

Instructions for Authors

TEFROS journal maintains its commitment to Open Access to scientific information, considering that scientific publications and research publicly funded must be available online freely, at no cost, and without restrictions. Therefore, there are no fees charged to readers and authors at any instance (review, manuscript processing, publication, etc.). Reviewers are not paid for their work.

TEFROS Journal is a biannual publication, with issues appearing in January and July. Contributions are received throughout the year. Papers must be completely original work in order to be evaluated and accepted, and its publication in other journals is explicitly forbidden.

The journal publishes **original works, documents, reviews of books and maps** on border and frontier issues (historical, social, linguistic, territorial and cultural problematics) which, from different perspectives, significantly contribute to the comprehension of ethnic processes.

Submissions should be made online at the OJS platform <http://www.hum.unrc.edu.ar/ojs/index.php/tefros>, with a copy sent to the following e-mail address: tefros_ar@yahoo.com.ar

Important: Please omit author's data (first name and surname, institution affiliation and email address) in the file sent to the OJS platform in order to preserve anonymity during the evaluation process.

Languages: - *Spanish* (following the rules of Spanish Grammar),
- *Portuguese* (Acordo Ortográfico da Língua Portuguesa)
- *English*

EDITORIAL STANDARDS

(based on **APA Style**. American Psychological Association, 6th Edition:

<https://www.apastyle.org/>)

ORIGINAL ARTICLES SECTION

The articles should have a minimum extension of 15 pages and should not exceed 30 pages. Pages should be formatted for A4-size paper, with 1.5 line spacing and text set in 12 points. The abstract, keywords, text, notes, images, acknowledgement and bibliographic references should be included, in Microsoft Word format. If part of the text cannot be written in Word, it should be sent in a different file, specifying where it should be inserted.

Margins: 3 cm on top and left ; 2 cm on bottom and right.

Page number: on top and right, start on first page.

Centralized title in Spanish and English, with Font TNR Size 14, Upper-lower case, in bold, without underlying.

Names of author (or authors) and institution affiliation on right margin, a line below the title, in Upper-lower case. Assign full name of institution (not only acronyms) and country.

Abstract (approximately 200 words) and keywords in Spanish, Portuguese and English.

The text should include primary subheadings in bold Upper-italics, on the left margin.

Secondary subheadings should be in bold lower-italics, on the left margin. Tertiary subheadings should be in single-italics, on the left.

Leave an empty line before a heading.

A 5-space indent should be left after a final period, not an empty line.

If a quotation has less than 40 words, it should be included within the narrative, written in Size 12, TNR single font, and enclosed in quotation marks.

A three-dot, spaced ellipsis (...) should be used for removing words or phrases within one sentence in a quote.

Text-in citation should include: Author's last name, Year, Page or Paragraph number.

When the quotation gives emphasis to the very same text, the format should be the following:

“Text” (Last name, Year, p. x or pp. xx) Eg. “xxxxxxx...” (Hobsbawm, 2010, p. 26).

When a quotation gives emphasis to the author, the format should be the following:

Last name (Year) “Text” (p. x or pp. xx). Eg. Hobsbawm (2010) states that “xxxxxxx...” (p. 26).

When a quotation gives emphasis to the publication year, the format should be the following:

Year Last Name “Text” (p. x or pp. xx). Eg. In 2010, Hobsbawm stated “xxxxxxxxx...” (p. 26).

A quotation with more than 40 words, should have the same indentation after a full stop. The text should start in a new line with an empty line before and after it. They should be written in Size 10, TNR Font. A three-dot, spaced ellipsis (...) should be used for removing words or phrases within one sentence in a quote.

A quotation written in a foreign language should be translated. In the Reference list, provide the citation of the translated text in its original language. Also provide a Spanish translation of the title of the work in square brackets after the foreign-language title, without italics.

In the case of the paraphrased quotation, Author’s Last name and Year of publication should be provided.

A second hand quotation should be cited exactly as it is. Its format should be:

“Text” (Author, Year, p. x or pp. xx).

If the work has already been cited, but it is on a different page, and the author’s name is not included, provide the following: (Hobsbawm, *op cit.*, p. 26).

When the same work is two or three times cited, provide: (*Ibid.*, p. 30).

Multiple Authors citation:

1. From three to five authors: provide all the authors the first time. If the citation is repeated, provide the first author’s last name followed by *et al.*
2. With over five authors: provide the first author’s last name followed by *et al.* Eg. (Thompson, *et al.*, 1980, p. 23).

Key terms or phrases within the text should be italicized without using inverted commas or underlying them.

Endnotes should be provided on a page after the references list, in Size 10 TNR Font with single spacing. They should be indicated with a Superscript Arabic numeral within the text.

Figures (maps, diagrams, graphs, photographs) should be visually accepted, with 300 pixels resolution, in JPG format.

Each figure should provide its corresponding label below. Provide its number in italics. After a period, with one space, and on the same line, provide the title of the figure in sentence case, with Size 10, TNR font. Within the text, a figure is referred to as follows: (see Fig. 1).

All the works quoted within the text should be cited in the Reference list in alphabetical order. The following data should be provided:

Author/s: Surname/s (in CAPITAL); then a comma followed by the initial letters of the name/s. In a multiple author's work, up to seven authors should be included in the reference list. After the name of the sixth author, write three ellipsis points followed by the last author's name.

If the author is an entity, its full name should be provided. If it is an official governmental body, the name of the country, province or city (as it may concern) should be stated, followed by the full name of the entity.

Date: Publication year should be provided in Arabic numerals, in parentheses. If the author of the article considers it important, apart from the publication date of the cited material, the date of first publication can be added in square brackets. If the work has no specific date of publication, the year is substituted with: n.d.

In case the work is in publishing process, the year is substituted with: (in press)

Name of books and magazines: In Italics, with sentence case. Complete title should be provided.

Name of the article: Between quotation marks, in sentence case. Complete title should be provided, followed by the source (book or magazine where it was read) and the pages of the article publication.

Place: City where the Publishing House is located. If it is uncertain, please indicate: (n.p.)

Publishing House: Name of the Publishing House responsible for the work. The words *Publishers* and *Bookstore* as well as all the abbreviations, like *Co.* and *Inc.* are to be omitted from the Publishers' name. If an institution or organism is referred to, its full name should be provided. In case the publishing house, institution or the entity cannot be identified, the printing press can be included. In case it is unknown, the Publishing House is substituted with: (n.p.)

Examples:

Hobsbawm, E. (1995) [1994]. *Age of extremes*. London: Abacus.

Academia Nacional de la Historia. (1979). *Juan Manuel de Rosas y la redención de cautivos en su Campaña al Desierto (1833-1834)*. Buenos Aires: Autor.

Boccará, G. (1999). Antropología diacrónica. Dinámicas culturales, procesos históricos y poder político. En Boccará, G. y Galindo, S. (eds.), *Lógica mestiza en América* (pp. 21-59). Temuco: Instituto de Historia Indígenas, Universidad de la Frontera.

Bourdieu, P. & Wacquant, L. (1992). The purpose of reflexive sociology. In Bourdieu, P. y L. Wacquant (comps.), *An invitation to reflexive sociology* (pp. 61-216). Oxford: Polity Press.

Mayo, C. (1985). El cautiverio y sus funciones en una sociedad de frontera. El caso de Buenos Aires (1750-1810). *Revista de Indias*, XLV(175), 235-243.

Ratto, S. (2005). Caciques, autoridades fronterizas y lenguaraces: intermediarios culturales e interlocutores válidos (Buenos Aires en la década de 1830). *Mundo Agrario*, 5(10). Retrieved from:

<http://repositoriodigital.academica.mx/jspui/handle/987654321/144793>

Swartz, M., Turner, V. & Tuden, A. (1994) [1966]. Antropología política: una introducción. *Alteridades*, 4(8), 101-126.

DOCUMENT SECTION

This section publishes archival documents relevant for the study of problematics on borders.

All the norms indicated in Original Articles Section will be respected: 1.5 lining space in Size 12 - TNR Font, formatted in A4, Word Program.

Please consider the following order of presentation:

TITLE

ABSTRACT AND KEYWORDS: Spanish, Portuguese and English.

CONTENT OF DOCUMENT: Indicate place and date of document creation, and the actual location. Include review and analysis of its content.

BIBLIOGRAPHIC REFERENCES: (see Original Articles model)

NOTES

ACKNOWLEDGEMENTS

TRANSCRIPTION: it is required to include the transcription of the whole document analyzed, respecting its original orthography. If there is an unreadable word, please indicate it as: [illegible]. In case there are changes in calligraphy, breaks or stains in the document, please point it in a note.

IMAGE: the image of a sheet of the document is to be included as illustration (compulsorily JPG image, with 300 pixels resolution).

BOOK REVIEW SECTION

All the norms indicated in Original Articles Section will be respected, except for the extension of the text, which will not exceed seven pages formatted in A4, in TNR Font, size 12, with 1.5 line spacing. It is required to include the abstract in Spanish, Portuguese and English, keywords in these three languages, text, notes, acknowledgements and bibliographic references, in Microsoft Word.

At the beginning, please provide the publishing data of the reviewed book (author, date, name of the book, place and publishing house).

COVER MAP SECTION

This section corresponds to the Cover map in each Magazine volume. It publishes historical maps (connected to an interethnic border) with a comment on it. All the norms indicated in Original Article Section should be respected, except for the extension of the text which should not exceed two pages in Size 12 TNR font, with 1.5 line spacing, and formatted in A4. Provide Title (the name of the map), source reference in Spanish, Portuguese and English, keywords in the three languages, content text, and references. Adjust Map in format JPG, with 300 pixel resolution. A publication permission note from the Archive or Institution of origin should be provided.



TEFROS JOURNAL EVALUATION FORM

TEFROS Journal Executive Board and the Editorial Board thank your participation as peer evaluator.

If you consider that you cannot carry out the assigned task, please do not hesitate in communicating with us, as soon as possible.

Your identity as evaluator will be confidential.

REFEREE INDICATORS

Title of the Article	
Submission date (from the Editorial Board)	
Return date (from the Evaluator)	

PLEASE, MARK (X) THE CORRESPONDING BLANK:

Aspecto to evaluate	Acceptable	Relatively acceptable	Unacceptable
Thematic relevance for TEFROS Journal			
Relevance of the theme			
Originality			
Clarity and precision of language			
Coherence between objectives, methodology and data			
Cited bibliography			
Critical reading of bibliography and sources			
Articulation of the conclusion with the other parts of the paper			
Accuracy of the paper format according to TEFROS Publishing Standards			

Title			
Images or other visuals			
Abstract			

DECISION: (MARK (X) IN THE PARENTHESIS TO THE RIGHT)

☐ **Publish without modifications** ()

☐ **Publish with partial modifications** ()
 (Specify the parts to be modified
 and how these modifications can be made)

☐ **Do not publish** ()
 (State the reasons)

1.1.1.1.1

OBSERVATION REPORT AND SUGGESTIONS (In case you consider necessary to communicate a particular commentary to the author, please write in detail within the following box)

1.1.1.1.2

ETHICS STANDARDS

(basadas en COPE's <http://publicationethics.org/>)

Conflict of interests

The editors of TEFROS Journal are committed to respect the Ethics standards to avoid conflicts of interests between all the persons involved in the publishing process (authors, editors, publishers, among others). Each text submitted to the magazine will be evaluated for its scientific content under the mechanism of double-blind refereeing. Discrimination of any kind is to be avoided (political affiliation, ideological or methodological tendency, gender, sexual orientation, religious beliefs, etc.). At the same time, external evaluation biased with a personal position will be discarded.

Authors as well as evaluators must declare any conflict of interests at the moment of sending and receiving the articles. In case there is a conflict after the publication, a retraction is possible. TEFROS editorial board is also willing to publish corrections, clarifications, retractions, and apologies, when necessary, Publishers will ensure that selected evaluators do not belong to the same author's institution or research team. In that regard, reviewers must mention in writing their home institution and the sources of funding for their research.

Ethical norms for revision

The Editorial Board will keep strict confidentiality in all the stages that constitute the revision process, guaranteeing that only people directly involved (authors and evaluators) will have access to the information in manuscripts and evaluation.

Each article is examined first by the Editorial Board, in order to guarantee that the magazine editorial norms are observed, and, at the same time, that there is no information showing the author's identity. If an article has several authors, the Board will be able to contact any of them in case there are doubts.

At a later stage, both external revision peers receiving the article must treat it with absolute confidentiality. They are unable to use the data in it until it is published. Reviewers with conflicts of interest can recuse themselves from their duties.

Finally, having completed all the instances of external evaluation, the Editorial Board will communicate the decision of accepting the article for publication or not. Authors must consider and correct the mistakes indicated by the reviewers. If the authors do not agree with the evaluation, they will have right to respond via a letter with justified refutation. The Editorial Board will analyze the case and provide a solution.

It is highly recommended that the Ethical Norms and Plagiarism Control Policies Section is read.