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ARTICLE SUBMISSION GUIDELINES

Contaduría y Administración, a journal published every four months, aims to contribute to the advancement of scientific and technical knowledge in accounting, management and managerial informatics through publishing theoretical and applied research articles, primarily, as well as essays, including those which analyze problems of the research activities in such disciplines. The journal also publishes relevant documents, book reviews and Spanish translations of outstanding articles originally published in English.*

Accordingly, articles and essays written from the theoretical and methodological perspective of other disciplines –such as organization theory, economics, sociology, psychology, political science and philosophy– are also accepted as long as they contribute to the study of theoretical and technical phenomena of accounting, management or managerial informatics.

Manuscripts should comply with the following requirements:

1. Reviewing process

All articles and essays are submitted to blind review by at least two distinguished specialists on the subject, who are independent of the Editorial Committee.

2. Exclusiveness

All manuscripts should be original unpublished work and should not have been submitted for publication elsewhere.

3. Length and abstract

Research articles and essays should be written in Microsoft Word in 12 point Times New Roman font and 1.5 spaced text. The maximum length is 30 pages

* *Contaduría y Administración* has published, for example, Spanish versions of the following articles: Markowitz's (Nobel Prize on Economics 1990) "The Early History of Portfolio Theory: 1600-1960" (three months after his original publication) and H Koontz's classic essays "The Management Theory Jungle" and "The Management Theory Jungle Revisited".

letter size (21,59 x 27,94) including graphs, tables and references. An abstract of no more than 15 lines should be included. Up to 5 key words should be included at the end of the abstract. Abstract and key words should be at the beginning of the article or essay.

Books reviews should refer to recently published books and should not be less than 3 pages long, letter size (in the same font and spaced required for articles).

4. References, footnotes and bibliography

References in the body of text should be made by consistently following either one of these options: a) traditional system (as numbered footnotes), or b) Harvard notation or APA (American Psychological Association) style (last name of the author or authors, year of publication, and pagination, enclosed in a single pair of parentheses, e.g.: (González, 2002: 78-79). More details of this style may be found in the *APA Style* manual or in www.apastyle.org

Literal quotations longer than 5 lines should be written single spaced, with a 5 characters space left margin and in Times New Roman 10 points font.

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The name of the author or authors should be omitted in the body of manuscripts in order to comply with the blind reviewing process. With all manuscripts (articles, essays and book reviews) a different file containing the following data should be sent:

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Paragraphs should not have indentation. An additional line should be inserted between paragraphs.

6. Grammatical correction

Submissions that are not clearly written and free of grammatical errors will not be considered. Editors reserve the right of making editorial changes when pertinent.

7. Papers in English or French

Even though the official language of the journal is Spanish, works in English and in French are also received; if accepted, they will be published in their original language. Nevertheless, if the author also submits the corresponding translation to Spanish (which would be highly appreciated) both versions will be published. In exceptional cases the journal will take care of translating the paper to publish it both in its original language and in Spanish.

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8. Manuscript submission

Manuscripts should be submitted electronically to the editorial coordinator, Lic. Tania González Alvarado (revistacya@lycos.com or revista_cya@yahoo.com.mx), as an email attachment. They also may be sent to her in diskette –indicating in the label author's name and title of the work and attaching a printed version– to the following address:

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