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UNIVERSIDAD CATÓLICA BOLIVIANA
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PROCEDURE FOR THE APPROVAL OF ARTICLES

The approval of articles considers the following list of steps to be completed. Also, at the end you can see a summary table with the approximate times during each stage of the evaluation process, from the submission to the final acceptance of the article.

1. **Preparation of the submission.** - Prior to submission, the author prepares the article taking into consideration the provisions of the journal's checklist.
2. **Submission.** - The article is uploaded to the journal's platform, after registration (<https://lajed.ucb.edu.bo/a/user/register>). Otherwise, the article may be sent to the following e-mail address: lajed@ucb.edu.bo together with the signed best practices commitment.
3. **Pre-evaluation.** - The editor performs a pre-evaluation of the compliance of the article in three aspects: i) compliance with the requirements of the first submission, ii) plagiarism; and, iii) relevance of the article in the academic and social debate.
4. **Results of the pre-evaluation.** - The journal notifies the author within a maximum period of two weeks of the decision taken. This decision will be accompanied by a report on whether it has passed peer review or is rejected. In the case of peer review, a schedule of activities of the process for the publication of the article will be attached. If the article is rejected, the author may resubmit the article with the requested corrections.
5. **Peer review.** - With the pre-approved article, the double-blind review process begins, in which the authors do not know the name of the reviewers, and vice versa. This review process will have two referees: the first by the internal editorial committee and the second by the external editorial committee of the journal. Both will have appropriate experience in the relevant field.
6. **Results of peer review.** - The reviewers may decide to: i) accept without modifications, ii) accept with modifications, or iii) reject. The decision will be communicated within a maximum period of two months. Finally, for an article to be accepted or accepted with modifications, it must have the approval of both reviewers.
7. **Submission of peer review report.** - The verdict of the referees will be communicated to the author by e-mail. When an article has two unfavorable verdicts, the rejection decision will be final.
8. **Corrections at the request of the referees.** - In case the acceptance of the article is conditioned to modifications, a period of 2 or 3 weeks will be granted to deliver the changes, depending on the requirements of the referees.
9. **Review of changes.** - Once the author sends the article with the requested changes, the referees will verify within a maximum period of 10 days that the changes have been made according to their observations.
10. **Acceptance of the article.** - When the final version of the article is available, the

editor will endorse it for publication, and the author will be notified of the date of publication of the paper along with the publication number.

Table 1 below summarizes the procedure for approval of articles with the appropriate times for each process.

Table 1: Article approval procedure

Code (*)	Procedures	Activity	Duration
A.1	2, 3 and 4	Submission, pre-evaluation and pre-evaluation results	2 weeks
B.1	5 and 6	Peer review and peer review results	2 months
B.2	7	Submission of peer review report	1 week
C.1	8	Corrections at request of referees	3 weeks
C.2	9	Review of changes	10 days
C.3	10	Acceptance of the article	1 week
		Total period of the editorial process	18 weeks (4,5 months)

(*) **Note:** Activities (A) - For all authors with article submitted to LAJED journal edition Activities (B) - For all authors with notification of article pre-selected for peer review. Activities (C) - For all authors with article accepted by referees.