

**REVISTA
MEXICANA DE
ECONOMÍA Y
FINANZAS**
Nueva Época

REMEF
(THE MEXICAN JOURNAL OF
ECONOMICS AND FINANCE)

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Authors

Guide for the submission of articles through OJS

Objective

The purpose of this guide is to inform the authors of original and unpublished scientific papers about the steps they should take to submit their articles for consideration in the Mexican Journal of Economics and Finance (REMEF) New Era, via the Open Journal Systems (OJS) platform.

Website: www.remef.org.mx

Instructions for the authors

Articles must comply with all points of the *Instructions for the Authors*, in order to be able to submit the research work for possible publication in the REMEF.

We kindly ask that you read carefully the instructions in the following link:

<http://www.remef.org.mx/index.php/remef/pages/view/politica>

i. Registration in OJS

Login to the site <http://www.remef.org.mx/index.php/remef/user/register> or click on: Register from the website.


Provide your personal information, assign a username and password to enter the site in the future.



If you already have a username and password, you do not need to register again.

In the Salutation section you will need to enter your most recent academic degree, for example: M.Sc., Ph.D.; or Mr., Mrs, etc.

Salutation	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>



In the 'Register as' section: select Author Author and/or Reviewer if you want to collaborate in the 'double blind' arbitration process with other articles.

Register as	<input type="checkbox"/> Reader: Notified by email on publication of an issue of the journal. <input checked="" type="checkbox"/> Author: Able to submit items to the journal. <input checked="" type="checkbox"/> Reviewer: Willing to conduct peer review of submissions to the site. Identify reviewing interests (substantive areas and research methods): <input type="text"/>
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ii. Login

Once you have registered in the OJS of REMEF, log in with your username and password in the section: Login, Submit article or in the OJS image.

The screenshot shows the homepage of the Revista Mexicana de Economía y Finanzas Nueva Época (REMEF). The browser address bar displays www.remef.org.mx/index.php/remef/index. The page header includes the journal title in Spanish and English, along with the IMEF logo. A navigation menu at the top contains links for Home, What is IMEF?, Editorial Policies, Submission Guidelines, Editorial Ethics, Contact & Subscriptions, Statistics, **Login**, Register, and Search. The **Login** link is highlighted with a red box and a red arrow pointing upwards. On the left sidebar, a list of links includes Current Issue, Previous Issues, REMEF First Era, Forthcoming Issue, Legal Information, Executive Committee, Editorial Board, Functions of the Journals' Committees, Announcements, Indexes and Repositories, and Featured News. At the bottom of this sidebar, the **Send Article** button and the **OJS** (Open Journal Systems) logo are highlighted with red boxes and red arrows pointing from the left. The main content area features the journal title in Spanish and English, a red box with the journal title in English, and the CONACYT logo with the text "Belongs to the Classification System of Mexican Journals of Science and Technology by CONACYT." Below this, the ISSN (1665-5346 print, 2448-6795 online) and DOI (10.21919/remef) are provided. At the bottom, the text "The Mexican Journal of Economics and Finance REMEF (New Era)" is displayed.

iii. Submit a new article

Once you are logged in, go to “User Home” and click on “Role of the author”.

Home What is IMEF? Editorial Policies Submission Guidelines Editorial Ethics Contact & Suscriptions Statistics **User Home** Search

User Home

Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance)

Author	1 Active	0 Archive	[N]
Reviewer		1 Active	

My Account

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To start the 5-step submission process, click: “Click here”

[Editorial Policies](#) [Submission Guidelines](#) [Editorial Ethics](#) [Contact & Subscription](#)

Active Submissions


[Active](#)
[Archive](#)

ID	MM-DD Submit	Sec	Authors	Title
263	01-12	TRABINV	Prueba	Artículo de F

1 - 1 of 1 Items

Start a New Submission

[Click here](#) to go to step one of the five-step submission process.


Refbaks

Step 1. Starting the Submission

Select and fill in the corresponding fields:

- a. Section of the journal: *Trabajos de investigación*
- b. Select the source language of the article: English or Spanish
- c. Read carefully the submission list (complying with the Instructions for the Authors)
- d. Read carefully the Privacy Policy of the IMEF
- e. Comments for the editor. It is possible to give brief commentary in this section for the editor to consider along with the article.

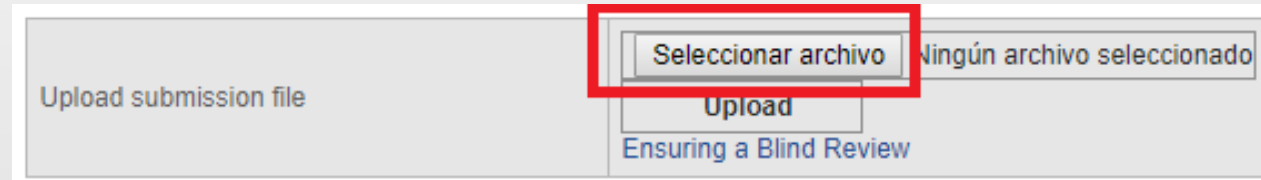
Step 1. Starting the Submission

1. Start
2. Upload Submission
3. Enter Metadata
4. Upload Supplementary Files
5. Confirmation

Encountering difficulties? Contact [Ricardo Mendoza](#) for assistance (55 4169 0848).

Step 2. Uploading the Submission

a. Click on Select file to locate the article in your storage device.



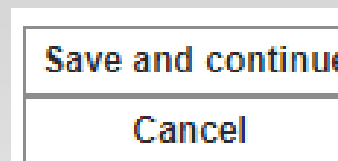
b. Locate the file that you wish to submit and highlight it.

c. Click on Open to load the document.

d. Click on Upload to send the file to the website of the journal and rename it according to REMEF standards.



e. Once the article has been loaded click on Save and continue on the lower portion of the page.



Step 3. Entering the Submission's Metadata

Please fill in the fields of the form with the data of the article and authors.

- a. Select the language of the form: Spanish / English
- b. Authors: the data are updated with the information recorded. It is possible to make modifications. To add a second author or co-author, click on the Add author button before the data of the title and summary. You will need to enter the information.
- c. Title and summary: enter the information of the article. The summary must comply with the Instructions for the authors.
- d. Indexing: Please complete the information below to facilitate the search for your article once it is published. Academic Areas, Subject Classification, Keywords, and Language.
- e. Collaborating organizations: Enter the details of the person, organization or service that contributed to the article.
- f. Once the metadata has been uploaded, click on Save ad Continue.

Step 4. Uploading Supplementary Files

In this section you can load additional documents to the original article. You can upload graphs, Excel documents, tables, etc.

At the end of the upload or to skip this step, please click Save and continue.

Step 5. Confirming the Submission

Please check that the submission details are correct and that the document is attached correctly.

To end the submission, click on “Finish Submission”.

Finish Submission

Cancel

The system will notify you that your submission has been finalized.

Active Submissions

Submission complete. Thank you for your interest in publishing with Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance).

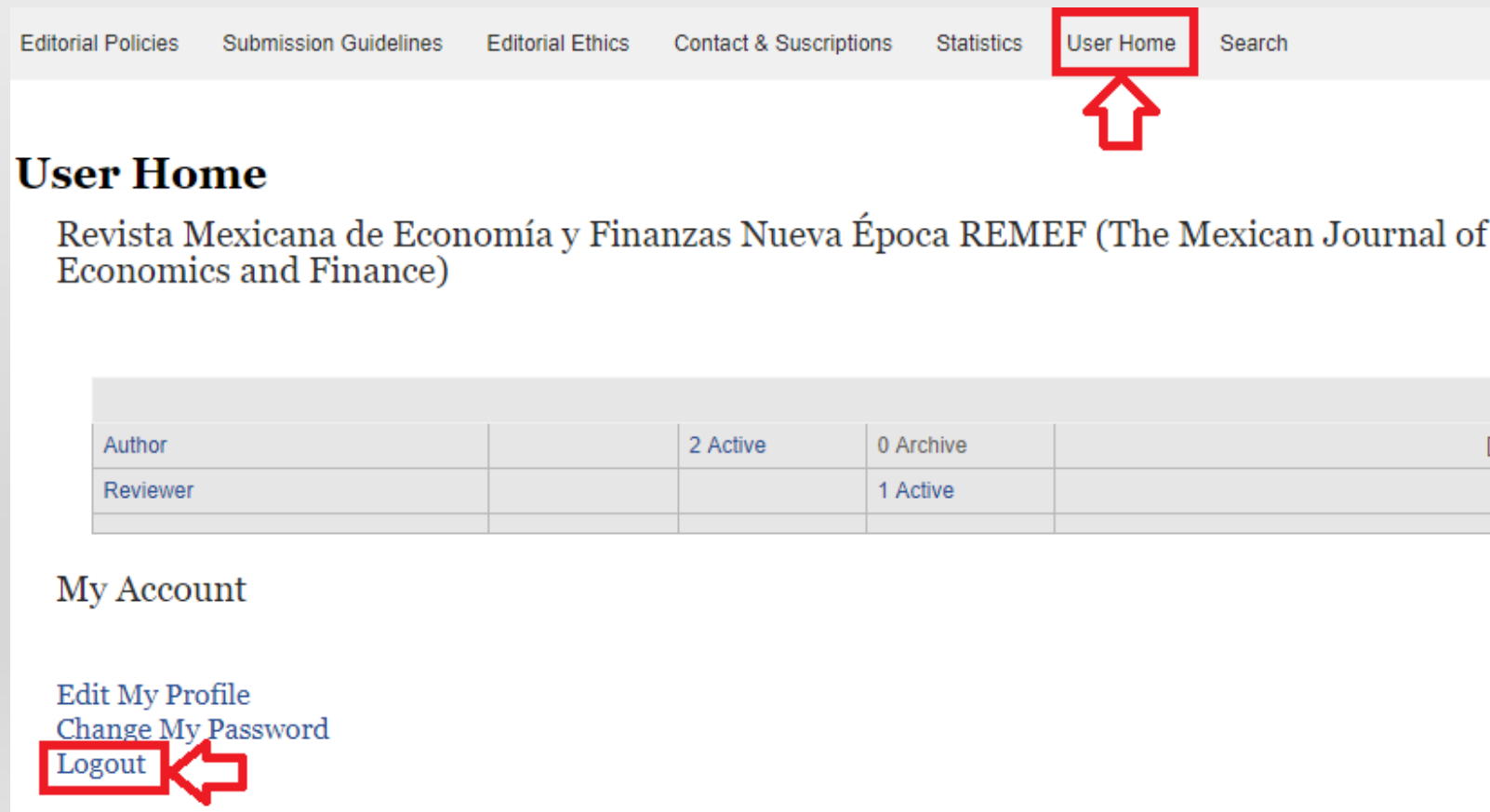
[Active Submissions](#)

When clicking active submissions, a list with the articles that have been submitted for their possible publication in the REMEF will be displayed.

The additional confirmation system sends you an email informing you that your item has been received.

iv. Logout

To logout of your session you need to click on User Home and, on the lower portion of the page, you will find the option to Logout.



The screenshot displays the user interface of the REMEF website. At the top, a navigation menu includes links for Editorial Policies, Submission Guidelines, Editorial Ethics, Contact & Suscriptions, Statistics, User Home, and Search. The 'User Home' link is highlighted with a red box and a red arrow pointing upwards. Below the navigation menu, the page title 'User Home' is displayed, followed by the journal's name: 'Revista Mexicana de Economía y Finanzas Nueva Época REMEF (The Mexican Journal of Economics and Finance)'. A table shows the user's activity statistics:

Author		2 Active	0 Archive	[N]
Reviewer			1 Active	

Below the table, the 'My Account' section is visible, containing links for 'Edit My Profile', 'Change My Password', and 'Logout'. The 'Logout' link is highlighted with a red box and a red arrow pointing to the left.

Additional information.

In the Instructions for the Authors you are requested to sign and enclose—together with the article—the letter of privacy notice and transfer of rights, which must be sent to the e-mail: remef@imef.org.mx

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REMEF thanks you for your consideration
in the publishing of your research papers

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Nueva Época
REMEF
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