

Guidelines for authors

This Guide for authors details the requirements and the process for submitting a manuscript to *Elecciones Journal*. It is organized into three sections that help the preparation of the manuscript to be submitted for consideration.

1. CONSIDERATIONS BEFORE SUBMISSION

Editorial policy and research ethics guidelines

Elecciones Journal publishes original, previously unpublished research articles. Authors must respect international regulations on the copyright of texts, graphics, and other materials incorporated into their pieces. The Editor, the Drafting Committee, and the reviewers supervise editorial policy and research ethics. Although, in the first instance, authors must also guarantee it.

Declaration of interests

Authors must disclose any relationships with other people or institutions that could bias what the manuscript submitted argues. The relationship may not necessarily be financial. If this type of relationship exists, it must be acknowledged in the manuscript with a footnote.

Use of inclusive language

Elecciones Journal uses and encourages the use of inclusive language. Inclusive language recognizes diversity and respect for all people. Likewise, manuscripts shall not contain any content implying the superiority of an individual or group of individuals based on race, gender, age, sexual orientation, culture, etc.

Authors should use inclusive language throughout their articles, which should display contents free of stereotypes and prejudices. In this line, the use of neutral words is recommended.

Authorship rights

The authors transfer to *Elecciones Journal* the right of reproduction, edition, and distribution of their articles. All articles are licensed under the Creative Commons Attribution license (CC BY-NC-ND 4.0), which allows third parties to use the material as long as they credit the author/s and its publication in this journal.

2. PREPARATION AND SUBMISSION OF THE MANUSCRIPT

Format, word limit, and text style

Manuscripts must be submitted to *Elecciones Journal* in Microsoft Word format. Likewise, it must be thoroughly anonymized, removing self-identifying citations and document metadata. Although, the authors can cite their work in the bibliography.

Each article has a word and character limit. These are:

- Articles and Varia: 8,000 words (approximately 48,000 characters with spaces).
- Research Notes: 5,000 words (approximately 30,000 characters with spaces).
- Elections Analysis: 3,000 words (approximately 18,000 characters with spaces).

The word and character count includes the title, abstract, footnotes, and bibliography.

The article's title should not exceed a maximum of 15 words and should include the central elements of the article's content.

The entire document must be written in Garamond, font size 12, single-spaced. In the case of footnotes, these must be in Garamond, font size 9. The text must be fully justified and should not be indented. The titles or the content of the paper should not be bolded or underlined. Do not place additional line spacing between paragraphs. Heading levels must be numbered.

The first-time abbreviations or acronyms appear in the text, the full spelled-out version has to be presented as well. After this, it is enough to use the abbreviation or acronym alone.

Essential information

In an attached letter, the authors must detail their names and surnames, their institutional affiliation, their digital identity code [ORCID ID], and their contact email in the Open Journal System (OJS) system. This information should not be included in the article.

Title

The title must be clear, concise, and must not exceed a maximum of 15 words. A Spanish version of it must also be submitted.

Abstract

Abstracts should not exceed 250 words and should clearly and concisely state the objective and argument of the article. A Spanish version must also be submitted.

Keywords

Authors must provide a maximum of 5 keywords that directly reference what is addressed by their text. A Spanish version must also be submitted.

Article structure

The article must have a standard, classic structure and be divided into sections containing the following core elements: I. Introduction. II. Theoretical Discussion. III. Methodology. IV. Data analysis. V. Conclusions. VI. Bibliographic references. These are suggested titles.

Tables and figures

Tables must be submitted as editable text. Tables can be placed in the text or, at the end, on separate pages. It is recommended to use tables moderately and to avoid duplicating information described elsewhere in the article. Avoid applying cell shading, using bold fonts, vertical margins or side borders. In tables, Garamond font should be used.

Figures must be submitted in separate files in JPG or TIF format. *Elecciones Journal* does not publish photographs or scanned images. Files that are too low in resolution or graphics that are disproportionately large for the content will not be accepted.

All tables and figures must be numbered and duly referenced.

Footnotes page

Footnotes should be indicated by superscript numerals. Use footnotes for adding text only. In no case should complete bibliographic references be included as these should be included at the end of the article. It is recommended not to overuse footnotes and not to use more than 15-20.

Bibliographic citations

Citations must be placed within the body of text and not in the footnotes. These should indicate the author's last name, year of publication, and the page number, all in parentheses. Example:

(Suárez Cao 2014, 193)

If the work has two authors, their surnames are joined by the conjunction "and". Example:

(Martínez-Hernández and Zapata 2020, 65)

If the document has three or more authors, it is enough to cite the first author followed by *et al.* Example

(from Souza Vieira *et al.* 2019, 99-101)

If citing multiple works by the same author or group of authors in the same year, a letter (a, b, c...) must be added after the year. Example:

(Ziblatt 2019b, 48)

The quoted author's name can be used in the text; the year and the page must be placed in parentheses. Example:

As Tuesta Soldevilla (2020, 15) points out, ...

Bibliographic references

The bibliography will be incorporated at the end of the article and should only contain references cited in the text. It is not possible to enter additional references that are not in the article. The bibliography must be arranged alphabetically by the first surname. It is recommended not to use bibliography management systems that make it challenging to edit the texts. You must also follow the Chicago Manual of Style, 16th edition.

In case there are two or more references with the same author and year, distinguish them by using a letter. Example:

Campos, Milagros. 2020a. "Parliamentary control in times of COVID-19." In *Constitution and health emergency*, coordinated by César Landa Arroyo, 105-110. Lima: Palestra Editores.

Campos, Milagros. 2020b. "The parliamentarism of the Peruvian presidentialism." In *Fundamental Rights*, coordinated by César Landa Arroyo, 25-30. Lima: Palestra Editores.

Other commonly used examples are:

- Books by an author

Power, Margaret. 2002. *Right-Wing Women in Chile: Feminine Power and the Struggle against Allende, 1964–1973*. University Park: Pennsylvania State University Press.

- Two or more authors

Levitsky, Steven, and Mauricio Zavaleta. 2019. *Why are there no political parties in Peru?* Lima: Planet Peru.

- Chapters of books

Rodriguez Olivari, Denisse. 2017. "Poor parties, rich campaigns." In *Peru: 2016 elections. A divided country and an unexpected result*, edited by Fernando Tuesta Soldevilla, 65-90. Lima: PUCP.

- Scientific journal articles

Gooch, Andrew, Alan Gerber, and Gregory A. Huber. 2021. "Evaluations of candidates' non-policy characteristics from issue positions: Evidence of valence spillover". *Electoral Studies*, 69. DOI: 10.1016 / j.electstud.2020.102246.

- Articles published in newspapers (printed)

Dowd, Maureen. 2020. "Oh, Brother! Tears for Trump." *New York Times*, Noviembre 26.

- Articles published in newspapers (online)

Campos, María Alejandra. 2020. "The politics of fiction." *El Comercio*, November 28. <https://elcomercio.pe/opinion/columnistas/la-politica-de-la-ficcion-por-maria-alejandra-campos-noticia/>.

Submission

Articles must be submitted through the *Elecciones Journal* platform (OJS) following the registration of the authors.

Statement of Originality and Copyright Transfer Form

Authors must fill out and submit the *Statement of Originality and Copyright Transfer Form*. Here, the authors certify the originality of the article and transfer the reproduction, edition, and distribution rights to the Journal.

Peer evaluation

According to the editorial policies of *Elecciones Journal*, all submitted works go through a pre-evaluation process where the Editor and the members of the Drafting Committee determine if the submitted manuscript complies with the approach and the established guidelines. Once this stage has ended, the Drafting Committee assigns

each article to a minimum of two external reviewers. If their assessments differ, the Drafting Committee will evaluate the possibility of consulting a third reviewer. The evaluation will be carried out according to a format established by *Elecciones Journal*.

Editorial decision

Once the blind peer-review is completed, the Editor will contact the authors via email to communicate the editorial decision on the manuscript. The manuscript submitted can receive the assessment of:

- Not publishable.
- Publishable if suggestions are addressed and after a new review by the reviewers.
- Publishable after addressing minor suggestions.
- Publishable without comments.

3. AFTER BEING ACCEPTED

Corrections made by the reviewers

In the event of receiving the assessment of “publishable if suggestions are taken into account and after a new review by the reviewers” or “publishable after addressing minor suggestions”, the authors will receive the reviewers’ feedback. The comments and suggestions must be taken care of by the authors, and once the manuscript has been corrected, it can be returned to the reviewers so they can assess whether the changes made meet their suggestions.

Submitting the revised article

The Drafting Committee will determine a reasonable deadline for submitting the revised article. This term will depend on the given review and will be communicated to the authors.

Style Review

Articles accepted without observations and corrected are then sent to a Style Reviewer who will suggest changes to the text when appropriate. These changes are sent to the authors, and their incorporation is optional.

Publication

The latest version of the edited articles is sent to the authors for their final approval. It then goes through a process of layout and publication. The digital and physical versions of the issue of *Elecciones Journal* is sent to the authors.