



EDITORIAL EVALUATION

To facilitate the manuscript evaluation process and expedite the report on its potential publication, authors are advised to conduct a final self-review before submitting their application to the journal. Mark with an X if it meets the following requirements:

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Present four documents	COMPLIES		OBSERVATIONS
	Yes	No	
(1) Article document in Word format			
(2) Authors' biography document with complete information of all participants (full names, affiliation, city, country, ORCID code, institutional affiliation, and a biographical summary of a maximum of 500 characters per author)			
(3) Complete originality letter document (date, article title, and signature of all authors)			
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Article meets the characteristics of original research and literature review articles			
Number of authors (maximum 4)			
Original and unpublished article (i.e., it has not been published before or is under review)			
INNOVA research lines (Education, Business, and Innovation)			
All authors are registered in metadata			

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CONTENT			
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Title with a maximum length of 20 words.			
Keywords in Spanish and English (minimum 3, maximum up to 5, separated by semicolons (;), e.g., education; university; teachers; virtuality) following the UNESCO thesaurus.			
Abstract available in English and Spanish version			
Justified abstract, Times New Roman font, size 12. It should include the study objectives, main elements of the methodology used, main findings of the study, research contribution, and conclusions.			
Number of words in the abstract (maximum 250 words)			
IMRC structure (Introduction, Theoretical framework, Methodology, Results, and Conclusions)			
Methodological approach, the type and scope of the research to be developed.			
FORMAT			
	COMPLIES		OBSERVATIONS
	Yes	NO	
Word document of the article (Title in Spanish and English with Times New Roman font, size 14, centered, bold, and a maximum of 20 words)			
Margins of 2.54 cm on each side			
Subtitles such as: Introduction, Theoretical Framework, Methodology, Results and Discussion, Conclusions, References, should be centered, Times New Roman font, size 12, and bold			
Line spacing for the entire document, use 1.0			

	COMPLIES		OBSERVATIONS
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Justified text			
Use a 1/2 inch (1.27 cm) indent at the beginning of a paragraph and footnotes.			
Titles of tables and figures (should be numbered, e.g., Table 1 (in bold and left-aligned), space and below the title (in italics and left-aligned), insert the table or figure and below the source. Source in italics, colon, and the information from where the table or figure was obtained.			
Right-click on tables and auto-fit to window, they should be left-aligned, not centered.			
Spelling check throughout the text			
APA 7th edition standards were used			
References in alphabetical order			
Research articles: minimum of 30 references			
Review articles: minimum of 50 references			
Updated references included, from the last 5 years (2019-2024)			
References from publications indexed in Scopus or Web of Science included			
The number of references corresponds to the citations reported in the body of the text (and vice versa)			
All references have links such as DOI or URL			
Long links are shortened to a short URL using Bitly.com or similar			