

## Guidelines for submissions

### Peer review process

The journal is published every January 1st and July 1st. Assessment results are delivered no later than six weeks before each publication.

Assessment standards:

1. Originality. The author must send the Submissions Letter (sworn statement), attached to the paper, signed, and transferring the rights for the dissemination of the paper (s). Articles must have the theme of Asian studies with approaches to traditional and emerging disciplines, in the field of humanities and social sciences.
2. Papers are also accepted for methodological purposes such as recent theoretical and epistemological proposals, evaluations of sources. Furthermore, one section is dedicated to the publication of essays on social action, and another to that of book reviews and research essays.
4. The reception of papers does not presuppose publication.
5. Papers must include the academic or scientific affiliation of their author or authors.
6. The papers must include the title, the abstract and the keywords in two languages, in its original language, be it in Spanish and in English.
7. For the keywords in Spanish and English it is recommended to use the UNESCO Thesaurus, Web address: <http://databases.unesco.org/thessp/>
8. The submitted paper must not be postulated for simultaneous publication in other journals or editorial boards.
9. *RIEA* 's evaluation of papers consists of a four steps process:
  1. The author must complete the data of the paper and his/her own information on the Open Journal System, otherwise the proposal does not reach the editor of the journal.
  2. The editor checks the compliance with *RIEA* requirements in the paper.

3. The paper is submitted to the process of opinion by academic peers external to the University of Costa Rica, chosen by the Scientific Council of the *RIEA*, according to the thematic axes and the specialization of the paper, and under the double blind modality (anonymous) and using the formula: RIEA Review.
  4. The reviewers can recommend modifications to the paper or adjustments of another nature, which will be conclusive for the evaluation. The author will have two weeks to include these modifications in the paper and forward it to the journal.
10. The entire evaluation process takes approximately six weeks.
11. The final decision of the publication or not of the paper is of the Editorial Board of the *RIEA*.

### **Open access policy**

The contents of the *RIEA* are protected by legislation such as the Berlin Declaration (2001), it shares initiatives such as the Budapest Open Access Initiative (BOAI), it has a Creative Commons license of type “Attribution - Non-Commercial - Share Equal” 4.0 International and applies the OAI\_PMH protocol of the "Open Archives Initiative". In addition, this publication is adhered to the San Francisco Declaration on Research Assessment (DORA).

Editing and publication rights belong to the journal and the intellectual property of the papers belongs to the authors. Papers published in the journal may be freely used for educational and scientific purposes, provided the correct bibliographic reference is made. The commercial use of the papers published in this journal is punishable by international regulations.

This journal provides immediate free open access to its content under the principle of making research freely available to the public, which encourages a greater global knowledge exchange.

### **Free publication**

*RIEA* is a free journal. Its registration, submission and evaluation of papers (see the four steps in the section: peer review process, as well as the editorial process), are completely free. The University of Costa Rica oversees the costs of each publication, so in no case, whoever proposes a paper, essay or review to the journal, will be asked to make any or similar payment.

The editorial process of *RIEA* does not include translations. We do not translate papers or provide translation services.

## Code of ethics and plagiarism detection system

*RIEA* adheres to national and international ethical regulations on the publication of documents. This journal is supported by the regulations of the Committee on Publication Ethics COPE and uses the tools of the Turnitin platform to detect academic and professional plagiarism.

The editorial process of *RIEA* is carried out by editors, authors, and reviewers. The editors are responsible for the transparent and impartial compliance of the journal's rules and regulations. The authors are responsible for sending original, novel, and unpublished research only to our journal while the peer review is taking place and for the clarity of sponsors, methodology and sources used. The authors are responsible for the content of their published papers. And the reviewers undertake to communicate possible anomalies, plagiarism or fraud in the assigned investigations, to evaluate the papers according to the regulations and the times established by the journal, and to base their opinions in accordance with the journal's evaluation forms, arguing the possible rejections or contributions to improve the quality of the document received, as well as to abstain from the use of the information from the papers until their publication in the *RIEA*.

## *RIEA* Contact

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## Guidelines for authors

*RIEA* receives papers in Spanish and English. The papers sent to *RIEA* should be original, unpublished, not having been sent to another journal and indicate:

- The title in both English and Spanish (Times New Roman font, size 20).
- The full name of the author, with details of academic quality and professional affiliation, ORCID and e-mail.
- Titles are written in Times New Roman font 16 and subtitles in Times New Roman font, size 14. Titles should not be indented, and subtitles should be 1.25 cm indented from the left. Titles and subtitles must not be bold or numbered.

- Any paper must contain abstracts of up to 150 words and a list of five key words in two languages (English and Spanish). It should appear in Times New Roman font, size 10 and single space.
- For the structure of the paper it is recommended to include an introduction, body, and a conclusion.
- The papers must be written in Times New Roman font, size 12, line spacing at 1.15, indented 1.25 cm from the left in the first line of each paragraph, with extension .txt, .docx or .rtf. The margins of the document must be 3cm, above, below, right and left.
- The papers may include tables, graphs and illustrations. Their use requires the author to indicate the source or sources of information used for each. The quality of the images must be 300 dpi at least, in .jpg, .png or .gif, will accept a maximum of six.
- It is recommended that papers do not exceed 25 pages, including graphics, tables, notes, bibliography and appendices.
- The textual citations that do not exceed three lines are put in a paragraph itself between quotes high or Saxon (" ") and normal font, not bold or italic. If the textual citation exceeds three lines it must be in a separate paragraph, with normal font, without quotations, italics or boldface, with 1.25 cm spacing from the left on all paragraph lines, indented, single spaced, and Times New Roman font, size 12.
- Bibliography and style footnotes page (see examples below) will be determined by the latest version of *The Chicago Manual Style Citation* 16va edition "Notes and Bibliography", <http://www.chicagomanualofstyle.org/home.html>. Footnotes should be numbered consecutively and are included before the punctuation mark.
- The textual citation, in the case of various languages, will be included in its original language, if it is not used in the body of paper it may be placed in the footnotes.
- The primary sources and printed primary sources should follow the format of the journal.