

## ***DETAILED INSTRUCTIONS FOR AUTHORS***

### **General Information**

**DYNA Management Journal (DYNA-MN)** is a scientific publication about management in organizations, belonging to the Editorial Publicaciones DYNA SL.

We have **preference** for articles that show **innovative** concepts of high interest, dealing with affairs linked to the thematic objective and cover of **DYNA-MN**.

**DYNA-MN** is a refereed journal whose contents are reviewed by external experts through a double-blind peer review process. Each contribution is reviewed by at least two external referees. The identities of authors and reviewers are not revealed and anonymity is preserved throughout the whole process.

**DYNA-MN** adheres to the publication norms specified in the "Guidelines for Scientific Publishing" compiled by the International Council for Scientific Unions, ICSU Press, ISBN 0-930357-44-2. Compliance with the style sheet described in the "Guidelines for Scientific Publishing" ensures proper indexing of the journal in the main databases in the field, thereby improving the diffusion and repercussion of the contributions and their authors.

### **Code of Ethics**

The journal adheres to the code of ethics published by COMMITTEE ON PUBLICATION ETHICS (COPE): [Code of core practices for journal editors and Retraction guidelines](#)

### **Directives for Authors**

We would like to remind the authors that **DYNA-MN** Journal is a publication on organization management and they should bear in mind that our subscribers/readers, cover a wide range of knowledge, corresponding to the training and professional work on general Spanish engineering.

That is why they should consider that, both in research articles and in good practice collaborations, we consider essential:

- To conform to the maximum dimensions required, 5,500 words for research articles and 4,000 words for collaborations, including abstracts, tables, graphs, bibliography, etc.
- That, as it is an applied research journal, the articles based on tests or analyses should support the work carried out by indicating: the objective that led to their completion, the expected quality or economic reasons, the conclusions drawn after the tests and, in particular, the industrial applications that have these conclusions.
- That an important added value is the contribution of photographic images of the materials and/or equipment used or obtained, showing the actual reality of the works.
- To facilitate minimal accessibility to the proposal, especially for subjects with a high mathematical content, ensure that at least the titles, introduction and abstract are comprehensible to a majority of the general engineering non-specialist community.

### **Clarity as requirement**

**DYNA-MN** is a scientific and technologic magazine about management. Despite this specialization, we believe in the importance of CLARITY AND SIMPLICITY in the language and exposition, by explaining the less unusual terms and concepts or the used acronyms to abbreviate the text .

### **Scope and editorial policy**

**DYNA-MN**'s main aim is to support research on Management through the diffusion of original research results, technical studies or short papers, both national and international, written in Spanish or English. The contributions must represent original research, not published elsewhere nor under review for another journal.

Authors have sole responsibility for the contents of their texts.

The following forms of engineering contributions will be considered:

- **Research Article:** It will collect the results of original, theoretical or experimental research. The original points proposed should be clearly visible. With a maximum length of 5500 words including abstract and references. It will contain a maximum of 40 bibliographical references and 8 figures or tables. Research may be basic or applied, the latter being preferable. If it is basic, at least the possible practical use of its conclusions should be presented.
- **Review article:** Describe and compile the most recent developments or published work on a specific subject in a coherent and analysed way, highlighting future developments and issues to be resolved. It will have a maximum length of 6500 words, 80 bibliographic references and 8 figures or tables.
- **Collaborations (Good Practices, State of the Art and Product or Process Definition):** Description of positive experiences with remarkable achievements in any field of industrial engineering, providing some original or useful perspective. Within this category are considered both: planned works that will be described with the necessary detail and progress, as well as the experiences or projects already carried out. The latter will present the methodology, process and results obtained. Approximate maximum length: 4000 words. It will contain a maximum of 20 bibliographical references and 6 figures or tables.

Other types of contributions not refereed by reviewers:

- **Opinion articles**, which present ideas, opinions and commentaries on any issue relevant to the journal. Maximum length is approximately 1,000 words (6 sheets, single spaced, 10pt type size, Arial).
- **Letters to the Editor**, which are free-content contributions. Maximum length is 300 words.

### **Norms and style sheet for contributions**

Articles must be written in spanish or english ( for foreign authors) and their requirements are the following ones :

Original manuscripts should be submitted electronically via our webpage <http://www.dyna-management.com>, following the link "[Article submission](#)". If not possible, contributions can be submitted by email to [info@dyna-management.com](mailto:info@dyna-management.com).

There is not a specific format to send article for assessment, any usual scientific format that contains the essential: Title, Authors, Abstract, Key words, results, conclusions... is valid.

In interests of clarity of exposition, use of excessively technical language and mathematical functions should be avoided in so far as it is possible.

Articles must be written conform to the following guidelines:

- Contribution must be accompanied by a covering letter or email in which the author:
  1. Requests that the paper be considered for publication
  2. Explains briefly the originality of the contribution and how it departs from previous work
  3. Declares that the article has not been published elsewhere or is under revision for another journal
  4. Provides an authorship statement (all authors)
  5. Assigns copyright to the editor
  6. Indicates the 6-digit [DYNA code](#) corresponding to the sub-field of the article. Available codes can be found in the web page <http://www.dyna-management.com>, under the link "Information for authors and referees."
- Title page, or first sheet, must include:
  1. Title. The title should be short and concise, with a maximum length of 50 characters and spaces. If necessary, a subtitle can be added, which should be separated from the title by a full stop. Empty expressions, symbols, formulae, abbreviations and acronyms should be avoided.
  2. Name, surname and *Curriculum Vitae* of each author.
  3. Affiliation of each author.
  4. Name and full address of the first author, including email and telephone number.

5. Grants, bursaries or research projects which have funded the research, as well as other information related to the funding author's academic degree, company or affiliation, email address, postal address and telephone.
- Abstract page and keywords (2<sup>nd</sup> sheet) must include:
    1. **Abstract** (300 words). For research articles, the abstract must include four sections: introduction, materials and methodology, results and discussion. These sections should specify, in a clear and concise way, the motivation and aims of the investigation, the methodology that was used, the main results that were obtained and the main conclusions. The abstract should emphasise the originality of the contribution. Contributions other than research articles should include an abstract *without* the sections just described. The abstract will be freely accessible on the Web and should therefore be written in a clear and concise style so as to attract the reader's attention and provide a general idea of what the research is about.
    2. **Keywords:** A minimum of 12 keywords that identify the content of the paper should be specified below the abstract for inclusion in national and international repertories and databases. Some of these keywords should be in the title of the article in order to prioritize its inclusion in search results.
  - Text body (3<sup>rd</sup> page and subsequent pages). Articles should not exceed 5,500 words (see above "Types of articles"). Only in exceptional circumstances, which will be needed to be assessed and approved by DYNA-ES's editorial board, can this word limit be surpassed. The meaning of all acronyms must be explained. Arabic numerals will be used for page numbers and for the numbering of sections and sub-sections. Units of measurement should conform to the International System. Electronic files can be sent in OpenDocument format (.ODF), MSWord format (.DOC), .RTF or .TXT. Images attached to the article file must have a quality of at least 300ppp.

## Article Format

After approval, article must be adapted to format downloadable on:

[www.revistadyna.com/doc/\\_DMN/articulo.dot](http://www.revistadyna.com/doc/_DMN/articulo.dot) (template in spanish)

[www.revistadyna.com/doc/\\_dmn/articulo\\_i.dot](http://www.revistadyna.com/doc/_dmn/articulo_i.dot) (template in english)

Research articles must be divided into the following sections: Introduction, materials and methodology, results and discussion:

**Introduction.** The introduction must include the assumptions and aims of the study. Bibliographical references should be kept to a minimum. It must not include the data or the results of the investigation.

**Materials and methodology.** As much precision as necessary will be used in order to enable the reader to understand and follow the development of the work that is being presented. Unless they have undergone some modification, previously published methods such as indexes or techniques should be described only briefly and the relevant references given. The sample size should be explained, as well as the sampling method and the type of statistical analysis carried out. If an original methodology has been used, the reasons for doing so should be presented, as well as its potential limitations.

**Results.** Results should be presented in a logical sequence within the text or in tables and figures. The same data should not be presented more than once. The results of particular relevance should be highlighted. Results should be presented, but not interpreted or judged.

**Discussion.** The discussion should summarize the main findings and place them in the context of other relevant studies, indicating the ways in which they contribute to research in the area as well as their possible limitations. Data or other materials already presented in previous sections should not be dealt with again in detail in this section. The implications of the findings and their possible limitations should be mentioned, including any leads for future research. The conclusions should be related to the aims of the investigation, avoiding any gratuitous statements or conclusions that are not completely supported by the data presented in the article.

Other sections:

**References.** The references should be included after the discussion, or after the acknowledgements, if there are any. The accuracy of the bibliographical references is the responsibility of the author. References should adhere

to the guidelines presented in Appendix 1: Examples of bibliographical references. Indicate the DOI (Digital Object Identifier) of each reference in link format e.g. <https://doi.org/10.6036/7171>

Articles that have been accepted for publication can be included in the list of references. In these cases, the phrase “in press” should be inserted after the journal title and DOI can be used too.

Bibliographical references should be obtained from the original documents, and the first page and last page numbers of the work to which they belong should be indicated. For the sake of coherence, the editorial team may request that the authors send in a copy of the first page of each of the articles cited in the list of references.

**Acknowledgements.** The acknowledgements should only mention those individuals who have contributed substantially to the study but who cannot be considered authors. These individuals should give written consent for their inclusion in this section. The Council Science Editors (CSE) recommends that the authors state explicitly in the acknowledgements section the source of funding for the investigation. (CSE 2000) ([Conflicts of Interest and the Peer Review Process. Draft for CSE member review](#))

Journal references are paramount for citation index and impact factor and should therefore be cited according to the following guidelines:

- a) Author(s), indicating their last name(s) and name(s), not separated by commas or full stops. For authors with 2 surnames (Spanish authors), these will be separated by a hyphen. Multiple authors will be separated by a comma, not by *and*. If there are more than 3 authors, the first three will be named and *et al.* should be inserted after.
- b) Journal title in italics. After each abbreviation of the journal title.
- c) Year or volume number
- d) Issue number
- e) First and last page preceded by “p.” and separated by a hyphen.

In review articles and in good practices contributions, as many sections as necessary will be included for the sake of clarity.

**Tables:** Tables will be used to clarify important points. The same information should not be repeated as a table and as a figure. The title of a table should capture its content clearly.

**Figures/Pictures:** Pictures, graphs or drawings fall under the “figure” category. Figures should be numbered with Arabic numerals following the order in which they appear in the text and will be identified by the abbreviation *fig*. The captions should be accompanied by the corresponding numbers. The text inside figures should be in capital letters. Figures should be designed in such a way that they can be read when adjusted to a 50mm wide format (1 column), or 110mm wide (2 columns), but 170 mm figures (1 sheet) could also be accepted. Figures should have a good contrast, so that quality is not compromised when images are reduced.

**Abbreviations:** Only universally recognised abbreviations should be used. When a commonly used phrase is abbreviated, the corresponding abbreviation should be inserted, in parenthesis, the first time that the phrase is used. Roman numerals must not be used in the text. A dot, and not a comma, should be used in decimals. Commercial names should be avoided in so far as it is possible. If they are used, they should be accompanied by their symbol the first time they are used.

In accordance with the technical and scientific criteria that apply to prestigious publications, the editorial board will refer submitted articles to expert reviewers for double-blind peer review. Authors will be directly informed of the decision. In case of discrepancy, the editor will send the work to a third external reviewer. The author will also be informed of this decision.

## **Editorial Process**

Contributions must be accompanied by a covering letter (or e-mail or electronic form for electronic submissions) requesting that the paper be considered for publication and including:

- Statement that the paper has not been circulated or published previously
- Statement that **DYNA-MN** is the only journal to which the work has been submitted for consideration for publication
- Statement that the work constitutes an original and novel contribution

- Statement that the authors assign copyright to the editor for the paper to be published both in print and electronically
- Authorship statement (all authors)
- 6-digit DYNA-MN code (UNESCO) for the paper discipline

Authors should also declare that they accept any changes in the manuscript that the editors may decide to make. The editors will acknowledge receipt of the manuscript and will subsequently inform the authors of its acceptance or rejection.

The editorial board will check that the contribution falls within the scope of the journal and that it conforms to the publication guidelines. The work will then be referred to the external reviewers.

Manuscripts will be reviewed anonymously (double-blind) by at least two experts in the topic and methodology of the work. In the light of the referees' reports, the editorial team reserves the right to accept or reject the articles for publication, shorten the manuscripts that exceed the word limit or introduce modifications in style, though not content modifications. The "Guidelines for Referees" can be found at <http://www.revistadyna.com>.

External double-blind peer review process applies to research articles, review articles and best practices. Authors of papers that have been accepted with modifications, whether major or minor modifications, should send them back within 15 days of receipt. Authors will receive the referees' reports, anonymously, so that any necessary modifications can be implemented.

Generally speaking, once the external reports have been assessed, the editorial board will make a decision to accept or reject the paper based on:

- a) Its originality and innovation
- b) Its usefulness and interest
- c) Its clarity of exposition
- d) The robustness of the conclusions

Authors of accepted manuscripts will receive by email page proofs for correction (in PDF format) and are expected to return these by fax or PDF within 48 hours of reception. Only minimal corrections can be carried out on the content of the original manuscript without incurring extra costs.

### **Embargo policy, self-archiving and author's rights**

DYNA-MN applies to published articles a 2 year embargo. Therefore, those articles published in the journal, with an age of 2 years or more, will be freely accessible on the website [www.dyna-management.com](http://www.dyna-management.com)

Authors who wish to allow free access to their article published in the journal, can make use of the special link that will receive, in the email that communicates the publication of their paper. Publication of this special link on the author's personal or corporate website will allow free access to the work without the need for a username and password.

Three months after the publication of the article, the author can include the pdf of the article in his personal or corporate web. The color assigned for the journal according to Sherpa/Romeo or Dulcinea criteria, is green and therefore the author will be able to archive the preprint and postprint versions of his research.

### **Adaptation to the European Research Council's Plan S**

Authors grant to DYNA their rights on a non-exclusive basis and therefore, they can store their pre-print and post-print papers in directories or repositories of their choice.

### **Content broadcast Policy**

In addition to spreading content on its website, in printed journal and international databases in which this journal it is included, DYNA-MN also uses social networks to disseminate knowledge of the material published: [Youtube](#), [Linkedin](#), [Twitter](#) and [Facebook](#).

Within the record of each article on the web, includes the tool "How to reference this article", which shows different formats for referencing the content: ISO690, APA, CHICAGO ... If needed, copy the text shown to reference that article.

### **Statistical data of the editorial process**

Annual statistics of publishing process are shown in each volume published

### **Data Interoperability**

Journal uses the unique identifiers DOI and ORCID for its articles and authors respectively.

Our website uses OAI-PMH (DublinCore) protocol to facilitate the collection of metadata by third parties.

### **Ethical Responsibilities**

Editorial board must remind contributors that:

- They must seek permission to publish from their funding bodies
- **DYNA-MN** does not accept any material that has been previously published elsewhere. It is the authors' responsibility to obtain permission to reproduce partially any material (text, tables or figures) from other publications and to cite its source.

### **Conflict of interest**

Authors are expected to declare any commercial association which might represent a conflict of interest in relation to the article to be published.

## **ANNEX 1: EXAMPLES FOR BIBLIOGRAPHICAL REFERENCES**

Precise compliance with the methodology of reference citation is of utmost importance for the calculation of the impact factor of the author and the journal.

EXAMPLE FOR JOURNAL ARTICLE (ISO 690):

MUERZA-MARÍN, Victoria; LARRODE-PELLICER, Emilio; DIEZ, Oliver. DEVELOPMENT OF THE MULTITECHNOLOGICAL TREE CONCEPT: AN APPLICATION TO THE AUTOMOTIVE INDUSTRY. *DYNA*, January 2017, vol. 92, nº. 1, p.113-116. ISSN: 0012-7361. DOI: <http://dx.doi.org/10.6036/8002>

Frequent errors in citing articles from publications:

- NOT following the correct order of concepts to be cited:

- 1st Surname(s) and first name author
- 2nd Title of the article
- 3rd Name of the journal (must be in italics)
- 4th Month Year, Volume and No.
- 5th Article page

- Forgetting DOI (Digital Object Identifier): DOI must appear at the end of reference and must be in link format: <https://doi.org/DOI> , for example: <https://doi.org/10.6036/7171>

- Texts other than "p." to define the pages (pag, pg., ...): The correct way to define the pages that comprise the article is: p.123-126