



Date:

Doctor

Norman Darío Moreno Carmona, Ph.D.

Editor-in-Chief

Revista Guillermo de Ockham

Cali, Colombia

Regards

Dear Editor, we will now present the manuscript and its authors and make our statements to move forward with the process of evaluation, diagnosis, and possible publication of our work in *Revista Guillermo de Ockham*.

Manuscript submission

Title of paper: _____

Type of paper: Research _____ Review _____ Reflection _____ Book Review _____

Was the research funded? (Mark with an x)	Yes		<i>If yes, record in this cell the project code(s) and the sponsoring institution(s).</i>
	No		None. This research did not receive any specific grants from funding agencies in the public, commercial, or nonprofit sectors.

Briefly explain the background, question or hypothesis, objective, and justification of the study (*not to exceed 150 words*):

Briefly explain the main findings and why they are significant to the field of study (*not to exceed 150 words*):

Briefly state why readers of *Revista Guillermo de Ockham* would be interested in this study (*not to exceed 150 words*):



Authors' presentation

Each author's information should be presented below in the order of appearance in the paper (records with asterisks are mandatory). If there are fewer authors, please delete the excess records; if there are more, copy one of the tables to include more authors. Additionally, indicate first the correspondence author (only one), who will be responsible for managing the whole communication process with *Revista Guillermo de Ockham* and to whom any reader, researcher, or person interested in knowing more about the research will address in case the study is published.

Author 1	
Correspondence author	
*Name:	
*Last name:	
*Name on citations (if you don't have one, normalize your name here)	
*Institutional e-mail	
*Personal e-mail	
*Telephone number	
*Orcid (if you don't have one, please register here)	
*CvLAC. If you do not have one, please register here (only Colombian authors)	
*Country	
*City	
*Institutional affiliation	
*Dependence (department, faculty, school...) e.g., Faculty of Humanities	

Author 2	
*Name:	
*Last name:	
*Name on citations (if you don't have one, normalize your name here)	
*Institutional e-mail	
*Personal e-mail	
*Telephone number	
*Orcid (if you don't have one, please register here)	
*CvLAC. If you do not have one, please register here (only Colombian authors)	
*Country	
*City	
*Institutional affiliation	
*Dependence (department, faculty, school...) e.g., Faculty of Humanities	

Author 3	
*Name:	
*Last name:	
*Name on citations (if you don't have one, normalize your name here)	
*Institutional e-mail	
*Personal e-mail	
*Telephone number	
*Orcid (if you don't have one, please register here)	
*CvLAC. If you do not have one, please register here (only Colombian authors)	
*Country	
*City	
*Institutional affiliation	
*Dependence (department, faculty, school...) e.g., Faculty of Humanities	



Authors' contribution

Revista Guillermo de Ockham adopts the [CRediT taxonomy](#) to describe the individual contributions of each author to the work. The corresponding author is responsible for providing the contributions of all authors. We expect every author to have reviewed, discussed, and accepted their individual contributions. Contributions will be published with the final paper and should accurately reflect the contributions to the paper. Please consider the following: Author contributions should be completed if the paper is signed by more than one author; check the box corresponding to each author's contribution and according to the nature of the study (if one author participated in all stages, check all boxes).

I D	Role	Author 1	Author 2	Author 3	Author 4	Author 5	Author 6	Author 7
1	Conceptualization	☐	☐	☐	☐	☐	☐	☐
2	Data processing	☐	☐	☐	☐	☐	☐	☐
3	Formal analysis	☐	☐	☐	☐	☐	☐	☐
4	Funding acquisition	☐	☐	☐	☐	☐	☐	☐
5	Research	☐	☐	☐	☐	☐	☐	☐
6	Methodology	☐	☐	☐	☐	☐	☐	☐
7	Project administration	☐	☐	☐	☐	☐	☐	☐
8	Resources	☐	☐	☐	☐	☐	☐	☐
9	Software	☐	☐	☐	☐	☐	☐	☐
10	Supervision	☐	☐	☐	☐	☐	☐	☐
11	Validation	☐	☐	☐	☐	☐	☐	☐
12	Visualization	☐	☐	☐	☐	☐	☐	☐
13	Writing - original draft	☐	☐	☐	☐	☐	☐	☐
14	Writing - proofreading and editing	☐	☐	☐	☐	☐	☐	☐

Ethical Statement on Research

Please state, by marking with an X, whether the research complied with the research ethics principles and other ethical principles of scientific publication. Check “Yes” if it met or agreed with the criteria; otherwise, check “No”, or check “NA” if it does not apply.

Criteria	Yes	N o	N A
Our research complied with the Universal Declaration on Bioethics and Human Rights (UNESCO, 2005)			
We have complied with the ethical principles of human research (Declaration of Helsinki, 2013)			
We have complied with the ARRIVE 2.0 Guidelines for Animal Research of the National Center for Replacement, Refinement and Reduction of Animals in Research			
We have the approval of a Bioethics Committee or a local, regional, or national body that acts in its stead to carry out the research			
Our research had the informed consent of all the study's participants			
We have informed consent for the publication of personal information (personal data, photos, etc.)			
We have permission to reproduce all, or part of the material used in the paper (text, tables, or figures) that are not in the public domain or licensed for use			
Our research and the process of writing up the results had a deep respect for copyright and appropriate credit was given			
We reject scientific fraud (fabrication of data, falsification and manipulation of data, plagiarism, and self-plagiarism) and publication fraud (fictitious authorship, repeated publication, publication bias, premature publication).			

Declaration of authorship and submission of a manuscript

All the authors who participated in the research and construction of the paper declare that:

1. We are the original authors of the manuscript.
2. All authors are registered in the paper, in *Revista Guillermo de Ockham* platform (OJS), and in this letter.
3. We agree with the order of appearance in the paper (record made above).



4. We approve the paper in its current version.
5. We actively participated in each stage of the research, from conception, design, data collection, analysis, discussion, etc., to the construction of the paper (writing and reading).
6. We have read **Revista Guillermo de Ockham** policies and agree to them.
7. We confirm that the paper has not been published in any medium (print or digital), is not available on the internet (repository, database, website, blog, etc.), and is not under consideration by another journal or publisher.
8. We agree to submit the manuscript to **Revista Guillermo de Ockham** for evaluation, diagnosis, and possible publication.
9. We will assign copyright to **Revista Guillermo de Ockham** if the paper is approved for publication.
10. We have hosted the following files in **Revista Guillermo de Ockham** platform (OJS):
 - a. Cover letter.
 - b. Paper.
 - c. Declaration of interests of all authors.
 - d. A separate file in high resolution (jpg or png) with the figures used in the paper.
 - e. (If more files are attached to the platform, please mention them here)

Verification checklist

Prior to submitting the paper to **Revista Guillermo de Ockham**, we read the policy, and the authors' guidelines and reviewed each of the items in the checklist below. The items in which the option "YES" was selected indicate that they were rigorously applied and were taken into account in the manuscript or the information recorded in this letter; the items in which the option "NO" was selected indicate that they do not apply to our paper (we understand that the items with an asterisk are mandatory).

ID	ITEM	YES	NO
1	*Declaration. The manuscript has not been published by any means (printed or digital), is not available on the internet (repository, database, web page, blog, etc.), was not simultaneously submitted to another journal, nor is it being considered for publication by another publisher		
2	*The article's file format is Microsoft Word (doc, docx); size: letter (21 x 29,7 cm); margins: top-bottom (2,5 cm), left-right (3 cm); Font: Times New Roman (size 12); line spacing: 1,5		
3	*Authors. The normalized names of the authors were sent. If they are not normalized, normalize them in IraLIS (here)		
4	*Professional titles. Professional titles and academic degrees of all authors (<i>profession, specialization, master's degree, doctorate</i>) were sent		
5	*E-mail and phone number. The institutional e-mail, personal and telephone number of all authors were sent		
6	*Corresponding author. The correspondence author information (<i>address, telephone, and email</i>) was sent		
7	*Institutional affiliation. Institutional affiliation of all the authors was sent as follows: <i>dependency, institution, city, country</i>		
8	*Orcid (URL). The Orcid of all authors was sent. If you don't have an Orcid, register it here		
9	*CvLAC. CvLAC's URL of the authors was sent. If you don't have a CvLAC, register one here . It only applies to Colombian authors		
10	*Type of article. The type of article submitted to the journal (research, review, reflection, etc.) was declared		
11	*Article's title. The title is precise, self-explanatory and does not exceed 15 words		
12	*Title's translation. If it is written in English, translate it to Spanish; or vice versa: from Spanish to English (professional translation)		
13	*Abstract. It is rigorously structured as follows: <i>objective, method, results, and conclusion</i> , and it does not exceed 250 words		
14	*Abstract's translation. If it is written in English, translate it to Spanish; or vice versa: from Spanish to English (professional translation)		
15	*Keywords. Register between 10 and 12 standardized keywords: Use Unesco's Thesaurus		



1 6	*Keywords' translation. If they are written in English, translate them to Spanish; or vice versa: from Spanish to English (professional translation)		
1 7	*Research article structure. <i>Introduction, methodology, results, discussion, limitations, conclusions, and references</i>		
1 8	*Review article structure. The PRISMA method was applied. See method here and guide here .		
1 9	*Article length. Research: maximum 6000 words; Review: maximum 8,000 words; Other types: maximum 5000 words		
2 0	*Tables. The tables are mentioned in the manuscript, are editable, are numbered, do not exceed one page, and do not contain figures.		
2 1	*Figures. The figures are mentioned in the article, numbered, have high resolution, and are submitted as a separate PNG or JPG file		
2 2	*Equations. They are inserted as an equation supported by Word: Insert/Equation and not as an image		
2 3	*Authorization. In case any published material that is not in the public domain was used, the paper includes a publication authorization attached		
2 4	*APA citation guidelines. The paper rigorously applied the APA 7 th Edition guidelines. The use of a bibliographic manager (e.g., Mendeley) is suggested		
2 5	*References. The references are current, updated, peer-reviewed, diverse, and published by publishers with authority in the area		
2 6	* Citations and references. Everything cited is in the references section and everything in the reference section is cited in the paper (be very rigorous to avoid returns)		
2 7	*DOI. All electronic references have a DOI or a URL. Check here if the source has a DOI.		
2 8	*Proofreading. All typing, grammatical, semantic, spelling, linguistic, and citation errors are corrected.		
2 9	*License. The authors accept the Creative Commons License: <i>Attribution-NonCommercial-NoDerivatives 4.0 International</i> .		

Evaluator profile

To have qualified reviewers for the paper or the journal, we, the authors, suggest to **Revista Guillermo de Ockham** the academic and thematic profile of the reviewer. We also propose as peer reviewers the researchers presented below; we declare that we have no conflict of interest with them, that they are not aware of the research or of the existence of this paper. We are aware that the editorial team of the journal may contact them, so we guarantee that we, as authors, will respect the editorial evaluation policy (double-blind mode).

Enter the academic and thematic profile of the peer reviewer who should review this paper:

Enter here the academic background and subject specialty of the peer reviewer.
--

We recommend the following peer reviewers to the editorial team of **Revista Guillermo de Ockham**, according to the above profile:

Evaluator 1	
*Full name	
*Institutional affiliation	
*Institutional/personal e-mail	
*Orcid or CvLAC	
Evaluator 2	
*Full name	
*Institutional affiliation	
*Institutional/personal e-mail	



*Orcid or CvLAC	
Evaluator 3	
*Full name	
*Afilación institucional	
*Institutional/personal e-mail	
*Orcid or CvLAC	

In acknowledgement of the above and with full knowledge of the process, all authors sign this letter:

Insert signature here

Full name author 1
Identity document

Insert signature here

Full name author 2
Identity document

Insert signature here

Full name author 3
Identity document