

SCOPE AND POLICY

Scope

The journal **Subjetividad y procesos cognitivos** is addressed to an interdisciplinary, international audience. It contributes to knowledge and research in the field of psychology. It's goal is to develop a field of convergence and debate between different orientations, with an emphasis on problems concerning theory, clinical issues, research methodology and critical situations. The journal is published twice a year and is thematic when possible.

Frequency of publication

Subjetividad y procesos cognitivos publishes two issues per year.

Open Access Policy

Subjetividad y procesos cognitivos is a free-access journal. Its entire content is available free of charge on this web page and is open to the local and international scientific community.

Indexing

Subjetividad y procesos cognitivos is indexed in data bases that rely on selection criteria. These data bases are: Dialnet, Latindex, Lilacs, Redalyc, Scielo, Psicodoc. Some of these data bases, such as Lilacs, Redalyc, Scielo offer bibliometric indicators, and, in addition, the two last ones resort to periodic evaluation criteria.

Guidelines for authors

Form and preparation of manuscripts

Collaborations should be written in Spanish. Exceptionally they can be accepted in another language, with previous authorization by the editorial staff director. Collaborations should be written in a Word document with its graphics in grayscale, respecting as maximum measure 11 x 18 cm.

Images (photographs, drawings) should be numbered consecutively in Arabic numerals. Photographs must have good contrast (300 dpi and the scan saved in tiff or jpg format). Drawings should be done in India ink. The original drawings or a photograph copy of the

picture is also accepted. Each image must be presented in the text and on separate page with the author's name and image number at the back of the page.

Articles should have an extension of 15 to 25 pages written in Arial or Calibri font size 11 and interlinear spacing of 1 ½ in letter page dimensions. Articles should not exceed 10,000 words, notes 3,000; bibliographic references 1,000. Articles exceeding these limits will be considered by the editor. Citations and bibliographic references should follow APA style.

Notes: Phrases or explanatory paragraphs that will expand the information provided in the text cited by notes. According to APA, these should be placed below the bibliographic references, in sequential order. The automatic numbering of word processor must be used. https://w.uces.edu.ar/wp-content/uploads/2018/03/Citas_bibliograficas-APA-2017.pdf

The article title, abstract and keywords must be in the language in which the article was written and in English. The abstract should not exceed 150 words.

An updated résumé of not more than 150 words is required with the following data: author name and last name, address and email, article title, adscription institution.

Sending of manuscripts

No additions or modifications will be taken into account once the article has been accepted by the Edition Committee. Articles submitted must be unpublished. Articles are initially examined by the Editorial Committee and generally sent to the peer reviewers anonymously. Information regarding the author's identity will appear on separate page, in hands of the Edition Committee. Acceptance of articles will be notified to the authors 3 or 4 months before publication. After acceptance for publication, articles may not be reproduced without permission of the Editorial Board. In general, authors are allowed to send copies to a restricted group of people, provided they state the date in which the article will be effectively published in the journal.

Statement regarding originality and non-simultaneous publication

Manuscript title

By submitting this form, the corresponding author acknowledges that each author has read and agrees with 1) the statement on authorship responsibility and contribution to authorship and 2) the competition of interest disclosure, and 3) in addition, the author or the authors will be responsible for the exposure of clinical material-if any- regarding confidentiality issues, professional and/or ethical,, as well as for the bibliographic citations, their accuracy and fidelity.

Originality of the research

The authors certify that this article is original, has been written by the stated authors, has not been published previously, and is not under consideration for publication by another journal. If parts of the work or patients included in this article have been previously published, the authors are required to disclose this information to the editors.

Authorship responsibility and contributions to authorship

Each author certifies that they have made a direct and substantial contribution to the work reported in the article by participating in each of the following three areas: (1) conceiving and designing the study; or collecting the data; or analyzing and interpreting the data; (2) writing the manuscript or providing critical revisions that are important for the intellectual content; and (3) approving the final version of the article. They believe that the article describes facts straightforwardly. They declare that they shall produce the data on which the article is based for examination by the editors or their assignees, should it be requested. Each author also agrees to allow the corresponding author to make decisions regarding submission of the article to the journal, such as changes to galley proofs, etc.

Ethical aspects

The journal *Subjetividad y procesos cognitivos* follows the guidelines and adheres to the Code of Ethics for its publications, prepared by the Committee on Publication Ethics (Code of Conduct and Best practices guidelines for Journal Editors, COPE) <https://Publicationethics.org/news/cope-receives-top-award-council-science-editors> Also it adheres to the Ethical Principles of Psychologists and Code of conduct of the American Psychological Association (APA), 2010 Amendments <https://www.apa.org/ethics/code/>

About informed consent in research and publication:

When psychologists conduct research, they obtain the informed consent of the individuals, using a language that is reasonably comprehensible to the person (s). Psychologists inform participants about (1) The purpose of the investigation, the estimated duration, and the procedures; (2) Their right to refuse to participate and withdraw from the investigation once their participation has begun; (3) The foreseeable consequences of refusing or withdrawing; (4) Reasonably foreseeable factors that may influence their willingness to participate, such as potential risks, discomfort or adverse effects; (5) Any possible benefit from the investigation; (6) The limits of confidentiality; (7) Incentives for participation; and (8) who to contact to inquire about research and the rights of research participants. Prospective participants should be given the opportunity to ask questions and receive answers.

Disregard of informed consent for research

Psychologists and researchers may waive informed consent only when (1) it could reasonably not be supposed that the investigation would cause discomfort or harm, and involves a) the study of current educational practices, the curriculum, or the methods of supervision in the classroom applied in educational settings; (b) only anonymous questionnaires, field observations, or archival investigations for which the disclosure of the replies would not put participants at risk of criminal or civil liability or harm to their finances, their possibility to obtain employment or damage their reputation, and confidentiality is protected; c) any research or clinical study based on material pertaining to other previous scientific publication is excluded from the need for informed consent.

Fully informed consent should always be sought. However, it is not always possible to obtain it. In such cases a duly constituted research Ethics Committee shall decide whether it is ethically acceptable.

About confidentiality

In the use of confidential information for teaching or other purposes in their writings, lectures or other means of dissemination, psychologists should not disclose individually identifiable confidential information concerning their clients/patients, students, research participants, organizational clients, or other recipients of their services, obtained during the course of their work, unless 1)they take reasonable measures to conceal the person or organization, 2) the person or organization has given consent in writing or there is legal authorization to do so.

Peer review and author replies

The authors accept the article to be submitted to a process of revision by external and independent peers, and they agree to respond in the 45 days following the reception of commentaries, suggestions, or critiques.

Peer review process

The review and selection process is carried out according to the following phases.

PHASE 1. ARTICLE RECEPTION AND INITIAL REVIEW BY THE EDITORIAL COMMITTEE

Manuscripts should be sent by mail to the journal.

The editorial committee reviews the manuscript based on the following criteria:

- Scientific quality, originality, topicality and suitability of the information.
- Relevance within the scope of Subjetividad y procesos cognitivos.
- Applicability beyond the place of origin.

- Reliability regarding standards of research involving human subjects and animal testing.
- Consistency of the proposed method.

After this review, if considered necessary, the author is advised to make certain adjustments to continue with the process. If the adjustments are major, the article is rejected and the author is notified. The reasons for such decision are stated in the notification.

PHASE 2. SELECTION AND CONSULTATION WITH PEER REVIEWERS

The peer reviewers are selected based on their experience in the subject and research and publication of scientific papers in journals worldwide.

Peer reviewers are invited to participate in the evaluation of the article, by sending them the abstract or summary of the article and setting an approximate deadline for the revision.

Initially, the request for review is sent to 2 expert peers; if within a period of one week they have not answered on their availability to perform the evaluation of the manuscript, new peers are selected, with whom the proceedings are similar.

The assessment process is anonymous. Review of manuscripts is made respecting the rights of authors, reviewers and editors to confidentiality.

PHASE 3. EVALUATION BY PEERS

Once the participation of the peer reviewers has been accepted, the complete manuscript and format of assessment corresponding to the type of article for evaluation is sent to them. In this same message, they are notified that the deadline for such a review is of approximately 2 weeks. The deadline is somewhat flexible, conditioned by the peer's availability

Subjetividad y procesos cognitivos uses a form of evaluation that includes assessment of the title, summary, introduction, development of the topic, conclusions, and quotes and references (according to APA standards).

Peers assess these sectors in accordance with certain criteria:

- Treatment of the relevant literature
- Adequacy in terms of extension
- Clarity of objectives
- Conceptual Rigor
- Methodological rigor
- Coherence regarding the organization
- Clarity and strength of conclusion

At the end of the assessment, peers must indicate if they consider the article is:

- Accepted unconditionally

- Accepted on condition that the author incorporates to the text modifications in accordance with the comments and recommendations of the peer reviewers and the editorial committee to the text
- Rejected.

The evaluators also have the possibility to make confidential comments meant only for the editor.

PHASE 4. SECOND REVIEW OF THE EDITORIAL COMMITTEE AND NOTIFICATION TO THE AUTHOR OF THE STATUS OF THE MANUSCRIPT

The editorial committee of Subjetividad y procesos cognitivos reviews the assessments of the expert peer reviewers and makes the decision to unconditionally accept the manuscript, in which case during the publishing process the article goes into phase 6; ask the author (s) for a second review of the manuscript within a period of 2-3 weeks or reject it, case in which the editorial process with the manuscript ends.

In the event that a peer rejects the manuscript and the other doesn't, the editorial board evaluates the option of sending the manuscript to a third peer evaluator or the same committee again reviews it in detail, makes new suggestions and sends the manuscript to the author (s) for review and adjustment.

PHASE 5. REVISION OF CORRECTED VERSIONS BY THE EDITOR AND THE EDITORIAL COMMITTEE

Once the authors send the revised version of your manuscript, the editorial board proceeds to review the new version along with the letter the authors send to the editor explaining the adjustments and modifications made to the manuscript in accordance with the recommendations of experts. If the authors disagree with some of the recommendations, they should explain the reasons in detail. The editorial board may ask the author (s) for new clarifications or adjustments which have not been sufficiently detailed in the manuscript. The editor holds the right not to publish a manuscript if the authors do not respond satisfactorily to the requirements made.

PHASE 6. DECISION MADE BY THE EDITOR AND ASSIGNMENT OF COPYRIGHT

The editor reviews the most recent version reviewed by the authors and makes the decision regarding the manuscript. The decision is communicated to the author as soon as possible. This decision can be:

- Accepted for publication.
- Rejected.

Along with the article, the author (s) must send a note that explicitly assigns copyright to Subjetividad y procesos cognitivos. Such rights take effect as from the date of publication of the article