

ANNEX II – AUTHOR GUIDELINES

Version dec 2025

The Public Procurement Journal is an academic publication that disseminates the work of professionals and specialists—both national and international—who are experts in the field of public procurement and related areas. It also publishes the institutional reports of the National Directorate of Public Procurement (DNCP), with the aim of promoting theoretical and critical debate on public procurement at national and international levels, thus contributing to the improvement and strengthening of the National Public Procurement System, from a perspective that upholds human rights and environmental sustainability, overcoming the traditional approach to the subject.

The Journal is published annually during the second semester of each year and is addressed to public officials, suppliers, professionals, and students interested in public procurement topics. The call for submissions is open throughout the year. In this regard, the Editorial Committee will establish the content of each issue, selecting the works that meet the requirements described below, according to their approval order.

I. ETHICAL GUIDELINES

1. **Originality:** Articles should preferably be unpublished. When the author submits their contribution, they must clearly state:
 - a. Whether they agree with the Editorial Policy of the *Public Procurement Journal* of the National Directorate of Public Procurement;
 - b. If the work is not unpublished; if so, they must provide its bibliographic reference, as per the requirements described below; and
 - c. That the work is not being evaluated by another journal.
2. **Honesty:** Authors must present their results honestly, without fabrication, falsification, or inappropriate data manipulation. Likewise, they must accurately cite the work of others and should not copy references from other publications if they have not read the cited material.
3. **Balance:** Contributions must be complete and balanced, and include all arguments and findings, regardless of whether they support the hypothesis or interpretation proposed.
4. **Transparency:** Authors must include the name of their employing institution and disclose any relevant financial or non-financial relationships that may affect the interpretation of their findings or that editors, reviewers, or readers could reasonably be expected to know.
5. **Authorship and Acknowledgment:** Authorship must accurately reflect each individual's contribution to the work. Therefore, authors must ensure that only those who meet authorship criteria are credited, and that no eligible authors are omitted.

6. **Responsibility:** Authors assume responsibility for the integrity of their contribution. Accordingly, they should adequately respond to comments following publication, as well as respond to queries and provide additional clarifications or details when necessary.
7. **Compliance with publication conventions and peer review:** Authors must not submit the work to other journals simultaneously. They must also inform the Editorial Committee if they withdraw their work or choose not to respond to reviewer comments after receiving conditional acceptance.

II. JOURNAL SECTIONS AND CONTRIBUTION CRITERIA

1) *Editorial*

A brief document written by the Editor-in-Chief or a guest expert specially appointed for that purpose.

It introduces the reader to the topics addressed in the current issue, contextualizing the content and highlighting its relevance to public procurement in Paraguay.

The editorial must be between **1,000 and 2,000 words**.

It may be submitted in **Spanish or English**.

2) *Articles*

- **Language:** Spanish or English
- **Format:** Submitted in .doc (Word), single-spaced, Times New Roman font, size 12.
- **Length:** Minimum **3,000 words**, maximum **4,000 words**.
- **Title:** Up to **20 words**, presented in both journal languages.
- **Abstract:** Articles, essays, and case studies must include a short abstract (maximum **250 words**) in **Spanish and English**, highlighting the most relevant ideas developed by the author.
- **Keywords:** Between **3 and 5**, in Spanish and English.
- **Citations and references:** All contributions must include in-text citations and a final reference section with at least **12 bibliographic references**. The Journal adopts the **APA Style, 7th edition** (www.apastyle.org).
- **Tables and graphics:** A maximum of **three (3) graphics** and **three (3) tables** per work, submitted in **editable format (not images)** and in **Excel**.

Articles may be submitted by students, academics, professors, and researchers. They will be evaluated according to the review process detailed in Section V.

3) *Interviews with Key Figures*

An editorial space dedicated to publishing conversations with prominent personalities in the field of public procurement, whose contributions have had a significant impact on the development, implementation, or study of State contracting systems in Paraguay and the region.

Interviewees are invited by the *Public Procurement Journal*.

The interview must be between **2,000 and 3,000 words**.

It may be submitted in **Spanish or English**.

Contributions to this section will be evaluated by the Editorial Committee.

4) *Systematization of Experiences in Public Procurement*

A journal section aimed at documenting, analyzing, and disseminating practices, initiatives, and innovations implemented within State procurement processes in Paraguay, to generate replicable lessons and contribute to continuous system improvement.

This section prioritises systematic reflection on real experience by the actors involved, combining methodological rigor with practical narrative.

Contributions may be submitted by:

- officials of public institution procurement units,
- State supplier companies,
- civil society organizations involved in social oversight,
- international cooperation programs in public procurement, and
- academic institutions engaged in applied projects.

These contributions will be evaluated by the Editorial Committee.

III. AUTHORSHIP

The corresponding author is deemed to act on behalf of all co-authors and assumes responsibility for the originality of the submitted work.

The order of authors should be a joint decision among co-authors.

The submission file must be **anonymous**—i.e. it must not contain any author identification—to preserve confidentiality during the review process. It must be accompanied by an **Authorship Letter**, including:

- author(s) information,

- project funding details,
- contribution of each author (in the case of co-authorship),
- conflict of interest declaration.

The Authorship Letter template may be downloaded from:

<https://revista.dncp.edu.py>

IV. SUBMISSIONS

All contributions must be submitted **digitally** for publication.

Submissions are made via the journal's website:

<https://revista.dncp.edu.py>

Steps:

- The author must register on the platform: <https://revista.dncp.edu.py>
- Once registered, they must log into the platform to submit their work.
- In **Step 3 (Submission Metadata Entry)** the author must include:
 - a. Title in Spanish and English
 - b. Name of each author, followed by institutional affiliation and e-mail address
 - c. Indication of the corresponding author (in the case of co-authored works)
 - d. A short **biographical summary (max. 50 words)** in the *Biographical Statement* section of the system.

V. CONTRIBUTION REVIEW

1. **Receipt of articles:** Manuscripts must be submitted through the Journal platform:
<https://revista.dncp.edu.py>
2. **Review process:** After confirming compliance with style and content requirements stated in these Author Guidelines, the Editorial Committee will forward the manuscript to **at least two expert reviewers** in the topic, external to the Committee, under a **double-blind review** model.

Upon completion of the review, the journal will inform authors of the decisions and examiners' comments, who may recommend:

1. Publish as submitted
2. Publish following incorporation of proposed changes – once revised, the Review Committee will issue the final decision regarding publication
3. Not publish the manuscript

The editorial process will be resolved in a **minimum of 8 weeks**, and may be extended.