

REVIEWERS' GUIDE

The Objective of the **Revista Tecnológica ESPOL – RTE (RTE Journal)** is to publish original articles on scientific or technological information. The priority criteria for selecting articles are the quality and importance of the research fields. The contributions must have duly supported the objectives and concrete applications to Engineering, Social Sciences, Humanities, or Technologies, mainly in Ecuador and Latin America. All contributions are subject to peer review.

PEER REVIEW

The peer review process is an arbitration system that indicates how the selection and approval of articles to be published are made. It is used to measure the quality and scientific rigor of a contribution. The scrutiny is generally done by specialists of equal rank to the author.

The process is based on blind or anonymous peers and helps the veracity and objectivity of the review even more since neither the author nor the reviewer will know the names in the process.

The peer review process is important to the journal and the reviewers because:

- Maintains scientific process standards
- Improves the quality of the journal
- Improves knowledge in the field of expertise
- Increases reputation and visibility
- Adds an important element to the reviewer's resume

IMPORTANCE OF ARBITRATION

The **RTE Journal** uses an anonymous peer-review arbitration system. At least two professionals will review each article. In the case of a discrepancy of criteria, the article will be submitted to a review with a third reviewer, thus an important factor that contributes to guaranteeing the objectivity of the review and the integrity of the articles.

It is important that the reviewers know the basic principles and rules to be followed in the peer review process of the articles in the **RTE Journal** so it is expected that this document provides relevant information to reviewers, authors, and editorial staff.

The guidelines here will be an aid for the peer review of the articles and not a limitation. The reviewer may include aspects that he/she considers pertinent in the peer review process to improve the scientific content of the submitted articles.

Given the relevance of this process within the editorial system, it has been considered to prepare a document that serves as a guideline for both reviewers and members of the editorial process.

MAIN STANDARDS

Reviewers should take into consideration the following general guidelines:

- They should accept articles that are within their area of expertise and knowledge. In case of receiving articles from another area of expertise, please indicate this when declining the request to review the article.
- They must accept articles as long as they know they will be able to meet the suggested time.
- Issue comments and suggestions to the article maintain objectivity and with observations that contribute positively to the improvement of the article, thus omitting any comment that could be considered hostile or susceptible to misinterpretation.
- Avoid biased observations for reasons not strictly related to the article itself: biases due to nationality, gender, ethnicity, religion, or any other criteria different from the scientific content of the document.
- If there is any conflict of interest with an article, indicate it immediately, and before declining the review, request advice from editorial members since it is important to maintain the document's objectivity.
- Do not use the content of the article subject to review for personal purposes.
- Do not disclose the information contained in the articles under review.
- Do not delay reviewing an article for self-interest on the topic of the evaluated article.
- Report promptly any inconvenience for the fulfillment of review time.
- Should not involve a third person in the review.
- Notify immediately if they detect irregularities regarding the originality of the document.

RECOMMENDATIONS FOR THE PREPARATION OF THE EVALUATION REPORT

- It is not requested to rewrite the article but to contribute with suggestions for improvement of the document, in scientific aspects and clarity of expositions of articles.
- The editors ask the reviewers for comments on aspects such as Scientific rigor, originality, if it is appropriate for the subject matter of the journal, clarity and synthesis in its exposition, structure, and balance of its content, and references of related works under the formats indicated by the journal.
- You must clearly explain your judgments regarding the article with duly justified arguments so that the editors and authors clearly understand your argument.
- Write the article's review comments emphasizing the manuscript's positive aspects and then indicate the suggested improvements.

- Write, avoiding hurtful or misleading expressions.
- Make sure the comments or recommendations are consistent with the corresponding report to the authors.
- In no case should it be suggested that references to articles written by the reviewer or associates be included in the articles; any suggestion should be made for strictly scientific purposes.
- Consider the following fundamental aspects when reviewing the structure article: clear hypotheses and objectives, clear, correct, and orderly description of the methods used, adequate and pertinent methods for the proposed purposes, correct presentation and analysis of the results obtained, congruent conclusions sufficiently validated by data, not including speculations or deductions that are not supported by the results.
- If there are suspicions of plagiarism, fraud, or any other ethical argument, immediately notify the editor or visit the [Code of ethics and good publications practice](#) or [Committee On Publication Ethics](#) for more information.

REVIEW

Originality: It should be considered that article is sufficiently novel to be considered as an article of scientific dissemination. One way to verify originality is to consult the related literature and analyze the importance or added value integrated into the article.

Structure: It should be revised that the "title" of the article essentially describes the topic. The "abstract" should reflect the content of the article. The "Introduction" explains the topic's importance, justification, and literary support. In addition, a clear description of the "materials and methods," a detailed explanation of the "results obtained," the "discussion" about them, and conclusions should be presented.

Abstract: Synthesis of the entire content of the article in 300 words (maximum).

Introduction: The topic's importance, the research's justification, and the relevant literature supporting the hypothesis and objectives should be indicated. Although it is not suggested, a specific Literature Review chapter can be included where the article's contribution in relation to past publications is clearly indicated. The background should be supported by recent bibliography so that the current level of the topic is known. Only citations of articles published in edited journals or doctoral theses will be accepted. Thesis citations or undergraduate work will not be accepted.

Materials and Methods: To answer questions:

When, where, and how was the research conducted? The author should describe the procedures used, the measurements and units of the variables, the sample design, data sources, and statistical analysis. It is necessary to provide sufficient information so that any researcher can replicate the study.

Results and Discussion: In this section, the answers to the questions should be found: what happened and why? What meaning do the results have? What relationship do they have with the hypotheses raised? For this purpose, the facts derived from the application of the methodology will be presented, arranged logically and objectively, with the help

of tables and figures.

It is not enough to present results; it is necessary to interpret them based on clear, objective, and impartial reasoning. In addition, its meaning must be argued with respect to what has been exposed by other authors, the possible causes of such differences or similarities must be discussed, and options for future studies must be proposed.

In this section, the author must prove his/her hypothesis. Consequently, it is important that the discussion is based on results and that there is congruence with the objectives and methodologies described in the preceding chapters. It should avoid explaining numerical differences unsupported by statistical tests and practices. Nor should it refer to variables not measured in the research. In any case, purposive or speculative explanations are valid as long as they are duly supported by bibliographic references or by clear and correct reasoning.

Conclusions: Indicate the contributions to knowledge supported by the demonstrable and verifiable results of one's own work, not from outside research. No conclusion should be argued or based on assumptions. Do not number conclusions or abbreviations not generally accepted, but complete terms so that the reader does not have to resort to other parts of the text to understand them.

Plagiarism: You should be very careful to verify that there are no suspicions of plagiarism or any other ethical concerns regarding the article. In case of detecting it, you must notify the editor.

PUBLICATION DECISIONS

- Accept the article as-is: if the reviewer selects this option, it will be because the article does not need any correction.
- Accept with minor revisions: This option will be selected if the article is ready to be published but needs minor corrections (improve wording, expand explanations, etc.).
- Needs major revisions: In this case, the article should correct some methodological processes, results, and analysis extensions, among others. These are all those changes that imply that the initial essence of the article would be altered.
- Reject: if the article is in poor quality of its content or is outside the journal's focus.

DESCRIPTION OF THE PROCESS IN THE WEB PLATFORM

Invitation

You may be invited by e-mail to be part of the review process. If you accept, you must enter the link: <http://www.rte.espol.edu.ec/index.php/tecnologica/user/register?source=> to enter the RTE platform.

If you have previously registered in RTE, you must enter your username and password; otherwise, you must register as a new user to later participate in the review process.

Review Process

1. Reviewers will receive an e-mail with the link to accept or reject the review request, as shown in Fig.1.

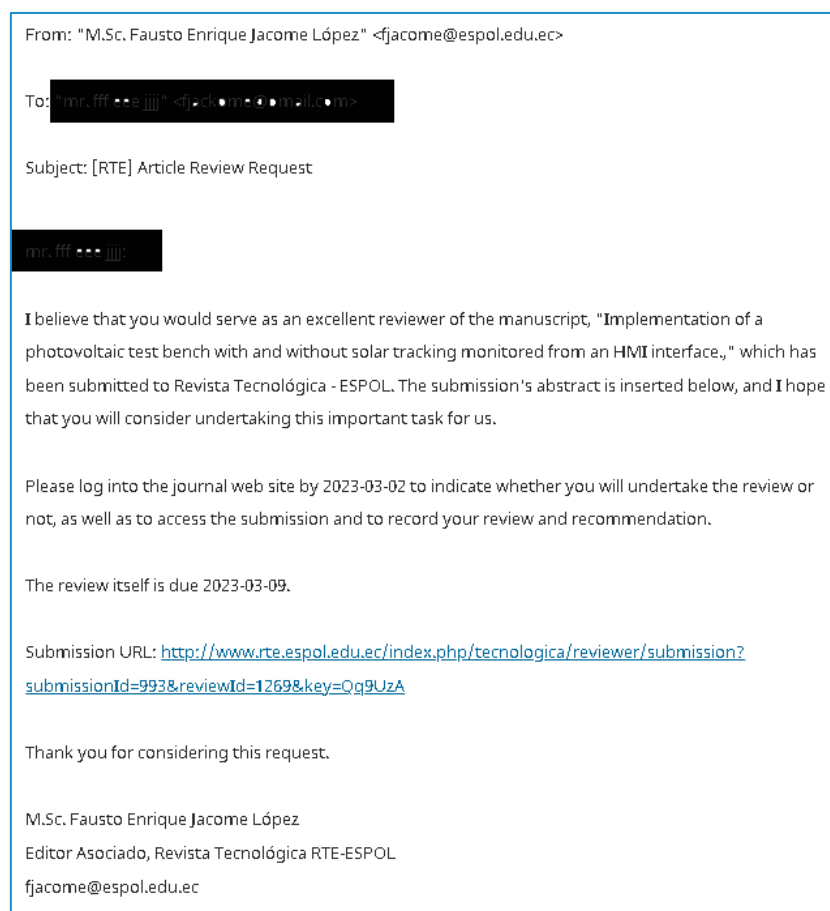


Fig.1

2. By clicking on the "Submission URL" link shown in the image content of Fig.1, a screen will appear as shown in Fig.2.

Review: Financial evaluation: Restructuring proposal for flower growers

1. Request 2. Guidelines 3. Download & Review 4. Completion

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
Financial evaluation: Restructuring proposal for flower growers

Abstract
The Ecuadorian flower sector is a private sector dedicated to the agricultural production and export of flowers to international markets, such as the United States of America, the European Union, the Russian Federation, and Canada. This sector has been increasing its export levels during the last years, which contributes significantly to the economic growth of the country, however, in spite of being a pillar for the economy of Ecuador, its financial processes are not executed in such a way that allows them to improve their profitability; for such reason, the subject of the present investigation is: financial evaluation and restructuring proposal for flower growers focus in the province of Ilichincha; case study "Rosas del Alamo Rosalame Cia. Ltda.", in the city of Quito for the periods 2019 and 2020, for which the general objective is: to analyze the financial situation of flower growers in the province of Ilichincha; Case study "Rosas del Alamo Rosalame Cia. Ltda.", of the city of Quito periods 2019 and 2020, using the horizontal and vertical analysis of the financial statements, with the application of ratios and financial calculations, the determination of the structure and cost of capital, the working capital needs for the company, a proposal for financial restructuring was developed that will allow the floriculture to acquire land and the expansion of the infrastructure of the greenhouses, considering that currently the land that is used is given as a loan, reason why, for now, it is incurring in leasing costs.

Review Type
Anonymous Reviewer (Anonymous Author)

Review Files Q Search

4727	5581: Evaluación financiera, Propuesta de reestructuración.docx	January 17, 2023	Article Text
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[View All Submission Details](#)

Review Schedule

2023-02-08	2023-02-15	2023-02-22
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

Competing Interests
This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.

[Conflicting Interests](#)

☒ I do not have any competing interests
☐ I may have competing interests (Specify below)

[Save and continue](#)

Fig.2

The following sections are displayed on this screen:

- Revision request
- Article Title
- Abstract
- Type of review
- Review files
- Review planning
- Competing Interests

Note that:

- In the Type of review, you must indicate "anonymous review."
- In Review files, there should be a link to the file to review; you must click on this link to download the file review.
- The review planning is indicated: the date of the request, the deadline to answer whether to accept or reject the review request and the deadline to submit the

review.

- Place a tick on Yes; I consent to my data being collected and stored by the policy statement.

At the bottom of the screen, there are two options:

- Click "Accept the revision" if the article is within your area of expertise, plus accept dates for articles review.
- Click on "Reject the request" if the topic is not within your area of expertise or you do not agree with the dates for the review of the article.

3. If you have logged into the platform www.rte.espol.edu.ec with your username and password, you will see a screenshot like the one in Fig.3.

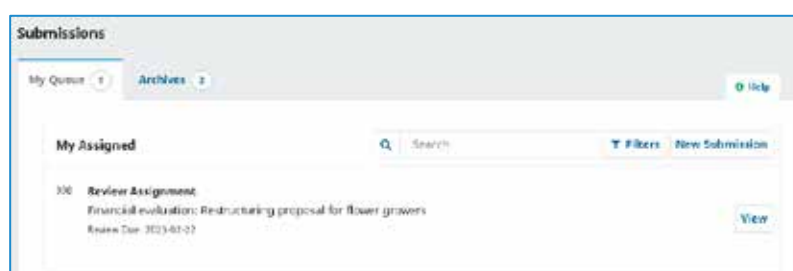


Fig.3

The screen shows the list of articles that have been assigned for review. Click on the "VIEW" button of the article you want to review, and it will take you to the screen described in point 2.

4. If you have clicked "Accept the review," the new " Guidelines " section will appear. In this section, you will see the review instructions; see screen Fig.4.

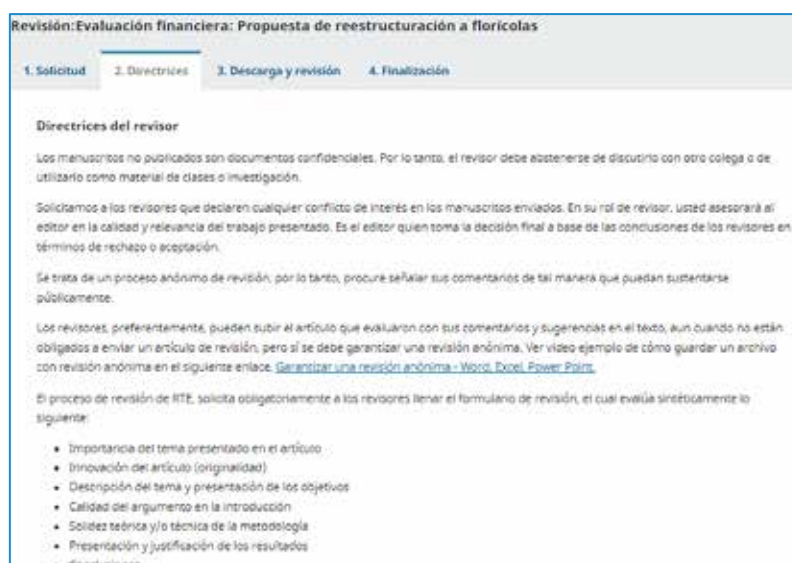


Fig.4

Once you have read the review instructions, click "Continue to Step #3".

5. In section 3 of "Download & review," the reviewer will see the following screen:

Review: Financial evaluation: Restructuring proposal for flower growers

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files

4727 998 3 Evaluación Financiera Propuesta de reestructuración.docx January 17, 2023 Article Text

Reviewer Guidelines

[Review Guidelines](#)

Evaluation Form v3.0

Importance of the topic presented in the article *

☐ Very important

☐ Important

☐ Less important

Article innovation (originality) *

☐ Excellent

☐ Good

☐ Well

Fig.5

At the top, you will see the title of the article. In the next line, the sections of this process, you are in section 3; you can return to a previous section by clicking on the title of the corresponding section. Later, "Review files" is displayed, followed by one or more links that you can click on to download the corresponding files.

The "Evaluation Form v3.0" is presented below. Fill out this form only if you have finished reviewing the article. The form consists of 10 criteria which must be rated: excellent, good, fair, or poor.

Additionally, we have the "Decision" criterion, in which the reviewer must select one of the indicated options, Fig.6, and fill in the boxes for comments. Comments for the author of the article and comments for the editor.

Decision *

☐ Accept the item as is

☐ Accept with minor revisions

☐ Needs major revisions

☐ Reject

Comments for authors *

Comment to the editors (not seen by the authors) *

Fig.6

If the reviewer has prepared a review file with his/her comments and suggestions, you can upload the document in the next section, Fig.7.

Upload
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files Search Upload file

No files

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No items				

Recommendation
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

Submit Review Save for Later Go Back

Fig.7

In the "Upload," you can upload the review file, click on the "Upload file" button and follow the instructions to locate and upload the file. Remember that the review is anonymous; therefore, you should not have your personal data in the review file.

In the "Review discussions" section, you can view open discussions for this review. To enter a discussion, click on the title of the discussion. You can also open a discussion with the editors or authors of the article. To do this, click on "Add discussion."

In the "Recommendation" section, select your recommendation for the editors and select one from the drop-down list.

Finally, to finish the Review process, click the "Submit Review" button.

6. You will go to section 4, "Completion," to indicate that the review process has been successfully completed.

Revista Tecnológica - ESPOL

Back to Submissions

Review: Financial evaluation: Restructuring proposal for flower growers

1. Request 2. Submitter 3. Download & Review 4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No items				

Fig.8

7. At the top left of the screen, the "back to submissions" option will take you to the main screen, described in step 3.