

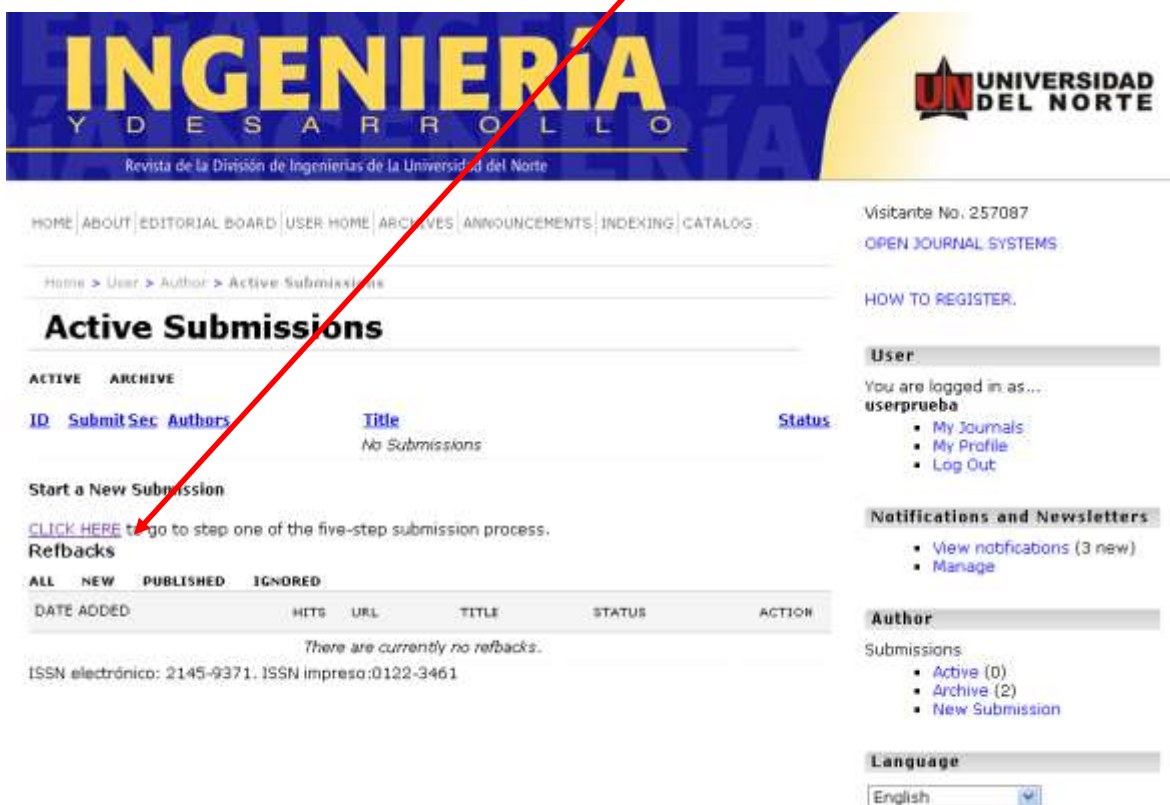
SYSTEM MANUAL– OPEN JOURNAL SYSTEM

(SECTION 1.2)

INSTRUCTIONS FOR SUBMITTING ARTICLES THROUGH THE JOURNAL WEB SITE

The editorial process begins with the author submitting a draft article. The author should be **registered with the journal** as an author and should follow these steps:

1. Click on [CLICK HERE](#)



The screenshot displays the journal's website interface. At the top, there is a blue banner with the text 'INGENIERÍA Y DESARROLLO' and the logo of 'UNIVERSIDAD DEL NORTE'. Below the banner, a navigation menu includes links for HOME, ABOUT, EDITORIAL BOARD, USER HOME, ARCHIVES, ANNOUNCEMENTS, INDEXING, and CATALOG. The main content area is titled 'Active Submissions' and features a table with columns for ID, SubmitSec, Authors, Title, and Status. The table currently shows 'No Submissions'. Below the table, there is a section for 'Start a New Submission' with a link labeled 'CLICK HERE' that is highlighted by a red arrow. Other sections include 'Rebacks' (showing 'There are currently no rebacks.'), 'User' information (logged in as 'userprueba'), 'Notifications and Newsletters' (3 new notifications), and 'Author' information (0 Active, 2 Archive, 1 New Submission). The footer contains ISSN information: ISSN electrónico: 2145-9371, ISSN impreso: 0122-3461.

2. Complete the submission details in the section titled, "**Begin Submission.**" **Select the most appropriate section of the journal** for the article. It is necessary to check all of the **options on the "Submission checklist"** to submit an article. **Save and Accept the changes** and then move on to the next step.

INGENIERÍA Y DESARROLLO
Revista de la División de Ingenierías de la Universidad del Norte

UNIVERSIDAD DEL NORTE

HOME | ABOUT | EDITORIAL BOARD | USER HOME | ARCHIVES | ANNOUNCEMENTS | INDEXING | CATALOG

Home > User > Author > Submissions > New Submission

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Línea 123](#) for assistance (3509509 Ext 4123).

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The letter or e-filing for the submission of an article to the journal must certify the following: The manuscript is original and has not been published or submitted for review, and it complies with the rules for publication. Further, the authors agree not to withdraw the article or present it to another journal without having received notice from the Editorial Committee, which reports whether the article has been accepted for publication.
- Presentation format for the article: Check that the submission is an original research article, technical note, reflection article or review article. You can download it [here](#)
- Length: 20 pages that are double-spaced on letter size paper with 12-point font presented in a single column (Flexible up to 25 p. approx.).
- Article Title: In Spanish and English
- For each author (in this order):
 1. First and Last Name

Visitante No. 257090
OPEN JOURNAL SYSTEMS

HOW TO REGISTER.

User

You are logged in as...
userprueba

- My Journals
- My Profile
- Log Out

Notifications and Newsletters

- View notifications (3 new)
- Manage

Language

English

Journal Content

Search

All

Search

3. Upload the article, which should be formatted as a .doc file (Word):

- i. Click the **Browse** button
- ii. Select the article to upload (.doc format)
- iii. Click the **Upload button**

INGENIERÍA Y DESARROLLO
Revista de la División de Ingenierías de la Universidad del Norte

UNIVERSIDAD DEL NORTE

HOME | ABOUT | EDITORIAL BOARD | USER HOME | ARCHIVES | ANNOUNCEMENTS | INDEXING | CATALOG

Home > User > Author > Submissions > New Submission

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Línea 123](#) for assistance (3509509 Ext 4123).

Submission File

No submission file uploaded.

Upload submission file

No se ha seleccionado ningún archivo

[ENSURING A BLIND REVIEW](#)

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Visitante No. 257095
OPEN JOURNAL SYSTEMS

HOW TO REGISTER.

User

You are logged in as...
userprueba

- My Journals
- My Profile
- Log Out

Notifications and Newsletters

- View notifications (3 new)
- Manage

Language

English

Journal Content

Search

All

4. Enter the metadata associated with the article.

The screenshot shows the submission interface for 'INGENIERÍA Y DESARROLLO' at Universidad del Norte. The page is titled 'Step 3. Entering the Submission's Metadata'. A progress bar at the top indicates the current step: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA (highlighted), 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. The 'Form Language' is set to 'English'. Below this, a note states: 'To enter the information below in additional languages, first select the language.' The 'Authors' section contains several input fields: 'First name*', 'Middle name', 'Last name*', 'Email*', 'URL', and 'Affiliation'. A 'Country' dropdown menu is also present. A 'Bio statement (E.g., department and rank)' field is at the bottom. On the right side, there is a user profile section for 'userprueba', a 'Notifications and Newsletters' section with a 'View notifications (3 new)' link, and a 'Journal Content' search section with a search box and a 'Search' button. The top navigation bar includes links for HOME, ABOUT, EDITORIAL BOARD, USER HOME, ARCHIVES, ANNOUNCEMENTS, INDEXING, and CATALOG. The top right corner shows the visitor number 'Visitante No. 257101' and 'OPEN JOURNAL SYSTEMS'.

NOTE:

Enter the title, keywords and abstract in either English or Spanish after checking the language box according to the type of data that will be entered.

5. Upload additional documents if necessary (in a compressed folder), including formats, images and tables.

INGENIERÍA

Y DESARROLLO

Revista de la División de Ingenierías de La Universidad del Norte



HOME | ABOUT | EDITORIAL BOARD | USER HOME | ARCHIVES | ANNOUNCEMENTS | INDEXING | CATALOG

Home > User > Author > Submissions > New Submission

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file No se ha seleccionado ningún archivo

[ENSURING A BLIND REVIEW](#)

***Si no tiene material adicional, por favor de clic en el boton Guardar y Continuar para dirigirse al paso # 5.**

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Visitante No. 257110

OPEN JOURNAL SYSTEMS

HOW TO REGISTER.

User

You are logged in as...
userprueba

- My Journals
- My Profile
- Log Out

Notifications and Newsletters

- View notifications (3 new)
- Manage

Language

English

Journal Content

Search

All

6. Confirm submission by selecting the button, "Complete submission".

The screenshot shows the 'Step 5. Confirming the Submission' page. At the top, there is a blue header with the journal title 'INGENIERÍA Y DESARROLLO' and the Universidad del Norte logo. Below the header is a navigation menu with links like HOME, ABOUT, EDITORIAL BOARD, etc. The main content area has a breadcrumb trail: Home > User > Author > Submissions > New Submission. The title 'Step 5. Confirming the Submission' is prominently displayed. Below it, a progress indicator shows '5. CONFIRMATION' as the current step. A paragraph explains that clicking 'Finish Submission' will result in an email confirmation. A 'File Summary' table lists the submitted file 'PAUTASESCRITURAART.PDF' with a size of 104KB, uploaded on 2013-09-24. At the bottom of the table are 'FINISH SUBMISSION' and 'Cancel' buttons. The ISSN information is provided at the very bottom. On the right side, there is a sidebar with user information (User: userprueba), notification settings, language selection (English), and a search bar.

HOME | ABOUT | EDITORIAL BOARD | USER HOME | ARCHIVES | ANNOUNCEMENTS | INDEXING | CATALOG

Home > User > Author > Submissions > New Submission

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Scientific Journal Ingenieria y Desarrollo click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Scientific Journal Ingenieria y Desarrollo.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
20821	PAUTASESCRITURAART.PDF	Submission File	104KB	2013-09-24

FINISH SUBMISSION Cancel

ISSN electrónico: 2145-9371, ISSN impreso:0122-3461

Visitante No. 257111
OPEN JOURNAL SYSTEMS

HOW TO REGISTER.

User

You are logged in as...
userprueba

- My Journals
- My Profile
- Log Out

Notifications and Newsletters

- View notifications (3 new)
- Manage

Language

English

Journal Content

Search

All

Search

The author will receive an automatic email confirmation from the Senior Editor.