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Scope and Editorial Policy

Guidelines for authors
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Department of Public Administration and Political Science · University of Concepción
revistagyap@udec.cl · <http://gyap.udec.cl>

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I. Background

Government and Public Administration edits and publishes original and unpublished documents in Spanish or English in the following categories: Articles, Essays, Public Experience Documents, and Reviews. It has a biannual publication frequency; since 2025 it is published in January and July. The concepts, judgments, and opinions expressed in these categories are the sole responsibility of the authors.

A double-blind external peer-review system is adopted. Plagiarism and self-plagiarism are rejected, and the Compilatio software is used to control them.

Government and Public Administration only receives contributions through the OJS system, which generates an entry code that allows tracking; it also confidentially safeguards the information regarding conflicts of interest declared by authors and peer reviewers.

The journal does not charge for publications or generate monetary costs for its users.

The editorial management process begins once the author's registration has been completed, allowing access to the submission platform and the sending of all the documentation of a manuscript: (1) the manuscript file itself (OpenOffice, Microsoft Word, RTF, or WordPerfect formats); (2) Excel files with tables and figures (if applicable) and JPG image files; (3) the file with the Declaration of Originality and Commitment.

Receipt of the manuscript is formalized upon submission of all the documentation indicated, at which point the code and date of receipt are assigned.

The stages that follow in editorial management are as follows:

- Preliminary assessment. A general evaluation of the manuscript for the proposed section, as well as compliance with the requirements of form, organization, currency, and editorial interest. The outcome may be rejection or refereeing. Any decision is communicated to the corresponding author. The maximum term of this stage is 10 days.
- Refereeing. Assignment of the manuscript to external thematic and/or methodological peer reviewers, through a double-blind system. The verdict may be: (a) rejection; (b) acceptance with suggestions; or (c) acceptance, subject to the review carried out by at least two peers. In case of controversy, a third reviewer is requested; if the discrepancy persists, the Editorial Committee adopts the final result. In cases of acceptance with or without suggestions, the corresponding author receives a memo with the reviewers' and/or editor's suggestions. The maximum term of this stage is 110 days.
- Editing and production. Begins once the corrected version of the document and the attached files have been received. It includes copyediting and styling, adjustments to the initial and final parts of the manuscript, review of the translation of titles, abstracts, and keywords, and layout in PDF, XML, and E-Pub formats. It ends when the authors approve the final version.
- Publication. Includes markup, preliminary publication on the journal's website, and DOI assignment.

- Dissemination. Includes the dissemination of the manuscript in databases and on social media.

In all, from submission to final approval or rejection, the term is 120 days.

II. Type of manuscript

A) Articles

Unpublished scientific research, developed in the public sphere, that represents a contribution to the field of public administration and/or political science.

B) Essays

Unpublished essays that address reflections and critiques of national and international public contexts. These texts must contribute to the debate on the exercise of the public sector, the formulation of public policies, or state management, and include theoretical, conceptual, or legal elements that support the argument.

C) Public Experience Documents

Unpublished documents analyzing public experiences, reviewed as case analyses, that contribute to further research. The documents must evidence a theoretical and conceptual analysis of the reviewed case, confined to an experience in the public sphere.

D) Reviews

Unpublished reviews of books and scientific articles, as well as bibliographic commentaries. The review is expected to include a critical reflection on the document, as well as a description and analysis of the hypothesis or research questions guiding the work and the main ideas of the chapters. Reflections that, according to the objectives of the work, were not resolved or were not clear in the publication will be especially valued, for their contribution to new research.

III. Text presentation

A. Editorial norms — Articles

Articles must develop a specific topic of interest in the area of politics and public policy, government and public administration, public leadership, and/or information management for decision-making in the public sector, and be related to theoretical, methodological, ethical, or scientific aspects of the research process.

Format

Received in Spanish or English, double-spaced, on letter-size paper, in Times New Roman size 12, with a 3 cm margin on all edges, single line spacing, with no separation between paragraphs. The length, including references and abstracts, must be a minimum of 6,000 words and not exceed 10,000.

Text organization

Works will be divided into: Title, Abstract, Introduction, Method, Results, Discussion, Conclusion, and References. The text may use subheadings in bold italics size 12, without numbering and with a single level of subheading.

a) Title

The first page must contain a concise and informative title of the research, in uppercase, written in the affirmative, in the original language followed by the title in the other language (Spanish or English). It is suggested not to exceed 20 words.

- Authorship. At the bottom of the first page, indicate the full name of the author or authors, accompanied by one or more asterisks (*) according to their position in the authorship. In a footnote, with the corresponding asterisk(s), provide: the institutional affiliation (up to 3 hierarchies; e.g., Department or School, Faculty, University), the city and country, the ORCID, and the e-mail address.

b) Abstract

Beginning with the original language, followed by the other language, it must briefly state the objective, the material and methods, the results, and the conclusions. It must not exceed 250 words, single-spaced, and include 3 to 5 keywords in both languages at the end.

c) Introduction

This part is subdivided into the following elements:

- Problem. Clearly and precisely describes what will be resolved by the research; it must state the what and the why, in one or two opening paragraphs.
- Literature review. Presents the theoretical and/or referential framework that supports the work; through citations, it acknowledges previous studies specifically related to the research.
- Objective and/or hypothesis. Formally states the objective and the rationale of the proposal and, where applicable, defines the variables.

d) Method

State the paradigm to which the research subscribes and clearly describe the sample, the ethical components, the instruments, and the procedures for analyzing the information, including the terms of GYAP's AI Use Policy. Since 2026, this section requires providing details on where the data supporting the reported results can be found, including links to publicly archived datasets (see GYAP's Research Data Policy). You may exclude this statement if the study did not present data.

e) Results

Results must be presented in a logical sequence and accompanied by a statistical and/or interpretive analysis consistent with the study's objective. If tables, graphs, figures, or diagrams are included, they must be embedded in the text and also attached as separate files: tables and graphs preferably in Excel (.xls/.xlsx) —if sent as an image, at a minimum of 600 dpi—; and figures, images, or maps in JPG/JPEG (preferably) or PNG/TIFF, at a minimum of 300 dpi at final size. These elements must be designed in black and white, approximately half a page in size, using clearly distinguishable patterns and dimensions suitable for reduction. They must include sequential numbering and a short title (Table No. 1, Image No. 1, Graph No. 1, etc.), with the title and source outside the element (not within the image or table). In the text, without repeating the information, only the most relevant observations should be highlighted. All tables, images, and graphs must clearly indicate their source and, where applicable, be cited in the manuscript's references. AI-generated or AI-altered images, graphics, or figures are not permitted, unless the methodological design explicitly justifies it and it is declared in detail (see GYAP's AI Use Policy).

f) Discussion

The discussion must be based on the objectives and results, and then compare them with the reference framework. A discussion of the new aspects and limitations of the study is expected. Preferably consider studies no more than five years old.

g) Conclusions

These must respond to the study's objectives and be limited to the data found, without citing references.

h) References

The sources used are acknowledged. No fewer than 30 references are suggested. The citation style follows the norms of the American Psychological Association (APA), 7th edition. The reference list is always ordered alphabetically. All sources are listed by the authors' surname and included individually at the end of the manuscript. We recommend preparing references with a bibliographic software package, such as EndNote or Zotero, to avoid typographical errors and duplicate references. We recommend citing data, computer code, and other research materials; if available online, you may use the reference style indicated below.

B. Editorial norms — Essays

Monographic works that provide an original reflection on a specific topic of interest in the area of politics and public policy, government and public administration, public leadership, and/or information management for decision-making in the public sector. Theoretical and methodological discussions, or reflections generated from the author's own empirical data or from mainstream articles, will be included.

Format

Received in Spanish or English, on letter-size paper, in Times New Roman size 12, with a 3 cm margin on all edges, 1.5 line spacing, with no separation between paragraphs. The length, including references and abstracts, must be a minimum of 5 pages and not exceed 10, including tables and graphs.

Text organization

Works will be divided into: Title, Abstract, Introduction, Development, Discussion, and References. Subheadings in bold italics size 12, without numbering and with a single level of subheading.

a) Title

Concise and informative title, in uppercase, in the affirmative, in the original language followed by the title in the other language (Spanish or English).

- Authorship. At the bottom of the first page, indicate the full name of the author or authors, accompanied by one or more asterisks (*) according to their position in the authorship. In a footnote, with the corresponding asterisk(s), provide: the institutional affiliation (up to 3 hierarchies; e.g., Department or School, Faculty, University), the city and country, the ORCID, and the e-mail address.

b) Abstract

It must not exceed 250 words, single-spaced, and include 3 to 5 keywords in both languages at the end.

c) Introduction

It must develop a theoretical review that supports the central argument of the essay. At the end of this section, the use of artificial intelligence tools must be declared in accordance with GYAP's Policy.

d) Development

It must be presented in a logical sequence, using subheadings if necessary and including a statistical or interpretive analysis in relation to the object of analysis, with reflections that respond to the questions and hypotheses raised and to the theoretical aspects presented in the introduction.

If tables, graphs, figures, or diagrams are included, they must be embedded in the text and also attached as separate files: tables and graphs preferably in Excel (.xls/.xlsx) —if sent as an image, at a minimum of 600 dpi—; and figures, images, or maps in JPG/JPEG (preferably) or PNG/TIFF, at a minimum of 300 dpi at final size. These elements must be designed in black and white, approximately half a page in size, using clearly distinguishable patterns and dimensions suitable

for reduction. They must include sequential numbering and a short title (Table No. 1, Image No. 1, Graph No. 1, etc.), with the title and source outside the element (not within the image or table). In the text, without repeating the information, only the most relevant observations should be highlighted. All tables, images, and graphs must clearly indicate their source and, where applicable, be cited in the manuscript's references. AI-generated or AI-altered images, graphics, or figures are not permitted, unless the methodological design explicitly justifies it and it is declared in detail (see GYAP's AI Use Policy).

e) Discussion

It must raise the scope and implications of the reflection for future research.

f) References

The sources used are acknowledged. No fewer than 20 references are suggested. The citation style follows the norms of the American Psychological Association (APA), 7th edition. The reference list is always ordered alphabetically. All sources are listed by the authors' surname and included individually at the end of the manuscript. We recommend preparing references with a bibliographic software package, such as EndNote or Zotero, to avoid typographical errors and duplicate references. We recommend citing data, computer code, and other research materials; if available online, you may use the reference style indicated below.

C. Editorial norms — Public Experience Documents

Works that compile public experiences and/or case analyses of public affairs that may contribute to further in-depth research. They must include a theoretical and conceptual analysis of the case, within the framework of the reviewed field experience, and a final critical reflection with improvement contributions that allow progress in subsequent research or in reports for public institutions, regarding the optimization of public policies.

Format

Received in Spanish or English, on letter-size paper, in Times New Roman size 12, with a 3 cm margin on all edges, 1.5 line spacing, with no separation between paragraphs. The length, including references and abstracts, must be a minimum of 7,000 words and not exceed 13,000, including tables, graphs, and bibliography.

Text organization

Works will be divided into: Title, Abstract, Introduction, Development, Improvement Proposals, Conclusion, and References. Subheadings in bold italics size 12, without numbering and with a single level of subheading.

a) Title

Concise and informative title, in uppercase, in the affirmative, in the original language (Spanish or English) followed by the title in the other language.

- Authorship. At the bottom of the first page, indicate the full name of the author or authors, accompanied by one or more asterisks (*) according to their position in the authorship. In a footnote, with the corresponding asterisk(s), provide: the institutional affiliation (up to 3 hierarchies; e.g., Department or School, Faculty, University), the city and country, the ORCID, and the e-mail address.

b) Abstract

It must not exceed 250 words, single-spaced, and include 3 to 5 keywords in both languages at the end.

c) Introduction

It must develop a conceptual review that supports the central argument of the case, analyzing the aspects that justify it and the actors involved, and orient the structure of the development based on the main areas and problems observed. At the end of this section, the use of artificial intelligence tools must be declared in accordance with GYAP's Policy.

d) Development

The case or experience must be presented in a logical sequence, using subheadings if necessary and with a statistical or interpretive analysis in relation to the object of analysis. The situation, case, or experience must be described, detailing actors, institutions, facts, and activities from normative, theoretical, and/or emerging approaches.

If tables, graphs, figures, or diagrams are included, they must be embedded in the text and also attached as separate files: tables and graphs preferably in Excel (.xls/.xlsx) —if sent as an image, at a minimum of 600 dpi—; and figures, images, or maps in JPG/JPEG (preferably) or PNG/TIFF, at a minimum of 300 dpi at final size. These elements must be designed in black and white,

approximately half a page in size, using clearly distinguishable patterns and dimensions suitable for reduction. They must include sequential numbering and a short title (Table No. 1, Image No. 1, Graph No. 1, etc.), with the title and source outside the element (not within the image or table). In the text, without repeating the information, only the most relevant observations should be highlighted. All tables, images, and graphs must clearly indicate their source and, where applicable, be cited in the manuscript's references. AI-generated or AI-altered images, graphics, or figures are not permitted, unless the methodological design explicitly justifies it and it is declared in detail (see GYAP's AI Use Policy).

e) Improvement proposals

The document must include a section developed by the author or authors regarding the improvement proposal that the institution(s) subject to the analysis should consider. Recommendations must be grounded in normative, theoretical, and/or emerging approaches.

f) Conclusion

It must summarize the central elements of the case, the improvement proposals, and the authors' final reflections.

g) References

The sources used are acknowledged. No fewer than 20 references are suggested. The citation style follows the norms of the American Psychological Association (APA), 7th edition. The reference list is always ordered alphabetically. All sources are listed by the authors' surname and included individually at the end of the manuscript. We recommend preparing references with a bibliographic software package, such as EndNote or Zotero, to avoid typographical errors and duplicate references. We recommend citing data, computer code, and other research materials; if available online, you may use the reference style indicated below.

D. Editorial norms — Reviews

Reviews of books and scientific journal documents, as well as bibliographic commentaries in the areas of politics and public policy, government and public administration, public leadership, and/or information management for decision-making in the public sector. The author or authors are expected to comment on the central elements of the work from a critical and analytical perspective, and generate in-depth reflections on the contributions of the document.

Format

Received in Spanish or English, on letter-size paper, in Times New Roman size 12, with a 3 cm margin on all edges, no separation between paragraphs, 1.5 line spacing. The length, including references and abstracts, must be a minimum of 1 page and not exceed 3, including the bibliography.

Text organization

Works will be divided into: Title, Development, and References. Subheadings in bold italics size 12, without numbering and with a single level of subheading.

a) Title

The first page must contain the title of the book and author or authors, year of publication, publisher or journal, number or edition, and ISSN or ISBN, respectively.

- Authorship. At the bottom of the first page, indicate the full name of the author or authors, accompanied by one or more asterisks (*) according to their position in the authorship. In a footnote, with the corresponding asterisk(s), provide: the institutional affiliation (up to 3 hierarchies; e.g., Department or School, Faculty, University), the city and country, the ORCID, and the e-mail address.

b) Development

Regarding the work, it must use a third-person narrative, highlight the main aspects from a critical perspective, analyze the elements and conclusions, and generate the reviewers' own reflections. At the end of this section, the use of artificial intelligence tools must be declared in accordance with GYAP's Policy.

If tables, graphs, figures, or diagrams are included, they must be embedded in the text and also attached as separate files: tables and graphs preferably in Excel (.xls/.xlsx) —if sent as an image, at a minimum of 600 dpi—; and figures, images, or maps in JPG/JPEG (preferably) or PNG/TIFF, at a minimum of 300 dpi at final size. These elements must be designed in black and white, approximately half a page in size, using clearly distinguishable patterns and dimensions suitable for reduction. They must include sequential numbering and a short title (Table No. 1, Image No. 1, Graph No. 1, etc.), with the title and source outside the element (not within the image or table). In the text, without repeating the information, only the most relevant observations should be highlighted. All tables, images, and graphs must clearly indicate their source and, where applicable, be cited in the manuscript's references. AI-generated or AI-altered images, graphics, or figures are not permitted, unless the methodological design explicitly justifies it and it is declared in detail (see GYAP's AI Use Policy).

c) References

The sources used to carry out the review are acknowledged. The citation style follows the norms of the American Psychological Association (APA), 7th edition. The reference list is always ordered alphabetically. All sources are listed by the authors' surname and included individually at the end of the manuscript. We recommend preparing references with a bibliographic software package, such as EndNote or Zotero, to avoid typographical errors and duplicate references. We recommend citing data, computer code, and other research materials; if available online, you may use the reference style indicated below.

IV. Citation and reference requirements

Artificial intelligence is neither cited nor included in the list of bibliographic references: it is not considered a source or an author. Its use is declared only in the Method section —or in an appendix, depending on the manuscript type—, indicating the tool and version, the stage of the process, and its contribution, in accordance with GYAP's AI Use Policy.

During submission, authors are required to include the manuscript's references when entering the metadata. There must be no line breaks within the same reference, and one reference must be separated from another by a double line break (double Enter), as exemplified:

Cau, C. (2025). La evolución del Gobierno Electrónico en Mozambique: avances, desafíos y perspectivas futuras. *Revista GYAP*, 9, 17-30. <https://doi.org/10.29393/GP9-2GECC10002>

Muñoz, T. (2024). El envejecimiento aplicado al Programa de Desarrollo Local (PRODESAL) en la comuna de Tomé, Chile. *Revista GYAP*, (7), 50-60. <https://doi.org/10.29393/GP7-5PDMB10005>

Quinteros, C. (2025). La derogación de la figura del Gobernador Provincial: valoraciones de ex autoridades sobre su incidencia en la calidad de la gobernanza en la región. *Revista GYAP*, 9, 3-16. <https://doi.org/10.29393/GP9-1DFQF10001>

Rodríguez, D., Hsieh, G., & Mendoza, C. (2025). Control interno como generador de valor público: diagnóstico y mejoras en el Servicio de Vivienda y Urbanización de la Región del Biobío, Chile. *Revista GYAP*, 9, 31-46. <https://doi.org/10.29393/GP9-3CIRT30003>

Essential tips for following APA 7

The citation style follows the norms of the American Psychological Association (APA), 7th edition. The reference list is always ordered alphabetically. All sources are listed by the authors' surname and included individually at the end of the manuscript. We recommend preparing references with a bibliographic software package, such as EndNote or Zotero, to avoid typographical errors and duplicate references. We recommend citing data, computer code, and other research materials; if available online, you may use the reference style indicated below.

In-text citations

- If a document has 3 or more authors, use “Surname et al. (year)” or “(Surname et al., year)”.
- For a single page use the abbreviation “p.”; for more than one, “pp.”.
- Narrative citation: Muñoz (2024) highlights the importance of recognizing the social value of older people in rural areas.
- Parenthetical citation: it is important to recognize the social value of older people in rural areas (Muñoz, 2024).
- Direct quotation of fewer than 40 words, in quotation marks: “If prejudice toward aging based on productive incapacity increases, years of tradition will also be disregarded” (Muñoz, 2024, p. 57).
- Direct quotation of more than 40 words: in a separate block, without quotation marks, with indentation.

In the references

- Follow alphabetical order.
- Use a hanging indent.
- Prefer DOIs over web links.
- Manually verify, against its primary source, every reference identified or suggested with AI support: cite only what you actually located and consulted.

Common citation forms:

Book: Surname, N. (year). Title of the book. Publisher.

Book chapter: Surname 1 & Surname 2 (year). Chapter title. In Title of the book (edition No., vol. X, pp. XX-XX). Edited by editor 1 and editor 2. Place of publication: publisher.

Journal article: Surname, N. & Surname, N. (year). Title. Name of the journal, volume (number), pages. DOI.

Web page: Name of the page. (specific date). Title of the content. URL.

Unlike published works, websites may change over time or disappear, so it is recommended to archive the cited site using a service such as WebCite. Archived websites must be cited as: Site title. Available online: URL (archived on day month year).

More information on how to cite in APA 7: <https://normas-apa.org/wp-content/uploads/Guia-Normas-APA-7ma-edicion.pdf>

V. Appendix

a) Acknowledgments

The author(s) may acknowledge any support provided that was not mentioned in the author-contribution or funding sections. This may include administrative and technical support, as well as in-kind donations (e.g., materials used in the experiments).

b) Biographical notes

This section may include the profession, academic degrees, training institutions, and areas of expertise of the author.

c) Author contributions

Since 2025, GYAP requires the Contribution Statement, in which each author must have made substantial contributions such as the conception or design of the work; the acquisition, analysis, or interpretation of data; the creation of new software used in the study; or the substantial writing and revision of the work. For articles with multiple authors, a brief paragraph describing the individual contributions must be included in accordance with the Declaration of Originality and Commitment, using the CRediT taxonomy.

Example statement: “Conceptualization, X.X. and Y.Y.; Methodology, X.X.; Software, X.X.; Validation, X.X., Y.Y. and Z.Z.; Formal analysis, X.X.; Investigation, X.X.; Resources, X.X.; Data curation, X.X.; Writing – original draft, X.X.; Writing – review & editing, X.X.; Visualization, X.X.; Supervision, X.X.; Project administration, X.X.; Funding acquisition, Y.Y.”. Authorship must include and be limited to those who have contributed substantially to the work.

d) Data availability statement

Since 2026, the Data Availability Statement is required where applicable. Authors must include a statement on data availability in all articles published in GYAP. During peer review and the editorial decision, authors may be asked to share existing datasets or the raw data used, and to indicate whether they will be available to other researchers after publication. They may choose not to include this statement if the study presents no data.

e) Statement on the use of AI tools

In accordance with GYAP's AI Use and Personal Data Protection Policy, when Generative AI (GenAI) has been used for purposes such as the generation of text, data, or graphics, study design, or the collection, analysis, or interpretation of data, add—in the Method section if it is an article—the following statement: “During the preparation of this manuscript/study, the authors used [name of the tool, version] for the purpose of [description of use]. The authors have reviewed and edited the output and take full responsibility for the content of this publication”. For reviews, experiences, or essays, add this information as an appendix.

f) Personal data protection (Law 21.719)

When the manuscript involves personal data of participants or informants, authors must have their prior informed consent—including, where applicable, the use of AI in the analysis of their

data—, respect the rights of access, rectification, cancellation, and objection, and anonymize in a verifiable and irreversible manner. The details are set out in GYAP's AI Use and Personal Data Protection Policy.

Concepción, August 2026.