-Hill, 1978), 219.</p>	<p>Author's last name, Abbreviated Title of book in italics, xx.</p> <p>Example: Tilly, <i>From Mobilization to Revolution</i>, 221</p>	<p>Last, First. Book title in italics.</p> <p>City: Publisher, year.</p> <p>Example: Tilly, Charles. <i>From Mobilization to Revolution</i>. 3rd ed. New York: McGraw Hill. 1978.</p>

<p>Book with 2-3 authors</p>	<p>Name and Last name of authors, book title in italics (City: Publisher, year), xx.</p> <p>Example: Fabrice E. Lehoucq and Ivan Molina, <i>Stuffing the Ballot Box: Fraud, Electoral Reform, and Democratization in Costa Rica</i>, Cambridge Studies in Comparative Politics (New York: Cambridge University Press, 2002), 195 - 196.</p>	<p>Last name of authors, book title abbreviation in italics, xx.</p> <p>Example: Lehoucq and Molina, <i>Stuffing the Ballot Box</i>, 197.</p>	<p>Last Name, First Name and Last Name and authors. Book title in italics. City: Publisher, year.</p> <p>Example: Lehoucq, Fabrice E. and Iván Molina. <i>Stuffing the Ballot Box: Fraud</i></p>
<p>Books with more than three authors</p>	<p>Name and Last name of the first author et al., Book title in italics (City: Publisher, year), xx.</p> <p>Example: Mark N. Franklin et al, <i>Electoral Change: Responses to Evolving Social and Attitudinal Structures in Western Countries</i> (Cambridge: Cambridge University Press, 1992), 140.</p>	<p>First and last name of first author et al. Abbreviation of book title in italics. Xx.</p> <p>Example: Franklin et al., <i>Electoral Reform</i>, 137.</p>	<p>First author et al., Abbreviated Title of book in italics, xx</p> <p>Example, Franklin et al. <i>Electoral Change</i>, 137. First and last name of all authors. Book title in italics. City: Publisher, year.</p> <p>Example: Franklin, Mark, Thomas Newman, Taylor Mackie and Henry Valen. <i>Electoral Change: Responses to Evolving Social and Attitudinal Structures in Western Countries</i>. Cambridge, Cambridge University Press, 1992.</p>

<p>Book with editor, compiler or translator</p>	<p>Name and Last name of the editor, translator or compiler, ed., Trans. or comp, Book title in italics (City: Publisher, year), xx.</p> <p>Example: Detlef F. Sprinz and Yael Wolinsky-Nahmias, eds., <i>Models, Numbers, and Cases: Methods for Studying International Relations</i>. (Ann Arbor: University of Michigan Press, 2004), 313-315.</p>	<p>Last and first name of the editor, translator or compiler, abbreviation of the book title in italics, xx.</p> <p>Example: Spring and Wolinsky-Nahmias, eds., <i>Models, Numbers, and Cases</i>, 313-315.</p>	<p>Last and first name of the editor, translator or compiler, abbreviation of book title in italics, City, Ed., year.</p> <p>Example: Sprinz, Detlef F., and Yael Wolinsky-Nahmias, eds. <i>Models, Numbers, and Cases: Methods for Studying International Relations</i>. Ann Arbor: University of Michigan Press, 2004.</p>
<p>Book Chapter</p>	<p>First and last name of the author of the book , “Title of the Book” in the book title in italics , ed. or comp. Name and Last name of editor or compiler (City: Publisher, year, xx.</p> <p>Example: Manuel Rojas Bolaños, “Government - Party Relationships in Costa Rica” in <i>Governments and parties in Latin America : a comparative study</i>, ed. Paula Gomez (Mexico: Cepcom, 2001), 187.</p>	<p>First and last name of the author of the book chapter, “Abbreviation of the book title”, xx.</p> <p>Example: Rojas Bolaños, “The Relationships”, 198.</p>	<p>First and last name of the author of the book chapter, “Title of the Chapter of the Book” in italics, edited or compiled by First and last name of editor or compiler, xx-xx.</p> <p>Example: Rojas Bolaños, Manuel. “The Government-Party Relationships in Costa Rica” in <i>Governments in Latin America: A compared study</i>, edited Paula Gómez, 185-237. México: Cepcom, 2001.</p>

<p>Journal article online</p>	<p>Name and Last name of author, "Title of article", Journal Name Volume in italics, no. delivery (year): pages visited, doi: or URL.</p> <p>Example : Lucan A. Way. "Rapacious individualism and political competition in Ukraine, 1992-2004", <i>Communist and Post - Communist Studies</i> 38, No. 2 (June 2005): 191-192, <a href="http://dx.doi.org/10.1016/j.postcomstud.2005.03.004">http://dx.doi.org/10.1016/j.postcomstud.2005.03.004</a> (accessed September 9, 2005).</p>	<p>Last name of author "Abbreviation of article title", pages visited.</p> <p>Example: Way, Rapacious individualism", 197.</p>	<p>Name and Last name of author, "Title of article", Journal Name Volume in italics, no. delivery (year): pages visited, doi: or URL.</p> <p>Example: Lucan A. Way. "Rapacious individualism and political competition in Ukraine, 1992-2004", <i>Communist and Post - Communist Studies</i> 38, No. 2 (June 2005): 191-192, <a href="http://dx.doi.org/10.1016/j.postcomstud.2005.03.004">http://dx.doi.org/10.1016/j.postcomstud.2005.03.004</a> (accessed September 9, 2005).</p>
<p>Article Journal</p>	<p>Name and Last name of author, "Title of article", Journal Name Volume in italics, no. Delivery (Month Year): pages viewed.</p> <p>Example: Gabriel Zaid, "Faith in Progress", <i>Letras Libres</i> 6 No. 71 (November 2004): 20-21</p>	<p>Last name of author, "Abbreviation of article title", pages viewed.</p> <p>Example: Zaid, "Faith in Progress, 22.</p>	<p>Last and first name of author. "Article title". Name of the journal in italics, Volume, No. of delivery (year): pages occupied in the journal.</p> <p>Example: Gabriel Zaid, "Faith in Progress", <i>Letras Libres</i> 6 No. 71 (November 2004) : 20-21</p>

<p>Newspaper or popular journal</p>	<p>First and last name of author, "Title of article", Name of the newspaper or magazine in italics, Section or page. Day month, year, pages viewed.</p> <p>Example: Miriam Posada García, " At risk, the existence of hundreds of travel agents, alert entrepreneurs: The sale of Mexicana and Aeromexico is a new danger for this sector, say", <i>La Jornada</i>, Section Economy, November 4, 2004, 4E.</p>	<p>Last name of the author, "Abbreviation of the article title", pages viewed.</p> <p>Example: Posada García, "At risk", 4E.</p>	<p>First and last name of author, "Title of article", Name of the newspaper or magazine in italics, Section or page. , Day month, year,</p> <p>Example : Miriam Posada García, " At risk , the existence of hundreds of travel agents, alert entrepreneurs: The sale of Mexicana and Aeromexico is a new danger for this sector, say " , <i>La Jornada</i>, Section Economy, November 4</p>
<p>Thesis</p>	<p>Last name, name of the author. "Thesis." Type work and the degree to which you choose, institution, year.</p> <p>Example: Gabriel Calderón Sánchez, "The Second World War in Mexico: government policy, public opinion and national Axis ". (Undergraduate thesis, Center for Economic Research and Teaching, 2004), 74-76.</p>	<p>Last name of author, "Abbreviated Title of the thesis," xx.</p> <p>Example: Calderón Sánchez, "The Second World War in Mexico", 75.</p>	<p>Last name, name of the author. "Thesis." Type work and the degree to which you choose, institution, year.</p> <p>Example: Calderón Sánchez, Gabriel." The Second World War in Mexico: government policy, public opinion and national Axis". Undergraduate thesis, Center for Economic Research and Teaching, 2004.</p>

<p>Presentations</p>	<p>Name and Last name of the author, "Title of paper "(paper presented at the event name, city, day month, year).</p> <p>Example, "Introduction to Peace Maintenance Negotiations", origin and first state", (Presentation made at the Peace Congress, Washington, 13-16, November, 2002).</p>	<p>Last name of the author "Abbreviation title of paper"</p> <p>Example: Campos, Introduction to Peace Maintenance Negotiations"</p>	<p>Name and Last name of the author, "Title of paper ", paper presented at the event, name, city, day month, year).</p> <p>Example, "Introduction to Peace Maintenance Negotiations", origin and first state", (Presentation made at the Peace Congress, Washington, 13-16, November, 2002).</p>
<p>Web Sites</p>	<p>First and last name, "Title of paper", <a href="http://">http://</a> (accessed month day year).</p> <p>Example: Luis Enrique Orosco, "The law of science and technology, a new illusion," <a href="http://universidad.edu.co/index.php?option=com_content&amp;view=article&amp;id=2526:the-role-of-the-university-pedagogical-to-one-reform-to-higher-education&amp;catid=36:test-acadcos&amp;Itemid=81">http://universidad.edu.co/index.php?option=com_content &amp; view = article &amp; id = 2526:the-role-of-the-university-pedagogical-to-one-reform-to-higher-education &amp; catid = 36: test-acadcos &amp; Itemid = 81</a> (accessed July 5, 2011).</p>	<p>Last name, "Abbreviated title of the document".</p> <p>Example: Orosco, "The law of science and technology."</p>	<p>Last and first name. "Title of paper". <a href="http://">http://</a> (accessed month day year).</p> <p>Example: Orosco, Luis Enrique. "The law of science and technology a new dream." <a href="http://universidad.edu.co/index.php?option=com_content&amp;view=article&amp;id=2526:the-role-of-the-university-pedagogical-to-one-reform-to-the-education-up&amp;catid=36:test-acadcos&amp;Itemid=81">http://universidad.edu.co/index.php?option=com_content &amp; view = article &amp; id = 2526:the-role-of-the-university-pedagogical-to-one-reform-to-the-education-up &amp; catid = 36: test-acadcos &amp; Itemid = 81</a> (accessed July 5, 2011).</p>

<p>Laws and Decrees</p>	<p>Institution Law / Decree, “Whereby xxx”, (City: Middle of publication, month day, year), Article xx.</p> <p>Example: Congress of the Republic of Colombia, Law 48 of 1993, “By regulating the recruitment and mobilization service” (Bogotá: Official Journal No. 40,777, March 4, 1993), Article 3.</p>	<p>Institution. Law / Decree, Article xx.</p> <p>Example: Congress of the Republic of Colombia, Law 48 of 1993, Article 3.</p>	<p>Institution. Law / Decree, “Whereby xxx”. City: Middle of publication, month day, year.</p> <p>Example: Congress of the Republic of Colombia. Act 48 of 1993, “By regulating the recruitment and mobilization service.” Bogota: Official Journal No. 40,777, March 4, 1993.</p>
<p>Jurisprudences</p>	<p>Name of Institution, Judgment # # day of the month of the year, M. P. xxxxx.</p> <p>Example: Constitutional Court, Judgment C-208 of July 5, 2005, M. P. Clara Inés Vargas Hernandez.</p>	<p>Institution Document.</p> <p>Example: Constitutional Court. Judgment C-208</p>	<p>Name of Institution. Judgment # # of month day year. M. P.</p> <p>Example: Constitutional Court. Judgment C-208 of July 5, 2005. M. P. Clara Inés Vargas Hernandez.</p>

As part of the submission process, authors are required to verify that their article meets all the items below. Submissions that do not comply with these guidelines will not be accepted.

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4. Acceptance of editorial standards. I declare the knowledge and respect of the norms and editorial policies of *Novum Jus*. Consequently, the manuscript was organized according to the “Instructions for authors”.
5. Conflict of interest: There is no possible conflict of interest in this manuscript. If it existed, I have declared it on the title page as a footnote.

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## Approximate times for review, acceptance and publication

At *Novum Jus* Law Journal we strive to maintain a level of transparency and communication throughout the editorial process. We know that the authors wish for their articles to be published as soon as possible. The average time between reception and initial acceptance will be no more than two weeks. The double blind peer review will take an average of two months, in which the journal will keep in constant contact with the authors in order to make the corresponding corrections. If the article is accepted for publication, it will be published in the next issue of the journal, taking into account our publication times and the subject matter of each issue.

## PEER REVIEW PROCESS

### Preliminary evaluation

Once the articles have been received in the Open Journal System (OJS) platform, the Editorial Committee will carry out an evaluation aimed at verifying the relevance and quality of the article. An originality assessment will also be conducted in order to rule out plagiarism or copyright infringements. If there are no observations on any of these elements, the manuscript will be sent for evaluation by external peers, which will be notified to the author.

During the preliminary phase, the editor of the Journal is entitled to reject an article when it is not relevant within the subject of research of the Journal or when the quality of the text does not correspond to the editorial parameters. In case the article does not meet the formal requirements but, given its quality, the publisher considers that it may be publishable, it may be forwarded to the author to consider the suggestions and incorporate them into a new version of the document. This new version must be uploaded through the OJS platform.

### Peer review

In order to guarantee an appropriate evaluation and feedback process, in accordance with international editorial policies, *Novum Jus* uses the double blind review system. Articles submitted and approved by the editorial committee are then evaluated by expert referees, who in a maximum period of 30 days must review the article and return it to the editor. The Journal's team of arbitrators is made up of recognized national and foreign scholars, with Masters or Doctorate degrees in their respective field of study. The list of referees is published once a year.

After approving the preliminary evaluation process, each article is assigned a number of two academic pairs, national or foreign. The process of peer review is anonymous, therefore at no time during the evaluation will there be knowledge of the name, affiliation and other personal data of the author or of the peer. Each of the components that are evaluated by the peers is detailed in the "peer evaluation format" that can be consulted on this web page.

The reviewing peer cannot issue any concept if he or she identifies the author at any point in the process. If this situation occurs, a new peer reviewer will be assigned to the article. When the peer has completed the evaluation process and submitted the concept to the editor, the author will receive a copy of the suggestions and comments for consideration and be integrated into a new version of the text. The author will have five days to respond if he accepts the observations or not. In case of not accepting them, the Editorial Committee may reject the article. The version with corrections must be uploaded to the platform by the author. In case of being rejected by one of the peers, within five days the author may request a second review and his article will be assigned a third peer.