

plo: plano]: subtítulo (opcional y en cursiva). Escala numérica. Edición. Lugar de publicación: año.

Ejemplo:

Instituto Geográfico Nacional, Ministerio de Obras Públicas y Transportes (Costa Rica). *Istarú*. [Hoja topográfica]. Escala 1:50,000. San José, Edición 2, 1981.

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Los documentos serán sometidos al juicio de los evaluadores, quienes emplean la guía de criterios para evaluadores que tiene establecida la Revista, la cual incluye además de las normas formales, la calidad, la pertinencia y el grado del aporte científico de los artículos. Los evaluadores no conocerán el nombre del autor. Los nombres de los evaluadores tampoco serán revelados. Los evaluadores cuentan con un plazo no mayor a 30 días naturales para evaluar y entregar el dictamen pertinente a la secretaría de la Revista.

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La última decisión para la publicación o rechazo de un documento corresponde al Consejo Editorial de la Revista Geográfica de América Central.

GUIDELINES FOR AUTHORS

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Only Original and Unpublished Documents May be Submitted for Review

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- Articles should be submitted by email to the Central American Geographic Magazine at revgeo@una.ac.cr. Articles may also be submitted to the magazine editor, Ms. Lilliam Quiros Arias, MSc., at lquiros@una.ac.cr or to the editorial assistant Alvaro Consuelo Mag Chavarria at calfaro@una.ac.cr.
- In addition to this document, the author must also submit a letter stating explicitly that the document is new and original, and is not under review by another journal.
- All original articles must be submitted in proper page order and have the pages numbered correctly.
- If, after review, the document is accepted for publication, the author must submit the final document in digital format, with corrections and pages duly numbered. Documents can be articles or notes/documents.

Articles: Articles must be related to geographic issues or problems of a theoretical or methodological nature, or a case study.

Notes and documents: These can be official results of institutions, events, conclusive scientific or professional processes or dynamics or results from a step or process. They can mention plans of study at Universidad Nacional, conclusions of scientific meetings or workshops, summaries of high-impact projects, documents formulating official policy or geographical impact programs, among others. Such submissions should be three to ten pages.

2. RULES FOR SUBMITTING ARTICLES

The documents must be sent electronically by email in Spanish, English or Portuguese with a summary, or abstract, of no more than 10 lines, in

the vernacular language or English, with a maximum of five key words in both English and Spanish/Portuguese. Maximum article size should be no more than 25 pages, including figures, graphics and bibliography.

The text must be in Word format, in Times New Roman 12 point type, double spaced with 2.5cm of margin top and bottom and 3.0cm of margin on the left and right sides.

Include the following elements: introduction, area of study, general characteristics, theoretical and conceptual framework, methodological framework, results, discussion of the results and bibliography.

The illustrations (maps, graphics, photos, etc.), tables and charts, should be numbered in the order that they appear in the text. Maps can be in color or black and white and in jpg, tiff, wmf or bmp format. No gif files, please. All illustrations should be properly placed in the text and submitted in separate files.

Bibliographic references should be cited in the text, ordered alphabetically and follow the international format of the American Psychology Association (APA).

3. ORDER OF PRESENTATION OF THE WORK

Title: Brief, clear and relative to the content, centered in bolded capital letters. Titles should be in both the vernacular and in English. Times New Roman 12pt.

Author: First and last names, right justified. Author's academic/profession credentials, work address and email address should appear as a footnote on page 1. Times New Roman 10pt.

Abstract: The abstract or summary should be submitted in the vernacular and in English. It should be a maximum of 10 lines and clearly summarize the principal aspects of the submission. Times New Roman 10pt

Key Words: Submit both in the vernacular and English. Maximum of five words. Times New Roman 10pt

Text: Begin with the introduction, differentiating the hierarchy of headings with font types and use of bold. Times New Roman 12pt double spaced.

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4. NOTES AND QUOTES

To the extent possible, limit the use of notes. Footnotes should be used solely for clarification or explanatory purposes or to guide the reader to sources of further information.

When quoting directly from another's work, follow the quote with a parenthesis citing the author's last name, year of work and page number.

Quotations of less than 40 words should be included in the text with quotation marks.

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5. BIBLIOGRAPHY

The bibliography should be arranged in alphabetical order by the author's last name, following the criteria of the APA.

Examples:

Book

Gómez, D. M. y Barredo, C. J. I. (2004). *Sistemas de información geográfica y evaluación multicriterio en la ordenación del territorio*. Madrid, España: RAMA.

Chapter of Book

Santos, M. (2000). "Por una geografía de las redes". *La Naturaleza del Espacio*. Barcelona, España: Editorial Ariel. (pp. 221-234)

Magazine

Murai, S. (1999). Libro de trabajo SIG. Volumen 1: Curso básico. En: *Revista SELPER*, Vol. 15, N° 1. (pp. 8-66)

Newspaper

Loaiza, N. V. (24 de enero, 2008). Incendios forestales provocados arrasaron 32.000 hectáreas. *La Nación*. San José, Costa Rica. (p.5)

Thesis

Romero, M. (2004). *Análisis de los cambios en la estructura del paisaje de*

l'alt Empordá, 1951-2001. Tesis doctoral. Escuela de Geografía, Universidad de Girona. España. (pp.325)

Website:

Mascaraque, S. A. (2003). Índices de causalidad y riesgo de incendios aplicados a espacios naturales protegidos de la comunidad de Madrid. Universidad Politécnica de Madrid. Recuperado: http://oa.upm.es/911/1/PFC_Riesgos_Incendios_Forestales.pdf.

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Tables and charts should be stated explicitly in the document and placed within the text using Arabic numerals.

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Figures must be explicitly stated in the document and located within the text.

Figures may be up to 13cm wide and 18cm long, in order to conform to the format of the journal.

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References

Last name, first name (author/s, initial or name; if many authors, separate by ;) or name of the responsible entity. Year of Publication: Title (in italics) [Designation of the type of material, eg., map]: Subtitle (optional and in italics). Numerical scale. Edition. Place of Publication: year

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Instituto Geográfico Nacional, Ministerio de Obras Públicas y Transportes (Costa Rica). Istarú. [Hoja topográfica]. Escala 1:50,000. San José, Edición 2, 1981.

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