AUTHOR GUIDELINES

AiBi is a refereed journal attached to the **Faculty of Management and Engineering of the Universidad de Santander UDES, Cúcuta**, created with the purpose of making available an institutional space for the dissemination of new knowledge products and academic experiences in the regional, national and international scientific community.

The thematic areas that AiBi publishes are related to administration and engineering, technology and innovation in the fields of action: economic and technological sciences, arts and letters; the articles must be unpublished, that is, they must not have been previously published in other printed or electronic media. To this effect, the authors must guarantee the originality of the writings and will be exclusively responsible for the content and ethical treatment of the products submitted, thus releasing the journal from any implication in damages that may be caused by copyright to third parties.

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AiBi publishes three types of articles: a) **Research articles**, represented by research in progress or completed; b) **Review products**, characterized by bibliographical consultation articles on specific topics for the deepening or broadening of knowledge and; c) **Reflection products**, constituted by the contributions of the authors on academic essays on topics of scientific or humanistic interest.

The journal is published every six months and it is the policy of the editorial committee to keep open the reception of contributions, which can be uploaded to the AiBi page, after the registration of the author or authors in the OJS platform.

Article submission guidelines

The maximum length for each type of article is: 25 pages for research products, 20 pages for review articles and 15 pages for reflection articles.

Article structure:

a) **Research products**: Includes articles derived from specialization, master's degree, doctoral thesis, free projects or academic promotion work. They must contain the following sections:
- Resumen
- Abstract
- Introduction
- Theoretical framework
- Methodology or procedures
- Results, analysis and interpretation
- Proposals for solutions or improvements

- Conclusions
- Recommendations
- Tables, charts, graphs, photographs and maps (if any)
- References

b) **Review products**: Includes monographic articles of bibliographic sources on the state of the art. They must contain at least 50 references from primary and secondary sources. The following sections are presented as a reference for the presentation of the articles:
- Summary
- Introduction
- Thematic development
- Conclusions
- Tables, charts, graphs, photographs and maps (if available)
- References

c) **Reflection products**: They are defined as academic essays, argued, supported and with critical stance of the author on topics framed within the fields of action of the journal. Although its structure is flexible, it could contain the following sections:
- Summary
- Introduction
- Thematic development
- References

The articles submitted must be subject to the following requirements:

Submission Standards.

Articles will be handled according to the IEEE standard.

- Typeface: Times New Roman, The paper should be that corresponding to a US style letter sheet, i.e. 215.9mm (8.5") wide and 279.4mm (11") long.
- Margins: Top: 4 cm (2"); bottom: 3 cm (2"); right: 3 cm (2"); left: 4 cm (2").
- Spacing: Single.

Font sizes:

- Title of the article in 24 point font.
- Name of Authors in 11 point font.
- Name of University and Departments in 10 point italic font.
- Body of the article in 9 point font size.
- E-mails in 9-point font size **Courier**.
- Contents in tables, figure captions, references to objects 8 point.
- Subtitles / Size 10 point.

Paragraph and Character Styles.

Title: All words in capital letters except articles, conjunctions and prepositions of up to three letters.

First footnote: The only one that is not numbered.

Paragraphs:

1. Date received and reviewed, and sources of funding. 2.

2. Authors' affiliation.

3. DOI (granted by IEEE).

Abstract: Essential. It is written in bold, without formulas or references.

Indexing terms: Last paragraph of the Abstract, designated by the author, in alphabetical order, in Bold, acronyms.

Nomenclature: Explanation of symbols and acronyms.

Section headings: There are 4 levels, and they are numbered with Roman numerals, letters, and Arabic numerals. Indentation and italics are used.

Acknowledgments and References are not numbered.

Annexes may or may not be numbered, with letters or numbers, as the author prefers.

Equations in the text are numbered consecutively, or with the section number (1, 2, 3, or 1.1, 1.2, etc.).

References: They are numbered one by one. A number cannot be used for a group of references. There is no Bibliography section that has not been cited.

In the text: IEEE does not require mentioning the author and title in the text. They are inserted in the grammar of the sentence as if they were footnotes or nouns.

Example notes: as demonstrated by Brown [4], [5]; and was mentioned before [2], [4]-[7], [9]; Smith [4] and Brown and Jones [5]; Wood et al. [7].

Three or more authors are put first and "et al." (abbreviation of et alii, Latin for "and others").

Periodicals:

- Basic format

[1] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year.

Example

[1] R. E. Kalman, "New results in linear filtering and prediction theory," J. Basic Eng., ser. D, vol. 83, pp. 95-108, Mar., 1961.