

GUIDELINES FOR AUTHORS JBHSI

About the journal

The Journal of Behavior, Health, & Social Issues (JBHSI) is a publication that appears twice a year, aimed for specialists and people interested in basic animal behavior and human behavior in the fields of health, education, work and social issues. The papers are published in English or Spanish. The journal disseminates articles dealing with methodological, theoretical, conceptual and empirical research.

Periodicity

JBHSI is published on May and November, with ISSN 2007-0780 number for its printed and ISSN2007-0772 for its digital version. The organizational structure for its publication rests upon the Mexican Association of Behavioral Health. The journal is open to individuals interested in contributing for the advancement of knowledge and understanding of the mechanisms that underlie the functioning of animal and human organisms, as well as for the study of processes affecting health behavior in the complex network of social interactions.

Indexation

The journal appears in the following indexes and bibliometric bases: REDALYC (Network of Scientific Journals of Latin America and the Caribbean, Spain and Portugal), UNAM Catalogue of peer reviewed scientific journals, Latindex (Regional Information System for Online Scientific Journals from Latin America, the Caribbean, Spain and Portugal), CLASE (Latin American citations in Social Sciences and Humanities), PEPSIC (The portal of electronic journals in psychology), LILACS (Database of Latin American and Caribbean Literature on Health Sciences), PSICODOC (Bibliographic database of Psychology), Ibero American Actuality: International index of journals, Ulrich and SciELO (Scientific Electronic Library Online).

Ethical aspects

The journal establishes explicitly that it disseminates research based on ethical principles of the behavioral sciences and that it does not tolerate scientific malpractices in production nor in dissemination of knowledge. The authors sending proposals of articles to be published in the journal, accept to endorse these requirements and assume their corresponding responsibilities.

General Editor Responsibilities

- a) The editor is responsible of deciding which paper can be accepted for the Journal and the Editorial Committee will take the final decision about the paper to be published.
- b) The editor is responsible for everything published in the journal. The editor will cater to the needs of readers and authors; promote improvements in the Journal; ensure the quality of the material published; promote academic and scientific standards. Moreover, the editor must be willing to publish corrections, clarifications, retractions and apologies when necessary.
- c) The editor's decision to accept or reject a paper for publication should be based only on the importance of the article, originality, clarity and relevance to the work represents for the Journal.
- d) The editor commits to ensure the confidentiality of the evaluation process, the identity of the authors would not be reveal to the reviewers or vice versa.
- e) The editor is responsible for properly informing the author of the editorial process phase in which the text is, as well as the resolutions of the reviews. f) The editor should evaluate manuscripts and their intellectual content without regard to race, gender, sexual orientation, religious beliefs, ethnicity, nationality, or political philosophy of the authors.
- f) The editor and any editorial staff shall not divulge any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers or other editorial advisers.
- g) All untold materials disclosed in a manuscript submitted will not be used for personal research of an editor, without the express written consent of the author. Privileged information or ideas obtained

through peer review shall be confidential and not used for personal gain. Editors must make fair and impartial decisions and ensure a review process fair and appropriate pairs.

Editorial Committee Responsibilities

- a) The description of the peer review process is defined and released by the Editorial Committee to the authors to be aware of the evaluation criteria. The Editorial Committee is always ready to resolve any controversy in the assessment process.
- b) Once the review of a paper is ready, a member of the Editorial Committee will give appropriate follow-up. In the case of article publication, the committee will require the necessary documentation to the author designated as the main contact.
- c) The Editorial Committee is committed to maintaining steady and productive communication with authors and gives timely solution to questions that may arise in the process.

Authors Responsibilities

- a) Authors should ensure that their manuscripts are the product of his original work and that the data have been obtained in an ethical manner. They must ensure that their work has not been previously published or are not being considered in another publication. It is considered as a previously published work when any of the following situations:
 - 1. When the full text is published.
 - 2. When extensive fragments of previously published materials are part of the text sent to a Journal.
 - 3. When the work submitted to the Journal this content in memoirs published verbatim.
 - 4. These criteria relate to previous publications in printed or electronic form and in any language.
- b) For the publication of their works, authors should strictly follow the publication rules defined by the Editorial Committee.
- c) The authors will send to the Journal one version of the original paper without personal information (name, contact details, affiliation, etc.) and excluding his name from the citations in which appears.
- d) Authors must submit a precise description of the work done, as well as an objective discussion of its significance. Underlying data should be represented accurately in the article. A document must contain sufficient detail and references to permit others to use the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
- e) All ideas in the manuscript should be well supported, referenced and included in the list of references.
- f) The authors should ensure that they have written entirely original works, and if the authors have used the work and / or words of others has to be properly cited. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. Consequently, any manuscript that incurs plagiarism will be removed and not considered for publication.
- g) Sources must be recognized properly. Authors should cite publications that have been influential in the nature of the work presented. Should avoid the abuse of self-citations. Information obtained privately, as in conversation, correspondence or discussions with third parties should not be used without express written permission from the source.
- h) Authorship should be limited to those who have made a significant contribution to the conception, design, execution or interpretation of the study. All those who have made significant contributions should be listed as co-authors. The principal authors should indicate what has been the contribution of each author and co-authors on the manuscript, ensuring that all co-authors are included in the article, and has seen and approved the final version of the document and agreed to its submission for publication.
- i) All authors should disclose in their manuscript any financial conflict of interest or other background that could influence the results or interpretation of their manuscript. Reveal all sources of financial support for the project.
- j) When an author discovers a significant error or inaccuracy in his published work, it is their duty to notify immediately the General Editor.

Responsibilities of Reviewers

- a) The reviewers undertake to notify any unethical behavior on the part of the authors and point out all the information that may be grounds to refuse publication of paper. They must also commit to keeping confidential information related to the articles evaluated.
- b) To review the work, reviewers should have guidelines for this task. Such guidance should be provided by the editor and are those that should be considered for evaluation.
- c) All reviewer selected must notify in the shortest possible time to the editor, if they are qualified to review the investigation of a manuscript or if it is not possible to do the review.
- d) Any manuscript received for review must be treated as a confidential document.
- e) The reviewers should be conducted objectively. All personal criticism to the authors is inappropriate. Reviewers should express their views clearly and with valid arguments.
- f) Any inside information or ideas obtained through peer review must be kept confidential and not used for personal gain.
- g) The reviewers should not evaluate manuscripts in which they have conflicts of interest.

Publication malpractice statement

If the authors engage in inappropriate practices, this is: to submit articles that are not of his own, presenting not genuine, altered, or otherwise data reflect inclusion fraud, negligence or omission of following basic aspects of psychologists ethics code during or after production, will be life banned to publish in the journal, and a letter of estrangement to the director of the institution to which they belong denouncing the fact, with a copy of such notice to leading journals of the discipline in Mexico will be sent.

Peer evaluation

The editorial review is made on a double-blind basis so it is necessary to send in a separate file: title of the article, the author's full name, institutional affiliations, e-mail, phone and a brief description of their contribution to the paper. In this file include acknowledgments if applicable.

Once the editor has received a paper proposal, he assigns the article to the editorial team in order to send it to review. A member of the editorial team chooses three anonymous reviewers to evaluate each article; reviewers are specialists on the central theme of the article, selected from institutions different from the affiliation of the first author. An article is accepted if it receives two favorable reviews. The final decision for publication is given by the editor, based on the peer's recommendations.

Characteristics of the paper: length and format

- The paper must be original and it must be submitted only to this journal and not to another one, these conditions must be stated in the cover letter.
- Manuscripts submitted to JBHSI usually are between 5 000 and 7 000 words, with figures, tables, references and appendixes. We encourage the use of Times New Roman size 12 characters, double spaced, with standard margins prepared with Word. Special cases of a greater length accompanied by an appropriate justification could be considered exceptionally.
- Papers should be prepared aligned to the left, without indentations, this applies to all the text, even for titles and references. All paragraphs, titles and subtitles should be flush to the left of pages, without bold or italics letters. We discourage the use of headings or footnotes.
- Empirical studies should be organized as follows: introduction, method, subjects / participants, apparatus and materials, procedure, results, discussions, conclusions and references.
- Please include the identification of (title), (second language title), (running head), (authors' note), (level1 subtitle), (level 2 subtitle), (level 3 subtitle) to the side of the specific segments. At the end of the paper include a list of the headings of figures and tables.
- Number your pages.

References

All references must be on the reference list, and all references in the list must be in text. References should be in APA format but without indentation, that is text should be aligned to the left for all references. For entries with more than one author, use the ampersand (&) and a “,” before it for all cases. Add a line feed after each reference.

Errors in references are the responsibility of authors and will delay publication.

Some examples for references:

Articles:

Katz, L., & Epstein, S. (1991). Constructive thinking with laboratory stressor induced stress. *Journal of Personality and Social Psychology*, 61, 789-800. doi:10.1037/0022-3514.61.5.789.

Johansson, A., & Gotestam, K.G. (2004). Internet addiction: Characteristics of a questionnaire and prevalence in Norwegian youth (12-18 years). *Scandinavian Journal of Psychology*, 45, 223-229. doi:10.1111%2Fj.1467-9450.2004.00398.x

Chapters:

Feltovich, P., Johnson, P. E., Moller, J. H., & Swanson, D. B. (1984). LCS: The Role and Development of Medical Knowledge in Diagnostic Expertise. In W.J. Clancey & E.H. Shortliffe (Eds.), *Readings in Medical Artificial Intelligence: The First Decade*. Reading, MA: Addison-Wesley.

Pazos Sierra, J. (1987). Sistemas de inferencia dirigidos por patrones: Sistemas de producción. En J. Pazos Sierra (Ed.), *Inteligencia Artificial: Programación heurística* (pp. 172-260). Madrid: Paraninfo.

Books:

Field, A. (2005) *Discovering statistics using SPSS*. London: Sage.

Ormerod, T. C. (2005). Planning and ill-defined problems. In R. Morris & G. Ward (Eds.), *The cognitive Psychology of planning*. London: Psychology Press.

Electronic references:

Arís, N. (2008). El síndrome de Burnout en los docentes de educación infantil y educación primaria en la zona del Valles Occidental. Barcelona, *Electronic Journal of research in Educational Psychology*. 7(2), 829-848, 2009 (No 18). Recuperado Marzo18, 2011 de: http://convivencia.educa.aragon.es/admin/admin_1/file/Materiales%20-Trab_investigaciones/contador_articulo_3030.pdf

When in doubt consult the latest *APA Manual* for other cases of references.

About the DOI number

Given that JBHSI is a DOI journal, authors should add DOI identifiers for all references that have one in their manuscript. Use <http://www.crossref.org/guestquery/> to search DOI identifiers from each one of your references.

To find an identifier, follow the site directions. "When the reference has a DOI number, add: doi:DOI number without spaces".

How to send a proposal

Authors that use the OJS should submit their proposal to this address: <http://www.journals.unam.mx/index.php/jbhsi>. To do so, you need to register first as an author. A second option is to send the paper to the editor, using a Word file, sending figures in separate files using an image format.

Your proposal should include:

- a) File of the article, with all personal information removed. The name of this document should be: art-anonymous-theme, where "theme" is a descriptor from the title of the paper. Use the same theme word for the rest of the files needed for submission.
- b) File for tables, figures or appendix. The name for this file should be: table-1-theme, figure-3-them, appendix-2-theme.
- c) Autor's data- This file should include, title in English, title in Spanish, full name of each of the authors, name of their institutions (do not use abbreviations, nor acronym), city and country. For describing the contribution of each of the authors (acronyms are encouraged). Acknowledgments if applied should appear in this section. Make sure to include the postal address and email of the contact author. The name for this file should be: data-author-theme.
- d) Statement file. A cover letter addressed to the editor, signed by the responsible author or contact, stating that the paper is original, that it has not been published and that it has not been submitted to another journal. In this letter include a paragraph stating that authors give the reproduction rights to the Mexican Association for Behavior and Health, which is entitled to reproduce the paper by any means considered appropriate for dissemination among the scientific community. The name of this file should be: cover-letter-theme.

Once the paper has two favorable reviews and the editor has approved it, the "contact author" is required to obtain from article's authors: identification data, photo and copy of deposit receipt, and send these documents to the email: editorial.jbhsi@gmail.com. The identification data and the photo of each author will appear in the journal's volume in which their article will be published.

- a) Identification data- Document in Word format, Times New Roman, size 12, single spacing and length between 60-120 words. The form must contain the information and be in the same format as presented below:

Name: ...(Full Name). Degree: ...(put at least the last academic grade, optionally include the institution where was obtained). Ascription:... (Name of the institution where currently works, department and appointment, in case of being a student, the name of the institution in which you are enrolled). Research Area: ...(describe briefly at least one and no more than two). (Other positions: ... optional). (Distinctions:... optional). Address: ...(complete Institutional address, including post code and the country, you can put or not your office telephone). Email: ... (at least one electronic mail, you can include web page data).

- b) Individual and recent author's photography, in color, jpg file, with approximate dimensions of: 10 x 10 cm, print quality and resolution of 180 dpi. The face has to be presented clearly (at any angle: front, profile, etc.) from the shoulders, the background is optional.

- c) A copy of the deposit receipt. Because the JBHSI chose the golden path of Open Access, in which the authors share part of the costs necessary for the dissemination of quality scientific research, for the publication of their articles, authors and co-authors must make a contribution to the Mexican Association of Behavior and Health, A.C. (see current contribution amount in <http://asomexcomsal.blogspot.mx/2013/05/mesa-directiva-2013-20116.html>)