

GUIDELINES FOR AUTHORS

- **TOPICS:** The Electoral Law Magazine of the Supreme Electoral Tribunal (hereafter, the Magazine), publishes research works, preferably original, whose topics of interest focus around studies on democracy, elections and civil registry matters from a judicial, political and sociological perspective. Recommendations of books to review are also welcome.
- **Submission of articles:** The works must be submitted to the electronic mail (revista@tse.go.cr). The Supreme Electoral Tribunal does not charge any fee to the authors of the works. The author must guarantee at the time of submission that it is his/her own work and that the said work has no exclusivity rights with third parties. Any claim in this regard will be the sole responsibility of the author. The submitted documents should preferably be unpublished; nonetheless, in case they have been published already through any other media, it should be indicated as such. By submitting the work, the author authorizes the publication of the said work in the electronic website of the magazine, in printed form and CD format.
- **Format:** It is a requirement to submit a copy in electronic format, elaborated in Microsoft Word or Open Office at a minimum. The electronic file must be submitted as follows: no divided words, justified text, highlighted text in cursive or bold, verdana font, number 12, 1 ½ line spacing, vertical alignment. The documents must not go over 5000 words; the Editorial Council reserves the right to waive this requirement.
- **General Information about the article and authors:** The first page of the study shall include the title of the article; the name of the author, his/her academic CV (approximately 200 words), essay-type paragraphs and it must include nationality, profession, electronic mail, affiliation, current work, and a brief description of his/her studies; a Spanish summary, which cannot exceed 200 words and a proposal for key words for bibliographical indexation.
- **Review process:** A double-blind peer review process is used. Thus, the works that are submitted to the Magazine will be submitted to other experts on the topic of the research. These reviewers will receive the work under the premise of anonymity, and once reviewed, the work will be submitted to the editing staff of the Magazine, which based on the opinion of the reviewers, will make a final decision. The reviewers remain anonymous to those who submit their work and vice versa. The Magazine has a review form, which is sent to the reviewers together with the work. These forms aim at establishing the parameters and/or criteria that must be followed in the evaluation. The Editorial Council takes up the corresponding philological review. The result of the process of the arbitrage to which the articles will be submitted will be communicated to the authors in order to proceed with the recommendations made should this be the case.
- **Open access policy:** The Magazine provides immediate open access to its content under the principle of making the research freely available to the public, which fosters broader exchange of global knowledge.

- **Creative Commons License:** The Magazine is licensed under the Creative Commons (CC); thus, the articles that are published are protected under the national copyright laws. This means that if anyone violates the terms of the license under which the work is protected, the author will be able to invoke the application of the sanctions established in the Copyright Law and related rights. The Magazine allows the author to keep his/her rights without any restrictions; if the work has already been published in the Magazine and it is going to be published in another type of media, the Magazine requests the corresponding reference to this prior publication in the Magazine.
- **Publication process:** Confirmation of receipt of all originals will take effect within a period of fifteen days after receipt of documents. Once the stage of “blind peer” is done, the works will be reviewed and approved by the Editorial Council who reserves the right to accept or reject them. Should there be any discrepancy, a simple majority will solve the case.
- **Receipt of articles:** It is open all year long. The publication of approved articles will be scheduled in accordance with what is established by the Editorial Council.
- **Literature consulted:** The bibliographic references must be included under the title “Literature Consulted”, at the end of the original work and should follow the formats described below:

BOOKS

Last name, name initial. (year of publication) *Title*. Place of publication: Publishing company.

Ulate, E. (2005). *Tratado breve de derecho agrario comunitario e internacional*. San José, C.R.: Colegio de Abogados.

MAGAZINES

Last name, name initials. (year) title of article. *Title of magazine*, volume (number of magazine), page.

Ugalde, O. (2005). Derecho de la tutela efectiva. *Revista de Ciencias Jurídicas*, (106), 11-32.

CONGRESSIONAL BILLS AND CONFERENCES

Name of author. (year). Title of the collaboration Title of conference. Name of Organization, place.

Polanco, E. (Septiembre, 2005). Derecho Penal Electoral. Congreso Iberoamericano de Derecho Electoral. Universidad Nacional Autónoma de México, México.

JURISPRUDENCE

Name of authoring entity. (year). Number, time and complete date of the vote

Tribunal Supremo de Elecciones. Voto 2618-E-2005 de las doce horas con treinta minutos del siete de noviembre del dos mil cinco.

WESITES

Name of author. (year) *Title of document*. Recovered from: <http://xxxxxxxxxxxxx>

Aragón Reyes, M. (2005). *Derecho electoral: sufragio activo y pasivo*. Recuperado de http://www.iidh.ed.cr/siii/publicaciones_Capel/Sufragio/20_Activo/20_y/20_pasivo.htm

The following link includes more examples for bibliographic reference:

- **Footnotes:** Footnotes are just for additional information or to complement or expand ideas. They will not be used for references and must be numbered in a consecutive manner and with Arabic numbers.
- **Quotations:** Quotations must include the first last name of the author, the year and the page number. If the quotations have less than four lines or 40 words, they should be kept in the text, within quotation marks and without cursive writing. When quotations have more than four lines or are over forty words, they should be independent from the text in a separate block (indentation in the left margin with the same position of indentation of the paragraph that the document uses), no quotation marks or cursive. In regard to paraphrasing, they should be included in the text without quotation marks, cursive writing or highlighting.
- **Text reference:** Text references follow the following guidelines:

First last name of author, year, page or paragraph number (par) or subtitle and paragraph number, in cases in which there is no page number.

Examples:

Barrientos (2010, pp.25-35)

(Barrientos, 2010, pp.25-35)

Barrientos (2010, par. #)

Barrientos (2010, Subtitle under which the cited text appears, par. #)

Personal communication: it is indicated inside the text but not on the reference list – Literature Consulted- because it cannot be recovered. In this case, it should be referenced as follows:

J. M. Barrientos (comunicación personal, 19 de abril, 2014)

(J.M. Barrientos, comunicación personal, 19 de abril, 2014)

Paraphrase: Aragón (2005) o (Aragón, 2005).