

# Clase - Periodicaa - Biblat

ECORFAN-México, S.C.

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Bibliografía Latinoamericana  
en revistas de investigación científica y social



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## UN POCO DE NOSOTROS

Biblat es un portal especializado en revistas científicas y académicas publicadas en América Latina y el Caribe, que ofrece los siguientes servicios:

## REVISTAS POR DISCIPLINA

relaciones internacionales

For the visualization of the contents of a journal in the Biblat portal, as well as for the generation of its bibliometric indicators, all publications must be indexed in CLASE or PERIODICA. For the generation of bibliometric indicators, only research and technical-professional journals are considered, but not scientific or cultural dissemination; In addition, it is a requirement to have at least five consecutive years of indexation.

CLASE and PERIODICA index academic journals of investigation, technical-professional and of scientific or cultural diffusion, edited in countries of Latin America and the Caribbean. Journals published by international organizations of Pan American scope are also included. The journals can be specialized or multidisciplinary, in printed or electronic format.

Journals specialized in social sciences and humanities are indexed in CLASE, while science and technology journals are included in PERIÓDICA. The multidisciplinary can be included in any of the two databases, according to the opinion of the Selection Committee. All journals are evaluated by the Committee, according to the following criteria.

## Criteria for editorial standardization

The journals must observe technical norms, national or international, that support the transfer of information and facilitate their registration, since they provide unique, sufficient and reliable information regarding the history of each journal. Within this group it is valued that the journals provide the data of the editor or responsible for the journal; the data of the body responsible for its edition; the ISSN registry; the mention of periodicity; the bibliographic letterhead on the cover, on the pages of presentation and on the documents themselves, among other criteria.



## Management criteria and visibility

This group of criteria allows to know how the journal is administered, how stable it has been and how much it is disseminated. It is valued that the journal mentions its objective, thematic and public coverage to which it is addressed; that complies with its periodicity; that has a board or editorial committee and that its members come from different institutions; that mention is made of the type of arbitration applied to the documents; that the dates of reception and acceptance of the documents are provided and that they include instructions to the authors, among others. Regarding its visibility, it is taken into account that the journal is covered by other databases or information services and that it indicates its distribution mechanisms, including electronic versions available on the Internet or other formats.

## Content criteria for indexing purposes

These are criteria that the information analyst uses to describe the contents bibliographically. Here we consider criteria that have to do with the inclusion of abstracts, keywords or descriptors; references or bibliographical citations, as well as the authors' adscription, elements that are required for indexing purposes in the databases. In addition, the proportion of indexable documents is quantified: original articles, review articles, essays, technical reports, short communications, book reviews, bibliographic reviews, interviews and statistics, among others..

These criteria are condensed in the evaluation template that is exposed below. To be approved, the candidate journal must add at least 25 points. The evaluation process is carried out by the CLASE and PERIODICA Selection Committee.



CLASE. Citas Latinoamericanas en Ciencias Sociales y Humanidades - Dirección General de Bibliotecas, UNAM

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Nueva búsqueda >> **Búsqueda básica**

en Autor  por

Toda la base  Sólo registros con enlace a texto completo

¿Limitar búsqueda?

Idioma  Del año [aaaa]:  al año [aaaa]:

**Sugerencias**

La opción "palabras" permite buscar las palabras separadas.

La opción "frase" permite buscar las palabras juntas.

El uso de mayúsculas o minúsculas es indistinto.

El caracter ? sirve para hacer búsquedas mediante porciones de palabras o variantes ortográficas.

Los operadores booleanos AND, OR y NOT están permitidos dentro de la frase de búsqueda.

[Más información...](#)

In  
www.clase.unam.mx  
the home page with  
the search option is  
presented



# Indexing for the Clase and Periodicaa database

Universidad Nacional Autónoma de México  
Dirección General de Bibliotecas

Manual de indización para las bases de datos [Clase](#) y [Periódica](#)

ISBN 978-607-02-2906-0

Nombre del campo	Etiquetas	Campos obligatorios	Campos repetibles	Anexos
<a href="#">País de la revista</a>	008e	X		
<a href="#">ISSN</a>	022a			
<a href="#">DOI</a>	024a			
<a href="#">Número de sistema <sup>(1)</sup></a>	035a	X		
<a href="#">Fecha de ingreso</a>	036a	X		
<a href="#">Enlace</a>	039a			
<a href="#">Idioma</a>	041a	X		<a href="#">Idioma</a>
<a href="#">Autor personal: Nombre</a>	100a		X	
<a href="#">Autor personal: Referencia</a>	100z			
<a href="#">Autor personal: Correo electrónico</a>	100e			
<a href="#">Autor corporativo: Institución</a>	110a		X	
<a href="#">Autor corporativo: Dependencia</a>	110b			
<a href="#">Autor corporativo: País</a>	110c			<a href="#">Nombres geográficos</a>
<a href="#">Adscripción del autor: Referencia</a>	120z		X	
<a href="#">Adscripción del autor: Institución</a>	120u			
<a href="#">Adscripción del autor: Dependencia</a>	120v			
<a href="#">Adscripción del autor: Ciudad y estado</a>	120w			
<a href="#">Adscripción del autor: País</a>	120x			<a href="#">Nombres geográficos</a>
<a href="#">Revista</a>	222a	X		
<a href="#">Título del documento</a>	245a	X		
<a href="#">Año de la revista</a>	260c	X		
<a href="#">Descripción bibliográfica: Volumen</a>	300a	X		
<a href="#">Descripción bibliográfica: Número</a>	300b			
<a href="#">Descripción bibliográfica: Mes</a>	300c			
<a href="#">Descripción bibliográfica: Parte</a>	300d			
<a href="#">Descripción bibliográfica: Paginación</a>	300e			
<a href="#">Referencias</a>	504a			
<a href="#">Resumen</a>	520		X	
<a href="#">Resumen: Español</a>	520a			
<a href="#">Resumen: Portugués</a>	520p			
<a href="#">Resumen: Inglés</a>	520i			

In the indexing manual section, we present:

Field Name required

By clicking on each one the succinct explanation of these fields is presented





<u>Enlace</u>	039a			
<u>Idioma</u>	041a	X		<u>Idioma</u>
<u>Autor personal: Nombre</u>	100a		X	
<u>Autor personal: Referencia</u>	100z			
<u>Autor personal: Correo electrónico</u>	100s			
<u>Autor corporativo: Institución</u>	110a		X	
<u>Autor corporativo: Dependencia</u>	110b			
<u>Autor corporativo: País</u>	110c			<u>Nombres geográficos</u>
<u>Adscripción del autor: Referencia</u>	120z		X	
<u>Adscripción del autor: Institución</u>	120u			
<u>Adscripción del autor: Dependencia</u>	120v			
<u>Adscripción del autor: Ciudad y estado</u>	120w			
<u>Adscripción del autor: País</u>	120x			<u>Nombres geográficos</u>
<u>Revista</u>	222a	X		
<u>Título del documento</u>	245a	X		
<u>Año de la revista</u>	260c	X		
<u>Descripción bibliográfica: Volumen</u>	300a	X		
<u>Descripción bibliográfica: Número</u>	300b			
<u>Descripción bibliográfica: Mes</u>	300c			
<u>Descripción bibliográfica: Parte</u>	300d			
<u>Descripción bibliográfica: Paginación</u>	300e			
<u>Referencias</u>	504a			
<u>Resumen</u>	520		X	
<u>Resumen: Español</u>	520a			
<u>Resumen: Portugués</u>	520p			
<u>Resumen: Inglés</u>	520i			
<u>Resumen: Otro resumen</u>	520o			
<u>Idioma del resumen</u>	546a			
<u>Tipo de documento</u>	590a	X		<u>Tipo de documento</u>
<u>Tipo de documento: Enfoque</u>	590b	X		<u>Enfoque</u>
<u>Disciplinas</u>	650a	X	X	<u>Disciplinas</u>
<u>Palabra clave</u>	653a	X	X	<u>Subdisciplinas / Nombres geográficos</u>
<u>Keyword</u>	654a	X	X	<u>Subdisciplinas / Nombres geográficos</u>
<u>Texto completo</u>	856u		X	
				<u>Tesauros y Glosarios disponibles en línea</u>

Each point indicates the requirements to be registered in the indices

Attachments supplementing the information are attached



- Índices alfabéticos
- Autor
- Revista
- Disciplina
- Palabra clave
- Número de sistema
- Ligas de interés
- PERIÓDICA
- BIBLAT
- Manual de indización

Toda la base   
  Sólo registros con enlace a texto completo

  

Presione sobre el texto subrayado para desplegar los registros encontrados.

  

No. Registros	Índice: TEM - Disciplina
18880	<a href="#">Administración y contaduría</a>
1698	<a href="#">Agrociencias</a>
27796	<a href="#">Antropología</a>
20620	<a href="#">Arte</a>
13616	<a href="#">Bibliotecología y ciencia de la información</a>
6405	<a href="#">Biología</a>
58836	<a href="#">Ciencia política</a>
7818	<a href="#">Ciencia y tecnología</a>
2717	<a href="#">Ciencias de la computación</a>
14379	<a href="#">Ciencias de la comunicación</a>

  

o más próxima.

Es indistinto el uso de *mayúsculas* y *minúsculas*, *acentos*, *diéresis*, u otro tipo de *diacríticos*.

El caracter ? sirve para hacer búsquedas mediante porciones de palabras o variantes ortográficas.

[Más información...](#)

By entering the  
 entire database you  
 can see the number  
 of records per  
 discipline that  
 indicate the indices





PERIODICA. Índice de Revistas Latinoamericanas en Ciencias - Dirección General de Bibliotecas, UNAM

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Nueva búsqueda » Búsqueda básica

en Autor  por palabras

Toda la base  Sólo registros con enlace a texto completo

¿Limitar búsqueda?

Idioma  Del año [aaaa]:  al año [aaaa]:  ?

Sugerencias

La opción "palabras" permite buscar las palabras separadas.

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Los operadores booleanos AND, OR y NOT están permitidos dentro de la frase de búsqueda.

[Más información...](#)

By accessing the portal [www.periódica.unam.mx](http://www.periódica.unam.mx) you have access to the indexing database



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¿Buscar palabras clave en encabezamientos?

Toda la base     Sólo registros con enlace a texto completo

  

Presione sobre el texto subrayado para desplegar los registros encontrados.

No. Registros	Índice: TEM - Disciplina
23	
3722	<a href="#">Administración y contaduría</a>
50673	<a href="#">Agrociencias</a>
2108	<a href="#">Antropología</a>
1	<a href="#">Arquitectura</a>
2668	<a href="#">Arte</a>
2614	<a href="#">Bibliotecología y ciencia de la información</a>
3884	<a href="#">Biología</a>
671	<a href="#">Ciencia política</a>
6796	<a href="#">Ciencia y tecnología</a>

recuperar la lista alfabética del índice a partir de la entrada exacta o más próxima.

Es indistinto el uso de *mayúsculas* y *minúsculas*, *acentos*, *diéresis*, u otro tipo de *diacríticos*.

El caracter ? sirve para hacer búsquedas mediante porciones de palabras o variantes ortográficas.

[Más información...](#)

In the complete database you have the number of records that are indexed in Periodica



Minimum criteria
Mention of an editor or responsible for the journal. The mention of an editor, director or person in charge of the journal is positively valued.
Data of the responsible body and place of publication. It is positively valued if the journal provides sufficient information for the identification and location of the publisher or responsible institution, as well as the data of the place of publication. The data can be: full name of the publishing institution, postal address, city or place of publication, telephone, email or website.
Existence of table of contents or index. It is positively valued if the journal provides the table of contents or summary in which they include, among others, the names of the authors, job title and pages.
Identification of personal or institutional authors in the documents. The works must be signed by the authors with name and surname or institutional author's declaration.
Bibliographic references in the documents. The published documents must provide a list of bibliographical references, cited works or bibliographical notes at the bottom of the page. The presence of these references will be valued only in articles, essays or reviews and not in letters to the editor, editorials, interviews, reports or other types of documents that do not usually cite bibliographic references.
Bibliographic letterhead in covers or pages of presentation. These should include at least the full title of the journal, as well as ISSN, volume, number, date and bibliographic letterhead.
60% indexable content At least 60% of the documents published in a fascicle must be: original articles, essays, book reviews, bibliographic reviews, notes of more than one page, technical reports or letters to the editor.
ISSN The existence of an ISSN code will be considered positively
Mention of the objective of the journal. In the fascicle should mention the objectives that the publication pursues. It can also be assessed if it makes explicit its thematic specialization and / or the audience to which it is addressed.
Mention of periodicity. For its evaluation the journal must declare its periodicity without ambiguity or the number of copies it offers per year. This criterion qualifies only the mention of periodicity, not its fulfillment.

To be approved, the journal must obtain at least 25 points.



Semiannual or more frequent periodicity. It qualifies positively if the periodicity of the journal is semiannual or more frequent, since it is appreciated that it fulfills its mission to disseminate its contents in the shortest possible time.
Periodica compliance. It is understood that a journal fulfills its periodicity if throughout the year it publishes the number of fascicles that correspond to the periodicity expressed by the journal (for example, three fascicles per year, in the case of the four-monthly journals). Therefore, in order to qualify this criterion it is essential that the journal explains the number of copies it offers per year.
Existence of a council, committee or editorial body. The journal should include the existence of an editorial body that supports the editor in various responsibilities inherent to the management of the journal or the evaluation of contributions, and the names of each of those who are part of those instances should be provided.
Indexing services that cover the journal. It qualifies positively if the journal is included in any service of indexes and summaries, directories, catalogs, virtual hemerotecas and lists of the basic nucleus of national journals, among other services of information. This field qualifies positively only if the information service is mentioned by the journal itself.
Claseification of the types of documents published (Table of contents) The journal must provide a claseification of the types of documents published, either in the table of contents, at the beginning of each section or document, or in the instructions to the authors .
Instructions to the authors. It qualifies positively if the instructions appear to the authors about sending originals.
Bibliographic letterhead at the beginning of the document. It qualifies positively if the bibliographic letterhead appears at the beginning of each article and identifies the source. To do so, the letterhead must contain at least: full or abbreviated title and the numbering of the journal (volume, number, part, month or its equivalents)
Bibliographic letterhead on each page of the document. It qualifies positively if the letterhead that identifies the source appears on even or odd pages of the article, not necessarily both.
Dates of reception and / or acceptance of the document. It qualifies positively only if it indicates both dates. This information can be located at the beginning or at the end of each article and is only required for original articles.
Summary of the document It qualifies positively if summaries are included in the original language of the work.
Summary of the document in two languages. It qualifies positively if summaries are included in the original language of the work and in a second language.

To be approved, the journal must obtain at least 25 points.



Affiliation of the authors. The name of the work institution of the author or authors of each article must be provided.
Keywords. Key words, in any language, describing the content of the document should be provided. As with summaries, keywords are valued only in articles.
Keywords in two languages. The keywords must be provided in two languages and as in the criterion referred to the language of the summaries, in this case it is not considered mandatory that they are present in other types of documents than the articles.
Mention of the system of arbitration by pairs. In the journal it should be stated that the procedure used for the selection of the articles to be published is peer arbitration.
Double blind arbitration system. In the journal it must be stated that the procedure used for the selection of the articles to be published is peer arbitration, specifying that it is through the "double blind" system.
Mention of originality of the documents. It qualifies positively if in the presentation of the journal or in the instructions to the authors this requirement is explicitly mentioned for the works submitted for publication.
Institutional opening of the council, committee or editorial body. To qualify positively, the editorial bodies must have external evaluators to the publishing entity, so their institutional affiliation must be stated. At least 50% of the members of the editorial board must belong to institutions other than the publisher, otherwise they will not qualify positively.

To be approved, the journal must obtain at least 25 points.



- To request the inclusion of your journal in CLASE and PERIÓDICA, it is required to send the last three fascicles published by the journal, in PDF files without printing locks, to the [biblat@dgb.unam.mx](mailto:biblat@dgb.unam.mx) mailbox (with a copy to [claseyperiodicaunam@gmail.com](mailto:claseyperiodicaunam@gmail.com) ), or, the electronic address (URL) of the journal, accompanied by a message addressed to Antonio Sánchez Pereyra, President of the CLASE and PERIODICA Selection Committee, in which the intention is expressed that the journal be evaluated for indexing in those databases
- On the other hand, we request, if the journal editor agrees, to provide us with the authorization to host the PDF files of the journal in the Hemeroteca Virtual Latinoamericana collection and offer access to the full text of the articles to CLASE and PERIODICA users. , without mediating any cost for you as publishers or for the user. For our part and taking into account the four decades of work that support our commitment and responsibility with the dissemination of scientific and humanistic knowledge, we assume the following :
- To be a strictly academic project promoted by the General Directorate of Libraries of the UNAM, and consequently to be a scientific organization.
- To be an online scientific archive with free access to the complete contents of the articles of its collection.



- Disclose in a transparent and free way the works and materials that are part of the publication for consultation by the scientific community through the following web pages: CLASE, PERIODICA and Biblat
- Not to be awarded rights of commercialization of the contents and materials of the publication, nor of its logos, brands and registered names, so it is not obliged to pay royalties for the publication of the same..
- Respect the moral rights of the author, and consequently maintain the integrity of the information safeguarding it from mutilations, or modifications other than those necessary for the electronic publication of the work, that generate inaccuracies or that violate the image of the journal, or the author.
- Respect the decision of the journal to provide its contents to any other newspaper library, website, indexing system it deems appropriate, with which it is understood that CLASE y PERIÓDICA does not claim any type of exclusivity.

# Thank you very much

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