



Revista Nacional
DE ADMINISTRACIÓN

Universidad Estatal a Distancia - Escuela Ciencias de la Administración





UNED

UNIVERSIDAD ESTADAL A DISTANCIA
Institución Benemérita de la Educación y la Cultura

**GUIDELINES ON THE
PRESENTATION AND DISSEMINATION
OF SCIENTIFIC ARTICLES**



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**San Jose, Costa Rica
May 2025**

	MANUAL OF PROCEDURES Guidelines on the Presentation and Dissemination of Scientific articles, Academic Essays and Systematization of Academic Experiences		 UNED UNIVERSIDAD ESTADAL A DISTANCIA Institución Benemérita de la Educación y la Cultura
Code: RNA 001	Edition: 01 May 2, 2019	Revision: 03 May 27, 2025	Pages 1 to 7

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1. INTRODUCTION

The National Journal of Administration (RNA) is a biannual journal edited by the School of Administration Sciences (ECA) of the State Distance University of Costa Rica (UNED). The academic purpose of the RNA is to contribute to the advancement of scientific and technical knowledge of the economic, administrative and business sciences, through the publication of research articles, essays, literature or bibliographic review, systematization of experiences (internships). In this context, it will try to disseminate the main advances in these disciplines, through articles that provide a real contribution to the scientific knowledge of Costa Rica and other countries.

2. OBJECTIVE

To establish the publication standards for the presentation and dissemination of scientific articles, essays, systematization of experiences for the RNA.

3. SCOPE



This procedure involves all the people who, in their teaching, research and extension work, contribute with their research and publications to the academic heritage of the UNED.

4. RESPONSIBLE AUTHORITIES

Director (RNA)

Editorial Board (RNA)

Associate Editor

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5. ABBREVIATIONS

UNED: State Distance University

ECA: School of Administration Sciences

RNA: National Journal of Administration

6. REFERENCES

- a. Organic Statute of the UNED
- b. Personnel Statute of the UNED
- a. Guidelines of Institutional Policy 2015-2019
- b. Chicago Deusto

7. DESCRIPTION OF THE PROCEDURE

7.1. CONSIDERATIONS



A. Periodicity of the RNA:

The RNA is published twice a year.

B. About the RNA sections:

The internal structure of the RNA is made up of three sections. A brief explanation of each section is as follows:

1. **Scientific articles:** In this section, between eight and twelve scientific articles will be published, depending on the thematic call of the RNA, available for each issue. The published articles will be related to original research and theoretical discussions.

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C. General aspects of the manuscript:

1. The RNA research articles, essays, literature or bibliographic review and systematization of experiences must be original and unpublished.
2. Manuscripts submitted to the RNA must not be submitted for review in another journal simultaneously.
3. Manuscripts must be registered at the following electronic address:

<https://revistas.uned.ac.cr/index.php/rna>

You can send it to the following emails:

revadministracion@uned.ac.cr, revistaadm.uned@gmail.com

1. The length of the works must be from 6000 to 8000 words, in letter size, written in ARIAL 11 font, spaced and a half, in .doc or .docx format (Microsoft Office Word). All pages should be numbered in the bottom right margin.
2. At the beginning of each manuscript, the author must include an abstract of no more than **250 words** in the following languages: Spanish, English, French and Portuguese, which reflects the content developed. In the abstract, it is not recommended to use key words that are already indicated in the title of the manuscript. The format of the abstract is as follows:



Introduction: It establishes the context and background of the topic investigated. It presents the problem, justifies the relevance of the research and places the work within the existing theoretical framework. It usually takes up one or two sentences that seize the essence of the problem addressed (**approximately 30 words**).

Objective: It clearly defines the specific purpose of the study. It specifies what is intended to be achieved, demonstrated or investigated. This section should be precise and measurable (**approximately 25 words**).

Method: It describes the methodology used to achieve the objectives. It includes the design of the study, the population or sample analyzed, the instruments used, the procedures followed, and the techniques of analysis applied. It provides enough information to assess the validity of the study (**approximately 60 words**).

Results: They present the main findings obtained by applying the method described. They include quantitative data, relevant statistics, identified patterns, or observed phenomena. They are presented objectively, without interpretations (**approximately 65 words**).

Conclusion: It interprets the results and establishes their meaning in relation to the objectives set. It highlights the implications of the study, its limitations, and



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frequently suggests directions for future research. It facilitates the understanding of the investigative content and allows readers to identify relevant information according to specific needs (**approximately 70 words**).

1. Next, the author must indicate what, in his or her opinion, are the keywords or descriptors of the text: *keywords* for words in English; *Résumé* for words in French and *Resumo* for words in Portuguese. For this purpose, the use of a thesaurus, such as the [UNESCO Thesaurus](#), is recommended.
2. All the text and the list of references used must consistently comply with the **CHICAGO DEUSTO FORMAT**.
3. The footnotes (no longer than 30 words) must be correctly numbered. They should be used only to comment, discuss or expand on the information provided in the text, but NOT to include bibliographic references. They must be written in ARIAL 8 font. No more than three footnotes should be used throughout the document. If the work contains tables or figures (5 maximum), these must have sufficient resolution to ensure the sharpness of the printed work (150 dpi) and must have the respective authorization for their disclosure if they are not of their own authorship. It is recommended that tables and figures be in grayscale.
1. It is allowed to attach complementary files for articles, such as images, spreadsheets with data, etc.

D. Preparation of the manuscript:

1. The title must be centered in bold ARIAL 14 font. Under the Spanish title, the English title in ARIAL 12 font should be added. The title should not exceed 20 words.
2. Immediately after the title, the name of the author, their current academic affiliation (academic institution where they work), country and their email address must appear, all aligned to the right, in ARIAL11 font and without bold.
3. A footnote should be included with reference to the author's name in Arabic numerals that includes a brief autobiographical overview (profession, higher academic degree attained and university where the degree was obtained, place where he or she works, and ORCID identification number (<https://orcid.org/>)).
4. The abstract in Spanish, English, French and Portuguese will then be included followed by the keywords. Note: The use of computer programs for translation

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should be avoided. The Editorial Board can support authors who need help with translation.

5. The line spacing should be 1.5.
6. All the literature cited will appear at the end of the document, under the indication of *References*, in strict alphabetical order. They should be presented in single spacing and with French sangria.
7. The manuscripts must be sent by email to the official address of the journal or must be sent through this journal management system, subscribed by the author and following the steps described by the system. You must take into account the Publication Guidelines to begin the process of evaluating your manuscript.
8. In addition, at the time of sending the work, the author must fill out the document called *Declaration of originality and assignment of rights*, which can be downloaded at this link:
<https://revistas.uned.ac.cr/index.php/rna/about>
 The submission of this document is essential to begin the evaluation process of any publishable work.
9. All the material indicated in the previous points must be sent in digital format.