EDITORIAL POLICY AND SUBMISSION GUIDELINES

AIMS AND OBJECTIVES AND EDITORIAL POLICY

*Cuadernos de Información* is a six-monthly journal on communications and media studies published by the Communications Faculty of the Pontificia Universidad Católica de Chile. Its main objective is publishing articles related to the critical analysis of and reflection upon existing communication areas. Priority is given to new and original research on communications and media in Chile and Ibero-America.

It’s intended audience are academics, researchers, communicators and related specialists.

Since its foundation in 1984, *Cuadernos de Información* publishes articles from Chilean and foreign authors. Its editorial criteria are broad and pluralistic and all articles are peer-reviewed.

GUIDELINES FOR AUTHORS

• Manuscripts must be submitted in Spanish, English or Portuguese. They must be written clearly and concisely and sent as a Word document by e-mail to cuadernos@uc.cl
• Each version of the manuscript must be original and must not be under consideration by another journal.
• The paper must have between 3,500 to 7,000 words, excluding abstracts, footnotes and bibliographical references.
• **Headline**: it must include: 1) headline in English and Spanish reflecting the subject matter of the work. The maximum permitted are 85 characters including spaces. 2) Name and first surname of each of the author (with a maximum of three authors), followed by the name of their place of work, city, country and email. If you have a Doctor’s degree, include Doctor in front of the name. 3) A short curriculum vitae of the author/s: full name, nationality, professional degree, research area or academic interest, current place of work, postal address and posting date.
• **The text**: it must not contain any reference to the author/s identities or place of work. It must be written impersonally, never using the first person plural or singular.
• Include: 1) Abstract in English and Spanish. In 150 words maximum, it must explain the objective of the research, the methodology used, and the main results and conclusions. 2) Keywords in English and Spanish, with a minimum of three and a maximum of eight.
• Divide the article into the following sections: 1. Introduction; 2. Theoretical framework; 3. Methodology; 4. Conclusions, duly numbered and sub-numbered if needed (1.1, 1.2). Bibliographical references must be included at the end of the paper; these are an essential requisite.
• The Introduction must focus on the main problem the research is addressing; its aim; the original contributions it is making. It must also describe the way the paper is organized. The Theoretical Framework is a description of research by other authors on theme of the paper (the authors mentioned must be quoted according to the APA norms (American Psychological Association); author’s surname, year, number of pages, all this in parenthesis. In the Conclusions section, research results are presented and discussed. The Bibliographical References must include all, and only, those papers quoted in the text. This must be done in alphabetical order by author, and chronological in respect to the same author, following APA norms.
• **Typography**. Use quotes marks only for exact quotes. Long quotes (more than 40 words) must be included in a separate paragraph, with a broader margin than that used for the rest of the text. Use cursive or italics for words in a different language from that of the article and for media headlines. Technical terms will be written with single quotes. Use footnotes only to add information that cannot be included in the body of the text and only when strictly necessary.
• **Tables and graphs**. These must be numbered in order; each one must have a headline and indicate the source of information (if it is the author’s, it must be labeled as Designed by the author). Reference to each Table or Graphic must be made in the appropriate place of the text.
• **Book reviews**. These must have between 800 and 1200 words and deal with a recently-published book on communications and or the media.
REVIEW AND ARBITRATION

• All articles published in Cuadernos de Información are submitted to blind peer-review. Once a submitted article is deemed to fit the issue under preparation, the Editorial Board’s members will decide on its submission for review by specialists, within the modality of anonymity. A minimum of two experts will determine whether it should be published in Cuadernos de Información in its original form, with modifications or rejected. Their recommendations, if there are any, will be submitted to the author/s enough in advance for their inclusion in the text.
• In case of discrepancies, the Editorial Board will resort to specialized arbitration. The normal review period is three months. The journal will not provide any information about the state of any review or arbitration before it is communicated to the author via e-mail.
• Conflict of interests: authors and reviewers must declare any direct or indirect financial interest they may have with any organization related to the topic of the manuscript that could affect the production or dissemination of the paper that has been submitted.
• The authors whose papers have been accepted for publication will receive galley proofs for proof-reading. Only a small numbers of corrections can be made at this stage. The author/s will receive a copy of the journal once the issue has been published.

EXAMPLES OF JOURNALS OF REFERENCE:

Journal article:

Book: