

Instructions for publishing

To submit an article for publishing, authors should previously revise if their manuscript meets the following criteria:

1. They must be **original, unpublished** work, and should not participate in other publishing processes simultaneously (otherwise, a proper explanation should previously be offered in *Comments to the Editor*).
2. Their extent may vary between **5** and **15** pages of 21,5 x 28 cm (8,5 x 11 inches). They must be edited as **Microsoft Word** documents, with 1.5 interlineal space, in single-column text, and 12-point font size.
3. Titles must summarize the main idea of the manuscript clearly and concisely; they must appear both in English and Spanish.
4. Complete information about the author(s) should follow the title: name and surnames (according to use), professional degrees, affiliation (institutional and departmental) and state of location, telephone, and e-mail. The **authors'ORCID identifier** must be also included; when not owning one, authors can obtain theirs in <https://orcid.org/>
5. Key words and abstract must appear both in English and Spanish. Abstracts must enclose not more than 250 words.
6. Images must be submitted in a separate file. In case they are scanned, they must fix the minimum resolution of 300 p.p.i. The file formats allowed for this purpose are jpg, tiff, eps, psd, and _
7. Formulas and mathematical equations must be edited in Microsoft Office equation's editor.
8. Where it corresponds, the International System of Units should be used.
9. References cited in the manuscript should be listed at the end, after concluding the report. They must appear in the **IEEE** format, in the order it establishes. [See instructions](#).

The Editorial Commission won't process for edition articles that fail to comply with these requirements.

You can download instructions for publishing [HERE](#).

You can download the editing template for articles [HERE](#).

The articles can be submitted only via this web site by creating an [author's account \(please click here\)](#) and making your submission. [See instructions for sending your manuscript \(please click here\)](#).

The originals shall go under an editorial evaluation process, which involves several stages:

1. In first place, they will be object of a preliminary evaluation by the Editorial Commission, who will determine the pertinence of their publication.
2. Once it has been established that they meet the thematic and formal requirements indicated in these instructions, the Editorial Commission will take in charge of checking the manuscripts over to discard plagiarism, according to the procedure contained in the [Editorial Policies](#).
3. If a manuscript goes through the anti-plagiarism checking satisfactorily, it will be sent to two academic external experts for double-blind review. Reviewers will forward their recommendations to the Editorial Commission, based on this journal's [Guide for reviewers](#).
4. The Editorial Commission will finally decide on the article, either to accept it, to reject it, or to reevaluate it. The results of the academic valuation will be unappealable, in all cases.
5. In case that the manuscript is accepted for publication, the author(s) shall permit [Editorial Tecnológica de Costa Rica](#) by written to include it in the Journal; the author shall also allow Editorial Tecnológica de Costa Rica to edit the accepted manuscript, to reproduce it, to distribute it, to exhibit it, or to transmit it, inside the country and abroad, by print or electronic media, under the Creative Commons license.
6. Once the manuscript is accepted and a letter from the author(s) transferring his (hers or their) rights and ensuring originality of the manuscript is received, it will be revised by a philologist in style, form, and expression. Recommendations will be sent to the author(s) for him (her/ them) to approve them, or to make the necessary corrections.
7. Later, the manuscript will be diagramed in the journal format, including the corresponding figures provided by the author.
8. Finally, the electronic publication of the article will proceed, in the PDF, EPUB, and HTML formats.

The entire process from receipt until publication of the article takes about six to eight months. Please see details in the [Journal Schedule](#).