

General guidelines

This document presents guidelines for “Cumulus Bogota 2019” paper submissions. Papers must be submitted in English using the template provided. Academic papers should have minimum 2500 and up to 3000 words (Abstract and references excluded). All papers will undergo a double blind peer-review process. The final camera-ready version of the paper (after the reviewing process and in case of acceptance) should include all the author information. Before the reviewing process, please keep the author information anonymous. Documents that do not comply with this rule will be excluded from the evaluation process. If English is not your first language, or you are not fluent in references, we urge you to send your paper to Scribendi (<http://www.scribendi.com>) or a similar proof-reader before submission. We expect high standards of scholarship and clarity in terms of establishing context, explaining methodology, reporting results and exposing conclusions. If you have doubts about the format, please refer to the APA 6th edition Manual of Style (<http://www.apastyle.org/>).

Deadline

The deadline for the receipt of papers is May 30th, 2019. You must submit your full paper in PDF format using this template. All accepted papers will be published in the proceedings if at least one of the authors register to conference and present the work. The publication will have an ISSN/ISBN number and a DOI reference to ensure they appear in scholarly web-searches and it will be accessible from the conference website. Additionally, a selection of 20 papers will be published after the conference in the peer-reviewed journal Dearq (<https://revistas.uniandes.edu.co/journal/dearq>).

Tables

If your contribution involves tables, please take the following table example.

Table 1. Table captions should be placed above the tables.

Heading level	Example	Font size and style
Title (centered)	Titles	16 point, bold

1 st -level heading	1. Heading	14 point, bold
2 nd -level heading	1.1. Sub-heading	10 point, bold
3 rd -level heading	Run-in Heading in Bold. Text follows	10 point, bold

Images

If your paper involves figures (see template), it is your responsibility to ensure that you have rights to use all the images in your paper. If the paper is selected for publication, the author will have the responsibility to provide a permission statement from the copyright holder(s) to publish the image. Images that potentially infringe copyright cannot be published. When using images, please consider the following:

- Large enough to see clearly
- High quality resolution (300dpi)
- Appropriately framed and cropped
- Use original aspect ratio (not squashed or stretched)

If you are using diagrams, info-graphics, or other schematics please ensure:

- To present information clearly
- All text is legible
- Complex tables and info graphics can be inserted as images.

A figure caption is always placed below the illustration. Short captions are centered, while long ones are justified (See template for examples).

Instructions to Submit Your Paper

If your paper is approved for submission as scholarly paper or professional proposal by the Scientific Committee, and once you have registered for the Conference, you may be invited to present your work at the Conference as an oral communication.

Use the submission platform link to submit:

<https://openconf.org/cumulusbogota2019/openconf.php>

Your initial full paper submission should be in PDF format. Once your paper has been approved for final submission send both, a *.doc(x) and *.pdf files, including authors names and affiliations. Please make sure you check your paper thoroughly and have removed all the metadata before uploading it to the conference system. Also, have it proof read before turning it in.

Conclusion

Please make sure you can answer 'yes' to all the following questions:

- Is the context of the work clearly described?
- Is the contribution that is made clearly stated?
- Does the paper approach its subject in an innovative way?
- Does the paper follow to the paper template?
- Has the paper been independently proof read?
- Make sure the word count does not exceed or above the requirements.

Citations and references

In the template's references section you will find examples on how to include the bibliographic sources that must be sorted alphabetically. For every in-text citation there should be a full citation in the reference list and vice versa. References should follow the APA writing style. Please use footnotes only for explanatory notes, not for source citation.

The reference list at the end of the template shows examples of a conference paper (Bucolo and Matthews, 2011), a journal article (Evans, 2011), a book by Norman (2004), a book chapter by Jones (2003), and a website (Sea Turtle Restoration Project, 2006).

If you use reference management software such as Mendeley, EndNote, Zotero or Word Citation & Bibliography make sure that you submit document without the fields linked to your bibliographical database.