

## SUBMISSION GUIDELINES

- *Fórum Empresarial* publishes rigorously conducted research that makes an original intellectual contribution across the major research fields in all disciplines of importance to business. Within that broad scope, theoretical and empirical contributions from local or an international perspective are accepted.

Fórum Empresarial  
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- Submissions can be written in Spanish or English.
- Articles should be unpublished. Submission to the Journal's Editorial Board requires a commitment to not submit the article simultaneously to other publications.
- The Editorial Board will not recommend an already published article unless there is evidence that it represents a new synthesis of the author's ideas.
- The cover page must include the title of the article, author's name, job title, address, work and home telephone numbers, and email address. The title should appear at the top of the first page of the manuscript. Subsequent pages should not have any identification.
- Submissions should be no longer than 20 pages, single space (8.5" x 11.5"), including tables and references. The font should be Times New Roman 12.
- The article title must not exceed 15 words.
- Articles must be preceded by an abstract drafted in both English and Spanish (125 words maximum each). The abstract should be followed by a maximum of five keywords in both languages.
- Notes should be brief (generally, not longer than three sentences) and be limited to marginal clarifications to the text; they should not be used to indicate bibliographical entries. Notes must be consecutively numbered in the text and should appear at the end of the article under the title Notes.

- Submissions should be written consistently following the style and format of the following publication manual:

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: Author.

- Submissions must be sent electronically (e.g. Microsoft Word Document), using the *Someter artículo* link found on our website at <http://forum-empresarial.uprrp.edu> or the following link: <http://www.formstack.com/forms/?1045911-qRDvLDw0KZ>.
- All tables, graphs, and figures must be submitted in an editable format (i.e. Word and Excel).
- The Editorial Board reserves the right to accept or reject the submissions and to make any editorial changes deemed necessary for publication purposes.
- Once submissions are accepted, the Journal reserves the publication rights for three months after the issue is released.
- The authors will receive a PDF file of the issue in which the article was published.

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### **REVISION POLICY**

The Journal has the contribution of evaluators with expertise in different areas of the field of Business Administration and its related disciplines, members of the local and international business community, and an International Advisory Board.

Each article is submitted to the consideration of at least three evaluators. The peer review process is double-blind. The approval of the majority of the reviewers and of the Editorial Board is required to accept an article for publication. The criteria employed in the refereeing process are established by the Editorial Board.