

REVISTA MEXICANA DE ECONOMÍA Y FINANZAS Nueva Época

REMEF

(THE MEXICAN JOURNAL OF ECONOMICS AND FINANCE)

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fundación de investigación

Authors

Manual for the submission of articles through OJS

Objective

The objective of this Manual is to support authors who wish to submit their research articles and review articles for publication to the Mexican Journal of Economics and Finance *Nueva Época* REMEF, via the Open Journal Systems (**OJS**) platform.

www.remef.org.mx

Instructions for the authors

Articles must comply with all items of the *Guidelines and Editorial Policies* in order to submit the article for publication in REMEF.

Please read the instructions detailed in the following links:

www.remef.org.mx/index.php/remef/pages/view/politica

www.remef.org.mx/index.php/remef/pages/view/directrices

i. OJS registration

Access the www.remef.org.mx/index.php/remef/user/register site or click on: *Registrarse OJS* (Register to OJS) on the website.

Provide your personal data, assign a username and password to enter the site in the future.

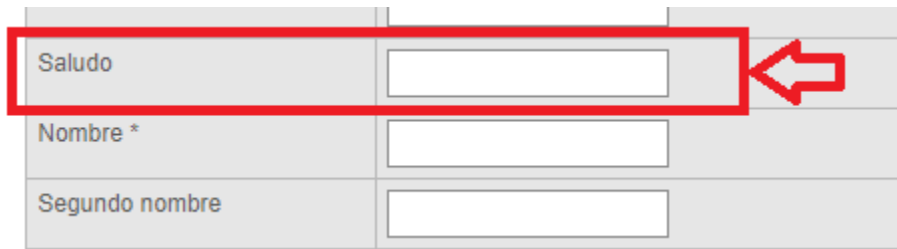


The screenshot shows the website interface for the Mexican Journal of Economics and Finance. At the top, the URL www.remef.org.mx/index.php/remef is visible in the browser address bar. The main header features the journal's title in Spanish, "REVISTA MEXICANA DE ECONOMÍA Y FINANZAS NUEVA ÉPOCA | REMEF", and the English translation, "THE MEXICAN JOURNAL OF ECONOMICS AND FINANCE". The logo for IMEF (Fundación de Investigación Mexicana de Economía y Finanzas) is also present. A navigation menu at the bottom includes links for "Inicio", "¿Qué es IMEF?", "Comité Editorial", "Instrucciones para los Autores", "Código de ética", "Contacto", "Iniciar sesión", "Registrarse OJS", and "Buscar". The "Registrarse OJS" link is highlighted with a red box and a red arrow pointing upwards. Below the navigation menu, the journal's name is repeated in a larger font: "Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance)". On the left side, there are links for "Último Número" and "Números Anteriores".

If you already have a username and password it is not necessary to register again.

In the section named *Saludo* (Greeting), enter your most recent academic degree, e.g.: B.A., M.S., Ph.D., etc.

Saludo	<input type="text"/>
Nombre *	<input type="text"/>
Segundo nombre	<input type="text"/>



In the section *Registrarse como* (Register as): select *Autor/a* (Author).

Registrarse como	<input checked="" type="checkbox"/> Lector/a: Recibirá una notificación en su correo electrónico cuando se publique un nuevo número de la revista. <input checked="" type="checkbox"/> Autor/a: Puede enviar artículos a la revista. <input type="checkbox"/> Revisor/a: Deseo realizar la evaluación por pares de envíos al sitio. Identificar intereses de revisión (áreas fundamentales y métodos de investigación): <input type="text"/>
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ii. Log in

Once you have registered in the OJS of REMEF, log in with your username and password from the section: *Iniciar Sesión* (Log in), *Enviar Artículo* (Submit Article), or in the OJS image.

The screenshot shows the website's navigation bar with the following links: Inicio, ¿Qué es IMEF?, Comité Editorial, Instrucciones para los Autores, Código de ética, Contacto, **Iniciar sesión** (highlighted with a red box and an upward arrow), Registrarse OJS, and Buscar.

The sidebar menu on the left includes the following items, each separated by a dotted line: Último Número, Números Anteriores, REMEF Primera Época, Siguiete número, Información Legal, Comité Ejecutivo, Comité Editorial, Funciones de los Comités, Sitios de Interés, and Presencia en base de datos.

Below the sidebar menu, there are two red-bordered boxes with arrows pointing to them from the right: one containing the text "Enviar artículo" and another containing the "OJS Open Journal Systems" logo.

The main content area features the journal's title: **Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance)**.

Below the title is a red box with the text: **REVISTA MEXICANA DE ECONOMÍA Y FINANZAS Nueva Época REMEF (THE MEXICAN JOURNAL OF ECONOMICS AND FINANCE)**.

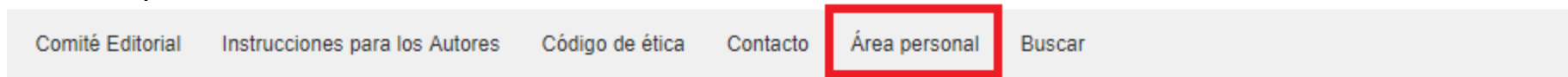
To the right of this box, it states: "Pertenece al Sistema de Clasificación de Revistas Mexicanas de Ciencia y Tecnología del CONACYT." Below this is the CONACYT logo, which consists of a blue circular pattern of dots above the text "CONACYT Consejo Nacional de Ciencia y Tecnología".

Below the red box, the ISSN information is provided: "ISSN: 1665-5346 (impreso) 2448-6795 (electrónico)".

At the bottom of the main content area, it reads: **Revista Mexicana de Economía y Finanzas REMEF (Nueva Época)**.

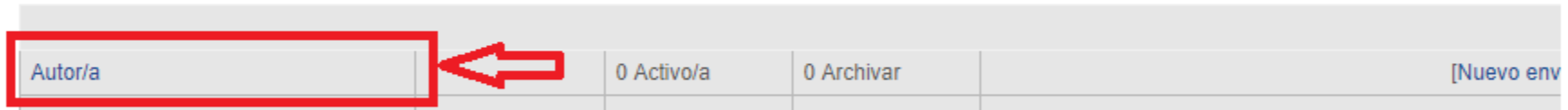
iii. Submit a new article

Once you are logged in, go to *Área personal* (Personal area) and click on *Rol de Autor* (Author role).



Página principal del usuario/a

Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance)



A horizontal bar with a light gray background. It contains several elements: a box labeled 'Autor/a' which is highlighted with a red rectangular border and has a red arrow pointing left towards it; the text '0 Activo/a'; the text '0 Archivar'; and a link labeled '[Nuevo env]'. The 'Autor/a' box is the first element on the left.

Mi cuenta

[Editar mi perfil](#)

[Cambiar mi contraseña](#)

[Cerrar sesión](#)

To start the 5-step submission process, click on: *Haga clic aquí* (Click here)

[Comité Editorial](#) [Instrucciones para los Autores](#) [Código de ética](#) [Contacto](#) [Área personal](#)

Envíos activos

[Activo/a](#)
[Archivar](#)

Id.	DD-MM Enviar	Secc	Autores/as	Título
Sin envíos				

[Empezar un nuevo envío](#)

[Haga clic aquí](#) para ir al primer paso del proceso de envío en cinco pasos.



[Enlaces refback](#)

Step 1. Begin the submission

Select and fill in the corresponding fields:

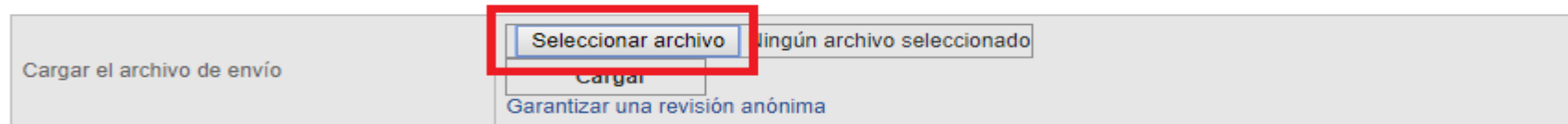
- a. Section of the Journal: Research Article or Review Article.
- b. Choose the source language of the article: Spanish or English
- c. Carefully read the Mailing Checklist (adheres to editorial guidelines and policies)
- d. Carefully read the Privacy Policy of IMEF
- e. Comments for the editor: in this section you can make brief comments that the editor has to consider for your article.

Paso 1. Empezar el envío

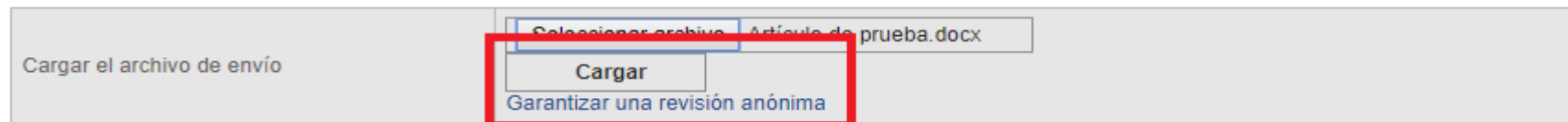
1. Inicio
2. Cargar el envío
3. Introducir los metadatos
4. Cargar los archivos complementarios
5. Confirmación

Step 2. Upload the submission

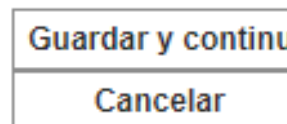
- a. Click *Seleccionar archivo* (Select file) to locate the article on your hard drive.



- b. Locate the file that you wish to submit and highlight it.
- c. Click Open to upload the document.
- d. Click on *Cargar* (Load) to send the file to the website of the journal and rename it according to the norms of REMEF



- e. Once the submission is loaded, click *Guardar y continuar* (Save and continue) at the bottom of the page.



Step 3. Enter the metadata of the submission

Please fill in the fields of the form with the information of the article and authors.

- a. Select the language of the form: Spanish or English
- b. Authors: the data are updated with the registered information, but it is possible to make changes. To enter a second author or co-author before the information of the title and abstract click on the button *Añadir autor* (Add author), you will have to enter the data.
- c. Title and abstract: enter the article information. The summary should be in accordance with the *Guidelines*.
- d. Indexation: Please fill in the data to facilitate the search of your article once it is published. Academic Disciplines, JEL Classification, Keywords and Language.
- e. Collaborating organizations: Enter the data of the person, organization, or service that contributed to the realization of the article.
- f. Once the metadata is loaded, click on *Guardar y continuar* (Save and continue).

Step 4. Upload complementary files

In this section, complementary documents to the original article are uploaded. You can upload charts, Excel documents, tables, etc.

You must also enter the **Letter of Authorship, Copyright Transfer, and Declaration of Originality** that is available in the Guidelines.

At the end of the load or to skip this part, please click on *Guardar y continuar* (Save and continue).

Step 5. Confirm submission

Please check that the information of submission is correct and that the document is attached correctly.

To finish the submission click on *Finalizar envío* (Complete submission).

Finalizar envío

Cancelar

The system will notify you that your submission has been made.

Envíos activos

Envío completado. Gracias por su publicación en Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance).

[Envíos activos](#)

By clicking on *Envíos activos* (active submissions), a list will be displayed with the articles that have been submitted for possible publication in the Mexican Journal of Economics and Finance *Nueva Época* REMEF.

The additional confirmation system sends you an email informing you that your article has been received.

iv. Log out

To log out, click on the *Área Personal* (Personal area) tab and at the bottom of the page you will find the *Cerrar Sesión* (Log out) option.

[Comité Editorial](#)[Instrucciones para los Autores](#)[Código de ética](#)[Contacto](#)[Área personal](#)[Buscar](#)

Página principal del usuario/a

Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance)

Autor/a	1 Activo/a	0 Archivar	[Nuevo env
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Mi cuenta

[Editar mi perfil](#)[Cambiar mi contraseña](#)[Cerrar sesión](#)

Additional Information.

If you have problems uploading your article to the OJS or if you have any questions about the editorial process, please contact Ricardo Mendoza (REMEF Editorial Coordinator) via e-mail: remef@imef.org.mx

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Nueva Época

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The Editorial and Executive Committees of REMEF thank you for your preference for the publication of your articles.



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