

Publication standards

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The Journal *Anales del Instituto de Actuarios Españoles* is a scientific and professional publication that aims to serve as a forum for communication and doctrinal debate for members of the actuarial profession. In this way, practicing actuaries will have the opportunity not only to be informed on topics relevant to the profession, which will be addressed by other expert actuaries, but also to benefit from the studies carried out by researchers in the financial-actuarial field. In turn, in addition to receiving contributions from other researchers, they will be able to gain a better understanding of the reality they are analyzing.

The contents of the printed version of the journal (from 2017 to 2021) are also available in electronic version on the website.

The journal *Anales del Instituto de Actuarios Españoles* considers that the following formal data are mandatory for any type of contribution submitted to the journal. Failure to comply will result in the rejection of the manuscript.

I. SHIPPING

Articles will be submitted through the journal's OJS management platform (<https://revistas.actuarios.org>).

- Articles should be submitted in OpenOffice or Microsoft Word format, complying with the publication standards ([template](#)).
- The letter of originality can be sent in PDF format.

II. PRESENTATION

Regarding the data, content, structure and style of the originals, the authors shall observe the following rules to achieve greater efficiency in the editorial management of the papers:

A. LETTER OF ORIGINALITY

Authors should send this letter in a file titled: originality_submission_ID_first-surname-of-submission_responsible-submitter.

Example:

The originality and right of first publication letter must be submitted through the journal's OJS management platform, as an additional file (other).

B. ARTICLE

B.1 Name of the file on the platform

The article will be uploaded to the platform in a file titled: article_first-surname-of-responsible_responsible_second-surname-of-responsible.

Example:

B.2 Maximum extension

It is recommended that articles should be no longer than 30 pages and between 8,000 and 12,000 words, excluding references and annexes.

B.3 Types of jobs

The types of papers that can be submitted are **Research studies**.

These are research papers (written in Spanish or English) both scientific and professional in the field of insurance, social welfare, finance, and any other related to the field of actuarial and financial science.

B.4 Format

Page size should be A4 (210 x 297 mm). The article should comply with the formatting standards indicated in the article template. Verdana 10 font, single spacing. Italics may be used for foreign words, latinisms, etc...

B.5 Title/Title

In Spanish and English. The title should be informative and concise, should not include acronyms and should not exceed 30 words, including articles, prepositions and conjunctions. It should be in capital letters, bold, Verdana 14, single spaced and centred. The title should be placed first in the language in which the article is written, and then in the other language. If it is in Spanish, the title should be in Spanish first, and then in English.

B.6 Data of the authors

They should be in lower case, Verdana 12 bold, single spaced and close to the left. The full name/s, never abbreviated, and the two surnames for each of the signatories should be written in full, never abbreviated, and the two surnames for each of the signatories. In order to increase the visibility of the authors' work, authors must be registered in ORCID (www.orcid.org).

Affiliation: The data of the authors should be written on the following line (Verdana 10 normal). The name of the organization/institution/superior entity to which each of the authors belongs must be written (the name of the institution must be written in its language of origin). The name of the city and country to which the institution belongs should be written after a period and followed by the name of the city and country. Below the data of each author and his/her affiliation, the ORCID and e-mail (it is advisable to indicate the institutional e-mail, avoiding generic ones such as Gmail, Hotmail, Yahoo, etc.) should be added on separate lines

Main or contact author: in the case of several authors, the contact author should be identified by adding "(contact author)" in parentheses.

Order of priority of authorship: the order of authorship will be decided by the authors, always giving more relevance to the first and last position of signature. Authors must include information about their specific contribution in the article and in the Letter of originality, conflict of interest and assignment of rights of first publication. If the specific contribution is not included in the article, it will be understood that all authors have contributed equally.

B.7 Abstract

In Spanish and English. It should be in lower case, Verdana 10, single spaced and justified. The text of the abstract, which must contain between 150 and 250 words, must state the objective of the article, as well as the procedures, methods, methodology or research techniques that allowed the results of the work to be obtained. The general results obtained, as well as the general conclusions, should also be presented. Bibliographical references should not be included.

The abstract will be placed first in the language in which the article is written, and then in the other language. That is, if it is in Spanish, the abstract will be in Spanish first, and then in English.

The word abstract should be centred, capitalized and bold, in Verdana 10.

B.8 Keywords/Keywords

In Spanish and English. It is mandatory to write 3-6 key words. They should be written in lower case, Verdana 10, single spaced and justified, separated by semicolons. In order to favor a standardized description of the articles in the publication, we suggest the use, as far as possible but not essential, of terms extracted from the [UNESCO Thesaurus](#).

The keywords will be placed after the abstract in each language.

B.9 Headings and subheadings

They will be numbered using Arabic numerals and will follow a staggered order of blocks, which will respond to the hierarchical relationship in which the author shows the relationship of the contents of the manuscript, with a maximum of three levels. The main heading (1st level) in Verdana 10, centred, capital and bold, the 2nd level headings in lower case, bold and italics to the left, and the remaining headings in lower case and italics to the left. None of them will have a period. Before and after them there will be a blank line.

B.10 Structure

The journal Anales del Instituto de Actuarios Españoles proposes the following structure for accepted articles, as explained below.

1. INTRODUCTION:

It must present in an updated manner the state of the question in which the research is framed and must reflect the general objectives and the contribution of such research. Sub-headings are allowed.

2. OBJECTIVES:

In this section, the authors should clearly and concisely identify the objectives of the research presented in the article and, if applicable, the hypotheses or research questions. A review of the corresponding literature should be included to support the research to be carried out. Subheadings are allowed.

3. METHODOLOGY:

This section should describe the participants or sample, methods, techniques, procedures, approaches, and models that were considered to obtain the research results. Subheadings are allowed.

4. RESULTS:

The results obtained will be presented according to the objectives and/or hypotheses or research questions.

5. DISCUSSION:

How the hypotheses have been contrasted or the research questions answered and/or the research objectives addressed will be analysed and discussed. The relationships, consequences and generalities that indicate the results obtained will be reflected. The results will be compared with similar existing research in the scientific community, without prejudice to what is stated in the introduction, and the methodologically improvable aspects of the research presented will be reflected. Sub-headings are allowed.

6. CONCLUSIONS

They should be directly related to the objectives of the work and the results obtained; they should involve a set of deductions from the results and the research problem. Conclusions that are not directly related to the research, as well as to the results presented, should be avoided. Sub-headings are allowed

7. ACKNOWLEDGMENTS

Support, thanks and acknowledgments to the persons or institutions that have sponsored the article may be mentioned, at their discretion.

8. REFERENCES:

The APA style (latest edition) should be used for the organization and writing of the bibliography. All references, whatever their typology (book, article, thesis, etc.) should be included in alphabetical order by surname, without distinction. Verdana 10, French indentation 0.5 cm and justified. Between bibliographical references there should be a blank space and the spacing should be simple. If the same author has more than one reference, his/her surname(s) should be rewritten, avoiding hyphens. It is necessary to emphasize that the use of references will be evaluated by the reviewers according to:

- The correct citation of the reference, according to the APA bibliographic style (latest edition).
- The use of current and adequate bibliography for the research topic, especially in the Introduction and Discussion.
- The use of international information sources.

9. APPENDICES/ANNEXES (optional)

Documents whose volume makes their inclusion in the text undesirable, but which are important for its comprehension, will be included. They will be included, therefore, after the text and the bibliographical references, in a separate section, under this heading and numbered in Arabic numerals if there is more than one.

B.11 Names, symbols and nomenclature

Authors should use those that are standardized for each discipline.

B.12 Diagrams, graphs, tables, equations, etc...

They should be numbered consecutively according to type (table, graph, etc.) and inserted in the appropriate place in the body text of the article. If for some reason they cannot be inserted in the appropriate place, it is advisable to refer to the number of the figure, table, etc., within the text (Example: see figure 1, see table 2...). Overlapping of information between figures, tables, etc., and the text should be avoided.

Figures. The following specifications regarding the definition of the images must be considered: JPG in colour or grayscale of the photographs (halftone). The JPG files (colour or grayscale) must have a minimum of 300 pp. The title should be placed under the figures, aligned to the left, coinciding with the figure and not with the left margin of the page, and should be clear and concise, followed by the source or origin of the figure, in Verdana 10 font. If the source or origin is the author himself/herself, it should be written "own elaboration".

Graphs. The use of graphs is suggested to reflect trends or relativized data. They should be presented in the simplest format that allows the correct interpretation of the underlying data, avoiding as far as possible the use of three-dimensional graphics, highlights, brightness and other elements that do not add specific value to the interpretation of the data. The title should be placed under the graphic, aligned to the left, coinciding with the graphic and not with the left margin of the page, and should be clear and concise, followed by the source or origin of the figure, in Verdana 10 font. If the source or origin is the author himself/herself, it should be written "own elaboration".

Tables. The title should be placed under the table, aligned to the left, coinciding with the table and not with the left margin of the page, and should be clear and concise, followed by the source or origin of the figure, in Verdana 10 font. If the source or origin is the author himself/herself, it should be written "own elaboration". Redundancy of information between tables, figures and text should be avoided, as well as tables that offer simple information. In these cases, the synthesis of information in as few tables as possible is recommended.

In addition, authors are requested to attach these elements in editable formats (Excel, etc.) as additional files, as far as possible, in order to facilitate the final layout of their articles.

B.13 Numbering within the text

Classifications within the text of the article (not those of the headings), if necessary, should be in Arabic numerals. They should not be preceded by white space, but followed by white space:

1. First item (Verdana 10, left number position at 0.63 with French indentation, justified, single spacing).
2. Second item (Verdana 10, left number position at 0.63 with French indent, justified, single spacing).
3. ...

B.14 Footnotes

They should be edited, and if used, they should be numbered consecutively and their text should be included at the foot of the page, restricting them to the minimum necessary, and in Verdana 8 font. Bibliographical references are not accepted as footnotes.

B.15 How to cite in the text

Indirect or referential citation in normal text

When paraphrasing or alluding to ideas from another work, the author and the year of the reference work should be placed in parentheses. It is recommended to indicate the page if the text from which the quotation is taken is long (Author, Year, p. xxx). If the paragraph includes the author's last name(s), only the date of the reference should be written in parentheses (Year). If the paragraph does not cite the author, then the last name(s) and the date (Author, Year) should be written in parentheses. When the reference contains one or two authors, the surname(s) of both authors and the year should be written (Author and Author, Year). If the reference contains more than two authors, only the surname(s) of the first author(s), followed by *et al.* will be written (Author *et al.*, Year).

Direct or textual quotation within the normal text (less than 40 words)

The text of the quotation should be opened and closed with Latin quotation marks. If the reference of the cited text has one or two authors, the surname(s) of both authors, the year and the page number(s) should be cited (Author and Author, Year, p. xxx). When the reference has more than two authors, only the surname(s) of the first author(s) should be used, followed by *et al.*, the year and page number (Author *et al.*, Year, p. xxx).

Direct or textual quotation in normal text (more than 40 words)

If the quotation is longer than 40 words, it should be written in a separate paragraph, without quotation marks and with text indentation. At the end of the citation, the reference data should be included following these indications: if the cited text has one or two authors, the surname(s) of both authors, the year and page number(s) should be cited (Author and Author, Year, p. xxx). When there are more than two authors, only the last name(s) of the first author(s), followed by *et al.*, the year and page number(s) (Author *et al.*, Year, p. xxx).

B.16 Change in authorship

Applications must be sent to the editor of the journal exclusively by the main author, who must also state:

- The reasons why the author's name should be deleted or added, as well as the final order in which the authors of the manuscript should appear with all their data.
- Written confirmation from the rest of the authors of the manuscript expressing their agreement with the modification of authorship.

Until the change of authorship process is completed, the manuscript will not be published definitively, which may constitute a delay in the final publication process.

III. EDITORIAL PROCESS

Receipt of items

The journal will make a first editorial evaluation consisting of checking the adequacy of the article to the thematic profile, its interest according to the editorial criteria of the journal, as well as the fulfilment of the requirements of presentation formal required in the rules of publication. Receipt of the article does not imply its acceptance.

Peer review system (*peer review*)

One or more external expert reviewers will be assigned to evaluate the article using the simple-blind system. They will use the form for *online* reviewers for their report.

The journal editor will inform the author within 15 days as to whether the manuscript has been rejected or accepted for evaluation by the reviewers.

In case the manuscript presents superficial problems of structure and/or form, the editor will send the authors the pertinent suggestions so that they can be corrected before the manuscript is sent to the reviewers. In this case, the author will have a maximum of 20 days to submit the corrected manuscript to the editor. The editor reserves the right to make basic formal modifications, which do not affect the content of the text, in order to expedite the editorial process.

Duration of the manuscript review process: the average time spent by the reviewers of the journal *Anales del Instituto de Actuarios Españoles* is 30 to 40 days. The editor will send the author the review reports received, as well as the recommendations (if any) for modification of the article or, failing that, the decision to reject the manuscript together with the review reports. If necessary, the manuscript will be sent again to the reviewers to continue the evaluation process until the final rejection or approval decision is reached. In each case, the author will have 20 days to submit to the editor the corrected manuscript together with a justification of the changes introduced, as well as those discrepancies that lead to the non-modification of one or more of the aspects pointed out by the reviewers, if any.

If there are contradictions between the judgments made by the reviewers, or because the editor deems it necessary, the article will be sent to an additional reviewer.

The journal has a database for internal use that processes and registers the transfer of articles and the set of reviewers. The list of reviewers in the period of one year is published after this. The reviewers obtain an annual certificate of participation as reviewers of the publication, regardless of the number of articles they have reviewed per year.

3. Criteria for selection of reviewers

They are selected according to their area of expertise (which guarantees a value judgment based on expert knowledge of the subject matter).

4. Editorial decision

The criteria for acceptance or rejection of work are as follows:

- Originality of the manuscript.
- Methodology.
- Quality of the results and conclusions, and consistency with the objectives stated in the manuscript.
- Clarity of the language used.
- Compliance with the rules of the journal.
- Ethical conduct in accordance with the canons applicable to scientific research.
- Relevance and timeliness of the bibliographic references consulted.

Once the evaluation process has been completed, the editors will decide whether or not to publish the article and will notify the main author of its acceptance or rejection. If the article is rejected, the contact author will be informed of the rejection of the manuscript sent, attaching the evaluators' reports. In this situation, the authors may express their agreement or disagreement with such opinion, as well as any other opinions or questions they wish to raise, which will be answered within a maximum period of 15 days.

IV. OPEN ACCESS POLICY

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V. CODE OF CONDUCT

The journal *Anales del Instituto de Actuarios Españoles*, through its Code of Ethics, is committed to maintaining the highest ethical standards. For this reason, any party involved in the authorship or submission of manuscripts, as well as in their management and subsequent dissemination (whether authors, members of the editorial team or reviewers), will be obliged to comply with its Code of Ethics.