



Revista Mexicana de Ciencias Pecuarias

Instructions for submitting articles on
the Revista Mexicana de Ciencias
Pecuarias.

Welcome to the portal of the Revista Mexicana de Ciencias Pecuarias, then we give the steps so you can make your process through our platform.

1. Click on the following link::
<http://cienciaspecuarias.inifap.gob.mx/editorial/index.php/Pecuarias/login>
2. Be sure to choose “English” in the language selection option (“Idioma”) on the right side of the screen, and then click on “Entregar”.



Figure 1

3. If you already have a username and password, please skip to step 7, otherwise continue with step 4;
4. If you do not have a username and password, please register using the instructions shown in figure 2.

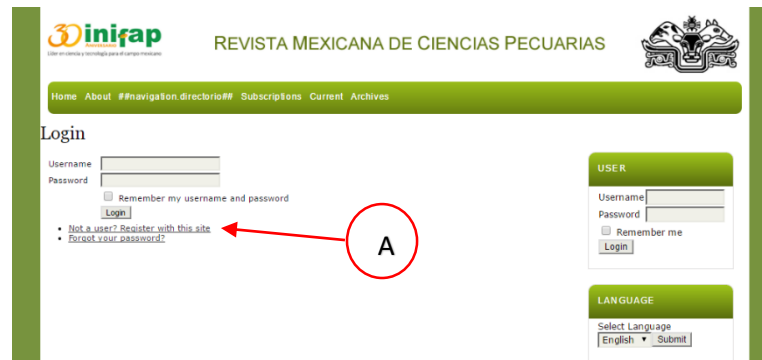


Figure 2

- A. Click on the option “Not a user? Register with this site.” (see section A), picture 2.
5. The registration screen will appear (Figure 3). Fill in as much of the information as possible. The username and password will be required to enter the journal platform as a registered user. Usernames can only contain lowercase letters, numbers, dashes and underscores. Passwords must contain at least six (6) characters: letters and/or numbers. Please provide only one email address, that which will best facilitate communication with the journal. Be sure to check the “Author” box if you intend to submit an article.

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Register

Fill in this form to register with this site.
[Click here](#) if you are already registered with this or another journal on this site.

Profile

Form Language: English To enter the information below in additional languages, first select the language.

Username * The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password * The password must be at least 6 characters.

Repeat password *

Salutation

First Name *

Middle Name

Last Name *

Initials Joan Alice Smith = JAS

Gender

Affiliation

Signature (Your institution, e.g. "Simon Fraser University")

Email * [PRIVACY STATEMENT](#)

Confirm Email *

ORCID ID ORCID iDs can only be assigned by the [ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Phone

Fax

Mailing Address

Country

Bio Statement (E.g., department and rank)

Confirmation Send me a confirmation email including my username and password

Working Languages English Español

Register as Reader: Notified by email on publication of an issue of the journal. Author: Able to submit items to the journal.

* Denotes required field

Privacy Statement

Los nombres y direcciones de correo-e introducidos en esta revista se usarán exclusivamente para los fines declarados por esta revista y no estarán disponibles para ningún otro propósito u otra persona.

SAGARPA INSTITUTO NACIONAL DE INVESTIGACIONES FORESTALES, AGRÍCOLAS Y PECUARIAS

Revista Mexicana de Ciencias Forestales

Revista Mexicana de Ciencias Agrícolas

Instituto Nacional de Investigaciones Forestales, Agrícolas y Pecuarias
 CENID-Microbiología Animal, Km. 15.5 Carretera México-Toluca, Colonia Palo Alto
 México, D.F. C.P. 05110
 Tel. 01 (55) 38718700 Exts. 80306 - 80316
 Este sitio sólo trabaja con

Figure 3

6. Once all relevant information has been entered, click on the “Register” button.
7. After registering, the system will automatically allow access to the platform.

8. The next screen is the main user page (Figure 4). Here, users can check and change their user information, change their password, and submit a manuscript for review by the editor.



Figure 4

Submitting a manuscript

9. Enter the platform using your username and password. Click on the “New submission” button on the main user page (Figure 4), clause (A).
10. In the submission screen (Figure 5), the author needs to complete five (5) steps to submit a manuscript.

ini rap REVISTA MEXICANA DE CIENCIAS PECUARIAS

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Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Yolanda Hernández Tomé](#) for assistance (01(55)38718700 ext 80316).

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section *

Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pull-down below.

Language *

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- La Revista Mexicana de Ciencias Pecuarias publica tres categorías de trabajos: artículos científicos, notas de investigación y revisiones bibliográficas, que como política interna desde hace varios años ha decidido aplicar un cobro a los autores por el hecho de presentar sus contribuciones. A partir del número 1 del Volumen 7, ENERO-MARZO-2016 la cuota de publicación será fija independiente del tipo de contribución que se trate o la extensión de la misma, debiéndose cubrir la cantidad de \$5,600.00 (MEX \$) si los autores radican en territorio nacional, o su equivalente en dólares americanos (US \$) para los autores que se ubican en el extranjero. [Política de cobro.](#)
- Todos los trabajos estarán sujetos a revisión de un Comité Científico Editorial, conformado por Pares de la Disciplina en cuestión, quienes desconocerán el nombre e Institución de los autores proponentes. El Editor notificará al autor la fecha de recepción de su trabajo. [Normas para autores/es.](#)
- Para su elaboración se utilizará el procesador de Microsoft Word, con letra Arial a 12 puntos, a doble espacio. Asimismo se deberá remitir una carta de presentación firmada por todos los autores, aceptando el orden de coautoría, remitiéndola en forma digitalizada o por fax (999/041.50.30); en ella se indicará el responsable de la correspondencia con la Revista, indicando dirección (no apartado postal), teléfono, fax y dirección electrónica. [Normas para autores/es.](#)
- Por ser una revista con arbitraje, y para facilitar el trabajo de los revisores, todos los renglones de cada página deben estar numerados; asimismo cada página debe estar numerada, inclusive cuadros, ilustraciones y gráficos. [Normas para autores/es.](#)
- El texto cumple con los requisitos bibliográficos y de estilo indicados en las [Normas para autores/es.](#)
- Los artículos tendrán una extensión máxima de 20 cuartillas a doble espacio, sin incluir páginas de Título, y cuadros o figuras (los cuales no deberán exceder de ocho). Las Notas de investigación tendrán una extensión máxima de 15 cuartillas y 6 cuadros o figuras. Las Revisiones de literatura una extensión máxima de 30 cuartillas y 5 cuadros. [Normas para autores/es.](#)
- Todos los artículos deberán ir sin nombre de los autores, dentro de él, puesto que en el punto 3 de este sistema, podrá ingresar esta información, asegurando que sea una evaluación de doble ciego.
- Si necesitas ingresar algún archivo complementario, lo podrás realizar en el paso 4 del envío.

Nota: En este apartado no se aceptan archivos comprimidos, si necesitas cargar 2 o más, tendrás que hacer la carga de archivo por archivo, ya que por cada uno se te pide información necesaria.

- Sólo se aceptarán trabajos inéditos

Journal's Privacy Statement

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Comments for the Editor

Enter text (optional)

* Denotes required field

SAGARPA SECRETARÍA DE AGRICULTURA, GANADERÍA Y DESARROLLO RURAL INSTITUTO NACIONAL DE INVESTIGACIONES FORESTALES, AGRÍCOLAS Y PECUARIAS

ini rap Revista Mexicana de Ciencias Forestales

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Figure 5

11. Step One – Starting the Submission

- Choose the journal section to which the manuscript is to be submitted (i.e. Articles, Research Notes, Bibliographic Revisions and Literature Reviews).
- Choose manuscript language (English or Spanish).
- Ensure that the manuscript meets all requirements on the checklist and check each item. All manuscripts to be submitted must meet all the requirements to be submitted and considered for publication.

- Please read the journal’s privacy statement.
- Authors can write any questions, doubts or comments they may have in the “Comments for the Editor” box.
- Once all the information has been entered, click on the “Save and continue” box.

12. Step Two – Uploading the Submission

- In the “Upload submission file” section click on the “Select File” option (see Figure 6, section A), and find the manuscript file.

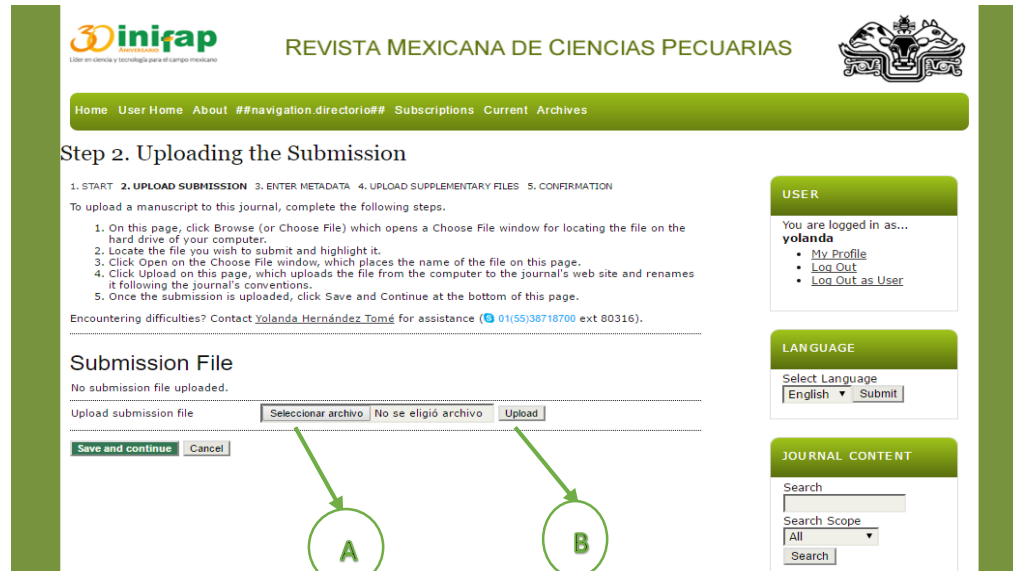


Figure 6

- Choose the file and click on the “Upload” button (see Figure 5, section B). Be sure to click “Upload”, otherwise the file will not be available for the editor to review.
- **IMPORTANT:** Only the complete manuscript file, containing the text and any relevant tables and/or figures, should be uploaded in this step. Supplementary materials such as large tables, figures, graphs and any other supporting files can be uploaded in Step Four.

- If the manuscript upload has been successful, the file name and upload date will appear (see Figure 7).

Figure 7

- Once the file has been uploaded, click on the “Save and continue” button.

13. Step Three – Entering the Submission’s Metadata

In this step, the author enters descriptive data about the manuscript. Fields with an asterisk (*) are required for submission, but other fields are extremely important for indexing and metrics.

- a) **Authors:** Enter author data, including name(s), surnames, email (only one, that which provides for the best communication), ORCID iD (if applicable), URL (if author maintains webpage and/or blog), institutional affiliation, country, any competing interests, a personal bio statement, and Google Analytics account number (if applicable).
- b) **Coauthor data:** To add coauthors, click on the “Add Author” button and fill in the information as above. Repeat this step for each additional author.
- c) **Title and Abstract:** Enter the manuscript title and the abstract.
- d) **Indexing:** Enter the keywords, separating each with a semicolon (;). In the “Language” box, please enter “es;en” because the journal is published in both Spanish (es) and English (en).
- e) **Contributors and Supporting Agencies:** Indicate any persons or organizations that contributed to, financed and/or supported the research reported in the manuscript and/or the writing thereof. Separate each person/organization with a semicolon (for example: Jane Doe, Metro University; Master University, Department of Computer Science).

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language
To enter the information below in additional languages, first select the language.

Authors

First Name *
Middle Name
Last Name *
Email *
ORCID ID
ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).
URL
Affiliation
(Your institution, e.g. "Simon Fraser University")
Country
Competing interests
CI POLICY
Bio Statement (E.g., department and rank)
Google Analytics account number
To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).

Title and Abstract

Title *
Abstract *

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).
Keywords
Language
English=en; French=fr; Spanish=es. Additional codes.

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).
Agencies

* Denotes required field

USER
You are logged in as...
yolanda
• [My Profile](#)
• [Log Out](#)
• [Log Out as User](#)

LANGUAGE
Select Language

JOURNAL CONTENT
Search
Search Scope

Browse
• [By Issue](#)
• [By Author](#)
• [By Title](#)

FONT SIZE

figure 8

14. Step Four – Uploading Supplementary Files

In this window, authors can include materials that support the submitted manuscript, but were not appropriate for inclusion in the manuscript itself. These may include species lists, large numeric tables, extremely complex images and other similar files.

To upload supplementary files such as tables, figures, graphs, etc., find the file by clicking on “Select file”. Click on the file to be uploaded and then click on the “Upload” button (see Figure 9). Only upload one file at a time, since the platform will not allow mass uploading of various files.

The screenshot shows the journal's website interface. At the top, there is a navigation bar with the journal's logo (ini-rap) and the title 'REVISTA MEXICANA DE CIENCIAS PECUARIAS'. Below the navigation bar, the main heading is 'Step 4. Uploading Supplementary Files'. The interface includes a progress indicator showing steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES (current step), and 5. CONFIRMATION. A text box explains that supplementary files can include research instruments, data sets, sources, figures, and tables that cannot be integrated into the text. Below this is a table with columns: ID, TITLE, ORIGINAL FILE NAME, DATE UPLOADED, and ACTION. A message states 'No supplementary files have been added to this submission.' There are two buttons: 'Seleccionar archivo' (which is highlighted) and 'No se eligió archivo'. Below the table is an 'Upload' button. At the bottom left, there are 'Save and continue' and 'Cancel' buttons. On the right side, there are two panels: 'USER' showing the user is logged in as 'yolanda' with links for 'My Profile', 'Log Out', and 'Log Out as User'; and 'LANGUAGE' with a dropdown menu set to 'English' and a 'Submit' button.

figure 9

- After each supplementary file is uploaded, a new window will open requesting metadata for that file. Note: These data need to be entered for each file; fields with an asterisk (*) are required. (See figure 10)

- Language: Choose either English or Spanish.
- Title: Enter the full title of the material in the file.
- Creator (or owner): Enter who created the material and/or who holds the rights to the material.
- Keywords: Indicate keywords describing the material, separating each with a semicolon (;).
- Type: Indicate the type of supplementary material contained in the file (Research Instrument; Research Results; Transcripts; Data Analysis; Data Set; Source Text; Other). If “Other”, provide a brief type description in the “Specify other” box.
- Brief Description: Describe salient aspects of the material to provide an idea of its relevance to the submitted manuscript.
- Publisher: If the material has been published previously, provide the name of the publisher.
- Contributor or sponsoring agency: Indicate any persons and/or organizations that supported generation of the material.

- i) Source: Indicate the material's source, be it a study, book or other origin.
- j) Language: Indicate the language the material is in.
- k) - When a supplementary file has been successfully uploaded, the file name and upload date will appear.
- l) - After a file has been successfully uploaded, click on "Save and continue" to continue with Step Four. If additional supplementary files are to be uploaded, repeat this process.
- m) - Uploaded supplementary files will appear in a list in the "Uploading Supplementary Files" window. If changes need to be made to the file or it must be deleted, click on the appropriate button on the right side of the listing.
- n) - Once all supplementary files have been uploaded, click on "Save and continue".

The screenshot shows the 'Step 4a. Add a Supplementary File' page. At the top, there is a navigation bar with 'Home', 'User Home', 'About', '#navigation.directorio#', 'Subscriptions', 'Current', and 'Archives'. The main header includes the 'iniap' logo, the journal title 'REVISTA MEXICANA DE CIENCIAS PECUARIAS', and a crest. Below the header, a progress bar indicates the current step: '4. UPLOAD SUPPLEMENTARY FILES'. The page is divided into several sections:

- Form Language:** A dropdown menu set to 'English' and a 'Submit' button. A note says: 'To enter the information below in additional languages, first select the language.'
- Supplementary File Metadata:** A form with fields for Title (set to 'Untitled'), Creator (or owner) of file, Keywords, Type (set to 'Research Instrument'), Brief description, Publisher, Contributor or sponsoring agency, Date (set to '2016-04-27'), Source, and Language (with a note: 'English=en; French=fr; Spanish=es. Additional codes.').
- Supplementary File:** A section showing file details: File Name '4169-6677-1-SP.png', Original file name '001.png', File Size '478KB', and Date uploaded '2016-04-27 09:05 AM'. There is a checkbox for 'Present file to reviewers (without metadata), as it will not compromise blind review.' and a 'Replace file' section with a 'Seleccionar archivo' button.
- USER:** A sidebar box indicating the user is logged in as 'yolanda' with links for 'My Profile', 'Log Out', and 'Log Out as User'.
- LANGUAGE:** A sidebar box with a 'Select Language' dropdown set to 'English' and a 'Submit' button.
- JOURNAL CONTENT:** A sidebar box with a search bar, 'Search Scope' dropdown set to 'All', and a 'Search' button. Below it are links for 'Browse' by 'Issue', 'Author', and 'Title'.
- FONT SIZE:** A sidebar box with font size controls.

At the bottom of the page, there is a footer with logos for SAGARPA, INIA, and the journal, along with contact information for the Instituto Nacional de Investigaciones Forestales, Agrícolas y Pecuarias (CENID-Microbiología Animal).

figure 10

15. Step Five – Confirming the Submission

- All the files uploaded to the platform, including the manuscript and supplementary files, will appear as a list. Carefully check that all files necessary for submission appear in the list. If not, return to previous steps by clicking on the step names immediately below the title, and make any needed changes.

- If all the files required for submission are on the list, click on the “Finalize Submission” button. The files will be sent to the editor who may respond with observations about the submission (see Figure 11). A confirmation message will be sent to the email address provided with the submission indicating that the platform received the submission and that the editor has been notified.



The screenshot shows the submission confirmation page. At the top left is the **inifap** logo with the tagline "Lider en ciencia y tecnología para el campo mexicano". To the right is the journal title "REVISTA MEXICANA DE CIENCIAS PECUARIAS" and a logo featuring a horse and a cow. A navigation bar contains links: Home, User Home, About, ##navigation.directorio##, Subscriptions, Current, Archives.

The main heading is "Step 5. Confirming the Submission". Below it is a progress indicator: 1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION. A paragraph explains that the principal contact will receive an email acknowledgment and can track progress through the editorial process.

A "File Summary" table lists the uploaded files:

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
6676	3.JPG	Submission File	267KB	04-26
6677	001.PNG	Supplementary File	478KB	04-27

At the bottom of the table are two buttons: "Finish Submission" and "Cancel".

On the right side, there is a "USER" section showing the user is logged in as "yolanda" with links for "My Profile", "Log Out", and "Log Out as User". Below that is a "LANGUAGE" section with a "Select Language" dropdown menu currently set to "English" and a "Submit" button.

figure 11