**CHECKLIST FOR MANUSCRIPTS SUBMITED TO RAN**

*Version Jun-24*

Authors are requested to verify compliance with each of the following points.

|  |
| --- |
| **Instructions:** At the end of each statement, mark with an X when you comply with what was requested. If your manuscript does not comply, correct according to the instructions, and then return to this list to mark the X. If any condition does not apply (for example, the manuscript does not have tables or figures), you can indicate NA. |

If the editorial team considers that any of these elements are not met, even if the author has marked the X, the document will be sent back to the author requesting the corresponding changes, and successively until compliance is met. We ask the authors to review the document carefully, to avoid delays in the editorial process.

|  |  |  |
| --- | --- | --- |
|  | Initial Elements | X |
| EI.1 | The Abstract (English and Spanish) follows the structure indicated in the Instructions for authors. [Check example] |  |
| EI.2 | The Abstract does not exceed 220 words each. |  |
| EI.3 | The Abstract do not contain citations to the literature. |  |
| EI.4 | The initial pages have all the information requested in the RAN *template.* |  |
| EI.5 | All authors have: institutional email, university of affiliation and ORCID. |  |
| EI.6 | Each author declares a single institutional affiliation. |  |
| EI.7 | If an author uses two surnames, they are connected by a hyphen (example: Pérez-Araya).  Remember that this defines how your document will be cited if it is published. |  |
| EI.8 | The affiliations and addresses of all authors are complete and in accordance with the template. |  |
| EI.9 | All information about the authors' academic degree has been removed (example: Dr., PhD., Mg. and MSc ). |  |
| EI.10 | The manuscript title has a maximum of two lines when written in Times New Roman 14. |  |
| EI.11 | ***Methodology*** section of the Abstract indicates both the method and the origin of the data. |  |
| EI.12 | ***Purpose*** section of the Abstract does not begin with the phrase “the purpose of this study,” or variations of that phrase. |  |
| EI.13 | ***Results*** section of the Abstract does not begin with the phrase: “results indicate” or variations of that phrase. |  |
| EI.14 | Nowhere in the Abstract is the phrase “in the present study” or similar expressions used. |  |

|  |  |  |
| --- | --- | --- |
|  | Style Elements | x |
| EE.1 | The document was prepared using the *template* downloadable from the RAN website. |  |
| EE.2 | If the submitted manuscript is in the ***Research Article*** category, it has less than 8000 words including tables and references. |  |
| EE.3 | If the submitted manuscript is in the ***Literature Review*** category, it has less than 6000 words including tables and references. |  |
| EE.4 | If the submitted manuscript is in the ***Case Study*** category, it has less than 5000 words including tables and references. |  |
| EE.5 | The entire text (from the introduction onwards) uses Times New Roman 12 font and line spacing of 1.15 or 1.5 points, consistently throughout the manuscript. |  |
| EE.6 | The separation between paragraphs is single space (single space in Word, 10 points). |  |
| EE.7 | Section or subsection titles are not numbered and are short (they do not take up more than half a line). |  |
| EE.8 | The document presents only Sections and Subsections, therefore it does NOT have subsubsections. |  |
| EE.9 | All citations are in quotation marks, and the citation indicates both the year and the page of the source. |  |
| EE.10 | If you have received a plagiarism report from the RAN of the manuscript, all textual phrases that come from other sources have been eliminated. |  |
| EE.11 | There are no automatic markups directed to the footer or elsewhere in the text. |  |
| EE.12 | It is highly recommended to use US dollars as a monetary unit of measurement. If a local currency is used, it is recommended to indicate the change of currency to dollar to contextualize the reader. |  |
| EE.13 | Standard notation (commonly used in the literature) is used for variables and properties. |  |
| EE.14 | No unnecessary or obscure abbreviations are used throughout the manuscript (including the Abstract and title). |  |
| EE.15 | Foreign words are not used when one already exists in Spanish (or one can be coined). |  |
| EE.16 | The text has been reviewed to ensure that it is free of spelling, punctuation, structure and editorial errors. |  |
| EE.17 | There are no section and subsection titles in a row (no text between them). |  |
| EE.18 | If the manuscript is a ***Case Study,*** it has a section called **Background**, where the “object/individual of study” is contextualized. |  |
| EE.19 | If the manuscript is a ***Literature Review***, I confirm that it is a “systematic literature review.” |  |
| EE.20 | If the manuscript is a ***Literature Review***, the data collection method has been explained in the Methodology section. |  |
| EE.21 | If the manuscript is a ***Literature Review***, the “inclusion criteria” have been explained in the Methodology section. |  |
| EE.22 | If the manuscript is a ***Literature Review***, the “selection algorithm” is presented in the Methodology section. If so, please indicate the line number in the document: [\_\_\_] |  |

|  |  |  |
| --- | --- | --- |
|  | About Appointments and References | x |
| R.1 | The References section is the last section of the manuscript. |  |
| R.2 | The manuscript presents at least 15 references in English from sources such as WoS, Scopus or SciELO. |  |
| R.3 | The article has up to 30 references, established as a maximum by the RAN. If you need more references, you must request them from the Editor. |  |
| R.4 | At least 60% of the references in the manuscript correspond to publications from the last 10 years (including the current year). |  |
| R.5 | All citations and references are in APA 7th edition format. [Check example] |  |
| R.6 | All citations have DOIs, but no links to other databases (for example, ResearchGate, Dialnet, etc.). |  |
| R.7 | References are in alphabetical order, by last name of the 1st author, without numbering, indentation, hyphens, or other symbols. |  |
| R.8 | All references are cited in the body of the manuscript. |  |
| R.9 | All citations in the manuscript have their correct reference in the References section. |  |
| R.10 | The References do not contain any type of link, and if Mendeley or other reference managers have been used, the final list included is as text. |  |
| R.11 | Whenever a reference has more than one author, the symbol “&” is used and not the letter “y”. |  |
| R.12 | All references that come from Wos, Scopus or SciELO, published in English, must be in red, for easy identification by the editorial team. |  |
| R.13 | All references that come from Wos, Scopus or SciELO, published in Spanish, must be in blue, for easy identification by the editorial team. |  |

|  |  |  |
| --- | --- | --- |
|  | About Tables and Figures | x |
| TF.1 | The document presents a maximum of 5 figures. |  |
| TF.2 | The document has a maximum of 6 tables (the editor can request fewer tables if they are very large). |  |
| TF.3 | Figures are labeled “Figure,” but not “Chart,” “Illustration,” or any other variation or synonym. |  |
| TF.4 | The figures are clear and legible, with letters and numbers of appropriate size and color. |  |
| TF.5 | Both figures and tables are numbered sequentially. |  |
| TF.6 | The titles of the tables and figures are self-explanatory. That is, the reader does not need to read the body of the document to understand what they are about. |  |
| TF.7 | Tables and figures are cited in the text as: Table x: and Figure x (where x is the corresponding number). |  |
| TF.8 | All figures and tables are mentioned and cited in the text. |  |
| TF.9 | Inside tables there are no cells with colored backgrounds, nor does the text have different colors. |  |
| TF.10 | The figures do not have inserted titles. |  |
| TF.11 | The figure titles go at the bottom of the figure (as indicated by the APA standard). |  |
| TF.12 | All figures are editable (the editor can intervene if necessary). |  |
| TF.13 | All tables are editable (they are not images). |  |
| TF.14 | The tables are mentioned in the text by their numbering: “the next table” or “the table below” is not used. |  |
| TF.15 | The figures are mentioned in the text by their numbering (not used, “the next figure” or “the figure below”). |  |
| TF.16 | Figures taken from other sources must have authorization (Reproduced with permission from…) |  |
| TF.17 | Figures adapted from other sources must carry the corresponding credit (Adapted from Pérez (2013)) |  |
| TF.18 | If the tables have information calculated or compiled by the authors, they must indicate “*Source: own elaboration*”. Otherwise, including information processed by the authors, you must indicate the source. |  |
| TF.19 | If a table must be divided into two pages, the second page is titled with the table number followed by “(continued)” (example: “Table 3 (continued)”). |  |
| TF.20 | Tables and figures appear in the context in which they are mentioned and are not in different files or at the end of the document. |  |

Once you have completed the entire list, attach this document along with the new version of your manuscript (both in MS Word format).

**Manuscript Title: …**

**SOME EXAMPLES**

I. Example of Structured Abstract:

***[A correct abstract: Note how each paragraph begins and that it is less than 200 words]***

**Purpose:** To evaluate the impact of government subsidy policies on the adoption of sustainable technologies by small and medium-sized businesses.

**Methodology:** A quantitative research design using structured surveys was employed to collect data from 200 SMEs. The data were analyzed using logistic regression to identify the variables that influence the adoption of sustainable technologies.

**Results:** Government subsidies significantly increase the adoption of sustainable technologies in SMEs. Furthermore, access to information and training were found to be crucial factors for the successful implementation of these technologies.

**Implications:** The findings suggest that governments should consider not only increasing subsidies, but also improving access to information and training for SMEs. These steps could maximize the effectiveness of policies to promote sustainable technologies.

**Originality:** This study contributes to the existing literature by providing empirical evidence of the impact of government subsidies on the adoption of sustainable technologies by SMEs. Furthermore, it highlights the importance of complementary factors such as access to information and training, which have been less explored in previous research.

***[An incorrect abstract: Although it is structured, it has unnecessary words.]***

**Purpose:** **~~The purpose of this manuscript is~~** to evaluate the impact of government subsidy policies on the adoption of sustainable technologies by small and medium-sized enterprises.

**Methodology:** **~~For the methodology~~** , a quantitative research design was used using structured surveys to collect data from 200 SMEs. The data were analyzed using logistic regression to identify the variables that influence the adoption of sustainable technologies.

**Results:** **~~The results indicate~~** that government subsidies significantly increase the adoption of sustainable technologies in SMEs. Furthermore, access to information and training were found to be crucial factors for the successful implementation of these technologies.

**Implications:** The findings suggest that governments should consider not only increasing subsidies, but also improving access to information and training for SMEs. These steps could maximize the effectiveness of policies to promote sustainable technologies.

**Originality:** The results of the literature are confirmed. ?

II. Example of APA 7th Edition references:

***Thesis:***

Johnson, L. T. (2019). *Macroeconomic policy and its effects on emerging markets* (Doctoral dissertation). HarvardUniversity. ProQuest Dissertations Publishing.

***Book:***

Krugman, P.R., Obstfeld, M., & Melitz, M.J. (2018). *International economics: Theory and policy* (11th ed.). Pearson.

***Paper:***

Smith, J.A., & Brown, R.L. (2020). The impact of financial markets on economic growth. *Journal of Economic Studies, 47* (3), 123-145. <https://doi.org/10.1080/12345678.2020.1234567>

***Website:***

Williams, A. (2021, March 15). Recent trends in the global economy: What to expect in 2021. *Economics Insights Blog* . <https://www.economicsinsightsblog.com/recent-trends-2021>

***Database :​***

World Bank. (2020). *World development indicators* [Data set]. World Bank. <https://databank.worldbank.org/source/world-development-indicators>