

RECiFiT | Publication Guidelines 2025

1. GENERAL INFORMATION

The Revista Ecuatoriana de Ciencias Filosófico-Teológicas "RECiFiT" was established in 2023 at the Pontifical Catholic University of Ecuador, within the Ecclesiastical Faculty of Philosophical-Theological Sciences. Its objective is to promote knowledge, stimulate interest in philosophy and theology, and serve as a benchmark in the academic field.

It is published semiannually.

RECiFiT is a peer-reviewed publication that uses the external peer-review system in accordance with APA 7.0 publication standards (American Psychological Association). Compliance with these requirements facilitates indexing in major international databases, thus ensuring broader dissemination of published articles and increased visibility for authors and their affiliated institutions.

RECiFiT is published in electronic format (e-ISSN: 3073-1054). Each work is identified with a DOI (Digital Object Identifier System).

2. SCOPE AND POLICY

2.1. Themes

RECiFiT aims to provide the academic community with scientific output from specialists in philosophy and theology, positioning itself as a space for philosophical and theological dissemination with national and international reach.

2.2. Contributions

RECiFiT preferably publishes research results related to philosophy and theology and their interdisciplinary dimensions: history, applied philosophy, continental and analytic philosophy, pastoral, spirituality, dogmatics, systematic theology, biblical studies, among other related areas.

Submissions must be original and present final research results. They must not have been previously published or be under review elsewhere. Authors are responsible for compliance with this rule.

Acceptable contribution types:

- Research Articles: 5,500 to 7,000 words, including title, abstracts, tables, and references (in English version, 5,500–6,800 words).

- Reports, Studies, and Proposals: 5,500 to 7,000 words, including title, abstracts, tables, and references (in English version, 5,000–6,800 words).

RECiFiT publishes digital issues semiannually, with the following publication cycle:

- January–June (June issue)
- July–December (December issue)

Manuscripts may be submitted at any time. For administrative purposes, submissions are considered received on the last day of each semester.

3. EDITORIAL PROCESS

RECiFiT acknowledges receipt of submissions via email and the platform, informing authors of the initial assessment (acceptance/rejection) and the editing process if accepted. **Authors must register for free on the journal's website.**

The official website (under "Normatives") provides the complete publication guidelines, pre-submission checklist, manuscript structure template, fillable cover page, OJS submission guide, and reviewer protocol.

Within 30 days of receiving a manuscript, authors will be notified whether the manuscript is rejected or accepted for peer review. Manuscripts that do not meet formal requirements or are outside the journal's thematic scope will be rejected without appeal. Authors of rejected papers will not receive further correspondence.

If the manuscript has minor formal deficiencies, it will be returned for correction prior to peer review. **The submission date will only count once the corrected manuscript is received.** Authors are strongly advised to review their manuscript using the self-check document before submission.

Manuscripts undergo blind peer review by two reviewers. **Based on the reviewers' reports, the editorial board will decide on acceptance/rejection and possible revisions concerning length, structure, or style, while respecting the original content.**

Review criteria (in order of priority):

- a) Logical coherence and adherence to RECiFiT editorial standards.
- b) Scientific validity and methodological quality.
- c) Relevance and novelty.
- d) Originality.
- e) Scientific contribution.

The peer review rubric is public (see annex) to ensure transparency.

The scientific evaluation period for manuscripts, once the initial assessment by the Editorial Board has been completed, shall not exceed 40 days. The average time for scientific review is 25 days, and the final acceptance takes an additional 15 days. Manuscripts that receive a positive evaluation but require modifications (whether minor or major) will be returned to the authors within a maximum of 15 days. All authors will receive anonymous scientific review reports, enabling them to make the necessary improvements or provide appropriate responses, as applicable.

Authors of accepted articles will receive galley proofs by email in PDF format prior to final publication. These must be reviewed and corrected for typographical and orthographic errors within a maximum of three days. Only minimal corrections to the content of the previously evaluated manuscript will be allowed. Once the manuscript has been definitively accepted, authors must submit the final version in English, Spanish, or Portuguese (corresponding to the original language) for bilingual publication in RECiFiT, which ensures its international accessibility and dissemination. The translated text must meet professional quality standards.

By submitting a manuscript, authors agree to serve as members of the International Council of Scientific Reviewers for a period of two years following the publication of their article.

4. SUBMISSION AND STRUCTURE

Manuscripts must be submitted through the following link: <https://recifit.puce.edu.ec/index.php/revista/login>. All authors are required to register on the OJS platform using their personal credentials. In the case of multi-authored submissions, all contributors must register individually, although only one author will be designated as the corresponding author. No author may submit or have more than one manuscript under review simultaneously. All submissions must adhere to the APA 7th edition style format (see annex: RECiFiT Article Template).

4.1 Structure

Two separate files must be submitted simultaneously:

1. **A credentials document** (in accordance with the official template);
2. **An anonymized manuscript**, strictly following the template provided in the “Guidelines” section of the official website.

a) COVER PAGE

This file must include:

- Full names and surnames of each author listed in order of precedence (the number of authors must be justified by the subject matter, its complexity, and length; the average in this field is three authors). In cases where there are more than three authors, a substantial justification of the original contribution made by the team is required, as this will be carefully considered during the manuscript's evaluation. Alongside each name, the following information must be included: professional title, institutional affiliation, email address, and ORCID number. It is mandatory to indicate whether the author holds a doctoral degree (include Dr./Dra. before the name). All authors must be registered with the International Researcher Registry (ORCID): <http://orcid.org>. The file name must follow this format: "Identification", first author's surname, and city of origin, separated by hyphens. Example: Identification-Hidalgo-Quito. For multiple authors, use the name of one author and list all surnames separated by commas, followed by the city of origin.

Example: Identification-Hidalgo, Aguirre, Gómez-Quito.

Additionally, include:

- Author(s) copyright transfer letter
- Declaration of originality

b) MANUSCRIPT

This file must contain:

- **Article Title:** A concise yet informative title must be provided, first in Spanish on the first line, followed by its English translation. The title should include as many meaningful terms as possible. A maximum of two lines (80 characters including spaces) is allowed. The responsibility for the final title lies not only with the authors but also with the editors. Therefore, if the proposed titles do not accurately reflect the content of the paper, they may be modified.
- **Abstract in Spanish:** A summary of 230–250 words must concisely describe the rationale and objective of the research, the methodology employed, the most significant results, and the main conclusions. The following structure is required: topic justification, objectives, study methodology, results, and conclusions. The text must be written impersonally: e.g., "The present work examines..."
- **Abstract in English:** A summary of 200–235 words. The use of machine translation tools is strictly prohibited for the title, abstract, and keywords due to their poor quality. Internal reviewers will also assess this aspect when evaluating the manuscript.
- **Keywords:** Six (6) in Spanish and six (6) in English. *RECiFiT* provides a thesaurus of descriptors (keywords) in Spanish with the most commonly used terms in the journal's subject areas. The use

of these descriptors and the UNESCO Thesaurus is recommended. New terms will only be accepted in exceptional cases. All terms must follow standardized scientific Spanish/English usage.

- **Introduction and Literature Review:** This section must present the foundations and purpose of the study, supported by bibliographic citations, and provide a review of the most relevant national and international literature on the subject.
- **Materials and Methods:** This section should be detailed enough to allow readers to understand and verify the development of the research. When applicable, it should include descriptions of the sample, sampling strategies, and the type of statistical analysis used. If an original methodology is employed, its rationale and limitations must be clearly described.
- **Analysis and Results:** Emphasis should be placed on the most important observations. This section should present, without value judgments, the materials and methods used, as well as the most relevant research findings. Results must be presented in figures and/or tables according to the journal's formatting guidelines (see 2025 Author Guidelines).
- **Discussion and Conclusions:** This section should summarize the main findings, relate them to other relevant studies, and highlight the contributions and limitations of the research without repeating data already discussed in previous sections. It should include interpretations of the findings and their limitations, proposals for future research, and explicitly connect the conclusions to the original objectives. Unsubstantiated claims or unsupported conclusions must be avoided.
- **Footnotes or Endnotes:** *RECiFiT* allows both footnotes and endnotes. If using endnotes, they must be placed after the list of references.

Font and line spacing for footnotes: The font size may be smaller than the main text, with different line spacing. For example, if the body uses Times New Roman 12 pt, double-spaced, the footnotes may use Times New Roman 10 pt, single-spaced.

Font and line spacing for endnotes: In this case, the same font, size, and double line spacing as the main text must be maintained.

- **Content Footnotes:** These should be used only to substantially expand or clarify information from the main text. Since footnotes may distract readers, they should not be used for complex explanations, irrelevant information, or bibliographic citations. Include only those footnotes that strengthen the discussion.
- **Copyright Footnotes:** These may be used to acknowledge permissions for copyrighted material, such as lengthy quotations or images. Remember that copyright declarations for figures and tables must appear in the figure and table notes, respectively.
- **Endnotes:** Another option is to compile footnotes in a separate page at the end of the document. This page must appear after the list of references.

4.2 Guidelines for the Reference List

Key Aspects Regarding Citations, References, and Bibliography:

Citations refer to texts that are generally not the author's own work and are included in the article to support the research and its arguments. Citations may be presented in narrative or parenthetical style, and may be either direct quotations or paraphrased content. For direct quotations, the length must be considered: if the quotation contains fewer than 40 words, it should be embedded within the text and enclosed in quotation marks; if it contains 40 words or more, it must be formatted as a block quote, separated from the main text.

A reference list consists of materials that have been cited in the text. These may include written sources such as books, journal articles, or websites, as well as audiovisual sources such as podcasts and YouTube videos. These materials provide direct support to the article through citation.

The reference list at the end of an article, formatted according to APA style, provides the necessary information to identify and retrieve each source. References must be selected critically, and only the sources actually used in the research and preparation of the article should be included.

In contrast, a bibliography serves as background reading by the author or as a set of recommended readings for the reader. It may also contain descriptive annotations. That is, a bibliography can include works that influenced the writing of the article, even if not cited directly.

Only the reference list must be included in the article, and it should be written in double spacing and formatted with a hanging indent.

Structure of the Reference List

The reference list must begin on a new page, separate from the main text. The title of this page should be **"References"**, centered at the top. The word *References* must appear in bold. Do not underline it or enclose it in quotation marks. The entire text should be double-spaced, consistent with the rest of the manuscript. In addition, each entry in the reference list must have a hanging indent of half an inch (1.27 cm) from the left margin.

A reference list should allow the reader to locate the original source from which a citation in the academic work has been drawn. Therefore, each entry must contain the following basic elements. Each element corresponds to a key question that will help the reader retrieve the complete work:

1. **Author:** Who is responsible for the work?
2. **Date:** When was the work published?
3. **Title:** What is the title of the work?
4. **Source:** Where can the work be retrieved?

General Format

Printed Book

Last name, N. (Year). *Title of the work*. Publisher.

Online Book

Last name, N., & Last name, N. (Year). *Title of the book*. Publisher. DOI or URL

Edited Book

Last name, N. (Ed.). (Year). *Title of the work*. Publisher.

To cite a book chapter or an entry in an encyclopedia, use the following format:

Chapter in an Edited Book

Author's Last Name, First Name. (Year). Title of the chapter. In Editor's First Name Last Name (Ed.), *Title of the book* (xx ed., Vol. xx, pp. xxx–xxx). Publisher.

If page numbers are not available in the above example, the chapter or entry title alone is sufficient. If the book does not have an edition or volume number, omit that information.

Example:

Renteria Salazar, P. (2006). The beginning of renewal. In M. A. Flórez Góngora (Ed.), *Bogotá: Urban Renewal, Human Renewal* (pp. 80–100). Empresa De Renovación Urbana.

Format for Book Chapter References

Last name, A., & Last name, B. (Year). Title of the chapter. In N. Last name (Ed.), *Title of the book* (pp. xx–xx). Publisher.

Last name, A., & Last name, B. (Year). Title of the chapter. In N. Last name & B. Last name (Eds.), *Title of the book* (pp. xx–xx). Publisher. <http://www.url.com>

Last name, A., & Last name, B. (Year). Title of the chapter. In N. Last name (Ed.), *Title of the book* (pp. xx–xx). Publisher. <https://doi.org/xxxxxxx>

Format for Journal Article References

Journal article (one author):

Aguaded, I. (2014). La investigación como estrategia de formación de los educadores: Máster y Doctorado. [Research as a strategy for training educators: Master and doctorate]. *Comunicar*, 43, 07–08. <https://doi.org/10.3916/C432014-a1>

Journal article (up to twenty authors):

Vanderhoven, E., Schellens, T., & Valcke, M. (2014). Enseñar a los adolescentes los riesgos de

las redes sociales: una propuesta de intervención en Secundaria. [Educating teens about the risks on social network sites. An intervention study in Secondary Education]. *Comunicar*, 43, 123–132. <https://doi.org/10.3916/C43-2014-12>

Journal article (more than twenty authors):

Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018). Altruism on American television: Examining the amount of, and context surrounding, acts of helping and sharing. *Journal of Communication*, 56(4), 707–727. https://doi.org/10.1000/45jd_example

Journal article (without a DOI):

Gabelas, J. A. (2007). Una perspectiva de la educación en medios para la comunicación en España. [A view of media education in Spain]. *Comunicar*, 28, 69–73. <https://bit.ly/2LkWBMB>

It is mandatory that all citations with a DOI (Digital Object Identifier System) be included in the References section (DOIs can be retrieved via <https://search.crossref.org/>). Journals and books without a DOI should include the link to their online version, if available, preferably shortened.

Example	of	dataset	citation:
Campbell, A., & Khan, R. L. (1948). <i>ICPSR07218-v3</i> . Inter-university Consortium for Political and Social Research [distributor]. http://doi.org/10.3886/ICPSR07218			

All URLs must be shortened using <https://bitly.com/>, **except** DOIs, which must appear in the specified format.

The use of reference management tools such as RefWorks, Mendeley, or EndNote is strongly encouraged, but their outputs should always be reviewed for accuracy.

4.3 Additional Notes

- Headings within the main body of the article must be numbered using Arabic numerals. They should not be underlined or bolded. The numbering system should not exceed three levels: 1. / 1.1. / 1.1.1. A line break must follow each numbered heading.
- Underlining must not be used in any part of the text. Latin, Greek, Arabic, and other foreign words must be italicized.
- Tables and figures must follow the editorial guidelines for articles established by *RECiFiT*.

- Abbreviations should be limited to those universally accepted (consult: <https://normas-apa.org/estilo/abreviaturas/>). When a frequently used term in the text is to be abbreviated, its corresponding abbreviation should appear in parentheses the first time the term is used; thereafter, the abbreviation may be used without parentheses.

5. OPEN ACCESS

RECiFiT is an Open Access journal. All articles are made freely and immediately available online upon publication. All manuscripts undergo rigorous peer review and are published as promptly as possible.

6. ETHICAL RESPONSIBILITIES

Each author must submit a signed statement confirming authorship and originality. Authors are responsible for becoming familiar with the journal's Code of Ethics. If applicable, a conflict of interest statement must also be submitted.

Originality: Previously published material is not accepted. Authors are responsible for obtaining the necessary permissions to partially reproduce material (text, tables, or figures) from other sources and for citing the original source accurately. The opinions expressed in the published articles are solely those of the authors. *RECiFiT* uses the plagiarism detection tools CrossCheck and Turnitin, including AI extensions, to ensure the originality of submitted manuscripts (<https://bit.ly/2SG87SN>).

Authorship: Only individuals who have made an intellectual contribution to the development of the work should appear in the list of authors. *RECiFiT* declines any responsibility for conflicts that may arise regarding authorship of published works.

Informed Consent: In cases involving research with human subjects, especially minors, authors must state that informed consent was obtained.

Copyright Transfer: A signed copyright transfer agreement must be included in the cover letter for publication in *RECiFiT*.

7. INCLUSION AND EQUALITY

RECiFiT is committed to gender policies that aim to ensure that men and women have equal rights, opportunities, and responsibilities in all areas of life. Therefore, the journal avoids the use of social stereotypes or biases.

In its editorial participation, the journal adopts measures to ensure a balanced gender composition, both within the editorial team and in the Scientific Review Committee. Additionally, the journal encourages the use of inclusive language in scientific articles in accordance with the principles of gender equality, allowing

for the use of gendered grammatical endings (e.g., -os/-as in Spanish) or generic terms and expressions when referring to people in manuscripts.

8. ARTICLE PROMOTION AND DISSEMINATION

Authors commit to actively promoting the dissemination of their published manuscripts, as well as the journal as a whole. Articles should be promoted using the official website link:

<https://recifit.puce.edu.ec/index.php/revista/index>

RECiFiT encourages authors and the scientific community to maximize the visibility and dissemination of their work in its final version through the following channels:

1. Email contact lists and social media platforms (Facebook, Twitter, LinkedIn).
2. Institutional repositories and public repositories (Mendeley, JSTOR, Dialnet, Digitalia, etc.).
3. Academic social networks (ResearchGate, Academia.edu, Kudos...).
4. Personal or institutional websites, blogs, etc.
5. Google Scholar, ORCID, Researcher ID, Scopus ID.
6. Printed copies acquired directly and distributed to specialists for reading and potential citation.