Authors can register at http://revistascientificas.cuc.edu.co/index.php/ingecuc under Registrarse section by completing all the required information and selecting Author at the end of the form. Once this step has been completed, a user name and a password will be sent to the registered email address which will allow you to enter the platform and start your contribution's submission procedure. Should you have any inconveniences during your registration process, please contact us through revistaingecuc@cuc.edu.co.

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1. For Graphs, Tables, and Illustrations: Graphs, figures, tables, illustrations, and pictures need to be attached in their original format (Excel, Power Point, Photo Shop, Corel, Illustrator, preferably), otherwise, use high-resolution image formats.
2. Authors Information: Authors Information Form is mandatory. It should contain the information of each author. This Word form is available at http://www.ingecuc.com/index.php/autores/informacion-de-autores.
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a. Title of the research project deriving the manuscript.

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Before article’s publication, a grant-of-rights form will be sent by the Editorial Committee to be filled in and signed by the author, or main author, in case the paper has more than one.

Manuscript Presentation Format

In order to be considered, papers should be based on IEEE (Institute of Electrical and Electronics Engineers) standards for scientific papers. As it was mentioned before, graphs, figures, tables, illustrations, and photographs must be submitted in separate files and in their original format –Excel, Power Point, Photo Shop, Corel, or Illustrator preferably-, otherwise, in high-resolution image formats.

A sample format can be consulted and downloaded from www.ingecuc.com to be used as guide. It can be found in Autores section, Formato para la presentación del artículo (Format for manuscript presentation), or at: http://www.ingecuc.com/index.php/autores/formato-para-la-presentacion-del-articulo

Hereunder, a summary of IEEE standards is provided as guideline for authors:

Manuscripts should be written in Spanish or English using no more than 20 pages and in single space.

Authors need to provide detailed information for: full name(s), institutional affiliation (organization, company, university, research center, technology center, etc.), studies, email address, city, and country.

Title, abstract and keywords ought to be presented both in Spanish and English. The abstract and its Spanish counterpart–resumen–, should not exceed 150 words in a single paragraph. Keywords and palabras clave must be 5 to 10 descriptive terms that allow bibliographic location of the topic. It is suggested to authors that they use index terms from bibliographic records.

Paper sheet size should be A4.

Sections will be separated in roman numerals and sub-sections in capital letters.

Figures and tables should be presented in gray scale and named taking into account the following: Use abbreviation Fig. xxx to refer to a figure or graph, and Tabla xxx for a table. Please, do not include subtitles as part of figures nor in text boxes. Figures should not be enclosed by any border.

All abbreviations and acronyms must be conceptualized the first time they are being used. It is strongly advised, to avoid abbreviations in titles, unless it is inevitable.

Papers, including equations, should be written in Microsoft Word. MathType complement can be used. After equation is entered, it needs to be numbered by writing in parenthesis the consecutive number that represents it within the article.

For unit usage, resort to the International System of Units (SI), Meter-Kilogram-Second System (MKS) or Centimeter-Gram-Second System (CGS) for primary units, though SI units are preferred. English units may be used as secondary units (in parenthesis). For instance, write “15 Gb/cm² (100 Gb/in²)”. An exception is made for English units regarding commercial identification as in “3½ -inch floppy disk”. Avoid combining SI and CGS units, when referring to, for example, units in amperes (electric current) and oersteds (magnetic field).

References should be cited having into account that they need to be consecutively numbered in square brackets [1]. Sentence period follows brackets [2]. Multiple references need to be separated with a dash [1]-[3]. When quoting a section from a book, page numbers are to be provided. In sentences, just make reference to the number in brackets, as in [3], not “Ref. [3]” nor “referencia [3]”, except at the beginning of a sentence: “La referencia [3] muestra… (Reference [3] sets out…)” A list of references must be presented in consecutive order, not in order of appearance, i.e., [1],[2],[3], etc.

Regarding references and in view of the fact that for each source there is a structural variation, it is advised to use referencing generator software. A quick guide to build reference lists is presented below:

Books:


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Book's Chapter:


E-books:


Serial Publications:

[#] I.I. Author’s family name, “Article’s Title,” Abbreviation of the Publication's Name, vol, no., pp., Month abbr. Year.


Online Journal Article:


Conference Article:

[#] I.I. Author’s family name. “Title of the Conference Article”, in Conference's Name Abbreviation, Conference City, year, pp. xx-xx


Conference Article (Online):

[#] I.I. Author's family name. (Year, Month abbr.) “Title of the Conference Article”, Presented at Conference's Name Abbreviation, [Electronic source type]. Available: www.webpage.com (complete URL).


Master's Degree Thesis or Dissertation:


Doctoral Degree Dissertations:


Computer Software:

[#] I.I. Author’s family name (Year, Month abbr.). Software’s Name. [Electronic source type]. Available: www.webpage.com (complete URL).