

GUIDELINES FOR THE PUBLICATION OF BOOKS

The original text must be delivered in a digital version. A resume summary of the authors, their photos and the main author's data (work center, telephone, email and address) must also be provided to facilitate editorial-author communication.

Along with the work, a abstract of the work must be delivered (up to 250 words), explaining the main objective of the publication, the novelty of the topic and the contributions made. A video must also be sent, lasting approximately one (1) minute, highlighting the importance of the text for the scientific community.

About the authors

Up to six (6) authors are admitted for each book submitted. Compilations and works resulting from a collective of authors can also be prepared.

Book structure

The texts must contain the following structure:

- Cover: title and authors.
- Acknowledgments (optional).
- Table of contents or index of the book.
- Introduction or prologue.
- Body of the book, divided into chapters, headings and subheadings.
- Bibliographic references
- Annexes (if necessary).

Other formal aspects:

- Manuscripts must be submitted in Word format.
- The format to be used is Arial 12 font, without space between paragraphs, single spacing, without indentation or tabulations, with the text justified, letter-type sheet (8.5 X 11 inches).
- Sheets must be numbered consecutively from the title page. The page number is placed at the bottom right corner of the page.
- Abbreviations must accompany the text that defines them the first time, in parentheses.



- The general title and the titles of the headings and subheadings are highlighted in bold, without a full stop.
- Quotation marks should be used in direct quotes with less than 40 words.
- Formulas and fractional numbers are inserted as editable text, never as an image.
- The notes are located at the foot of the page and must be numbered with Arabic numerals, with an extension of up to 60 words and a score lower than the text. Those that contain citations and bibliographic references should be avoided.
- Tables must have simple spacing and editable text, they must not be inserted as an image; Their title is stated at the top and they must be numbered, according to their order of appearance, by chapters (Table 1.1. and 1.2..., of chapter I).
- Images (photographs, slides, diagrams, graphs and drawings) must be in .jpg format. They must not exceed 100 Kb, they will have a width of less than 10 cm. They must be delivered in a separate folder. Their title must appear at the bottom, they must be numbered according to their order of appearance, by chapters (Figure 1.1. and 1.2..., of chapter I).
- Tables and images with the same width and length as a sheet, letter type, must be included in the annexes.
- Citations and bibliographic references will be prepared based on the style of the American Psychological Association (APA), 7th edition of 2019; only those cited in the text should be mentioned at the end of the document, organized in alphabetical order.

About the peer review process

Once the publisher receives the scientific publications, it is evaluated by its Editorial Board, who determines whether or not it complies with the standards and required documentation. It is then analyzed with the anti-plagiarism software Plagiarism Checker, to detect coincidences and similarities between the texts subjected to evaluation and those previously published in other sources.

Subsequently, peer evaluation is carried out to determine the scientific contribution of the proposed work, as well as its importance for the community. The evaluation is carried out using the Open Peer Review method. If plagiarism or copyright violation is proven, the publisher stops the evaluation, editing, printing



and publication process. Sophia Editions is obliged to contact the main author and inform him of the results of the evaluation.

Other details related to the publisher are disclosed below:

- Sophia Editions has autonomy in the entire editorial production process: choice of format, layout, interior and cover graphic design, although it will take into account the suggestions offered by the authors.
- The intellectual property right over the works belongs to their authors.
- You can establish cooperation agreements with other homologous entities for the co-edition or co-sponsored edition of some of your publications.
- Authors must submit, at the request of the publisher, the information required in order to process the corresponding ISBN and barcode.
- The seal, as well as its corresponding ISBN, are the property of Sophia Editions and must be used in those publications that meet all the publisher's requirements.
- The authors, via email, will be sent versions of the text for review and confirmation, until final approval is confirmed.
- The publisher will agree with the authors on a specific work plan, which will be endorsed in a legal contract between the parties.

