

## **Editorial Guidelines**

The authors wishing to submit articles for consideration by the Editorial Board of our publication shall:

1. Send the article to the journal e-mail: [rlee@ucaldas.edu.co](mailto:rlee@ucaldas.edu.co); the article must meet one of the categories proposed by Publindex for scientific papers (for further information see ethical policies of the Journal). The type of article must be indicated in the subject section of the e-mail. Articles can be written in Spanish, English or Portuguese.
2. The article must be submitted in Word format. Similarly it should include: title, author(s) and contact address (email and postal address). It is essential to indicate which author will be responsible for receiving and sending correspondence or otherwise it will be assumed that the first author will take over that function. The text must be typed and double-spaced, 12-point Arial font. Core data of the author or authors, should be specified inside the article which must include: professional education, institutional affiliation, city, state or province, country and email (institutional), and ORCID.
3. The Article reference must be accompanied by the curriculum vitae of each of the authors (see format on the web) and the copyright release form signed by all authors (see format on the Web).

4. The article must be 25 sheets maximum (letter size sheets or quartos) which must be preceded by a brief abstract (objectives, methodology, results and conclusions) of the work in Spanish and English, not exceeding 150 words. Immediately after this abstract, four to six key words must be included to identify the main issues under discussion.
5. In the case of articles reporting on the progress or final results of an investigation, the following scheme must be applied where possible: **Introduction** without a subtitle, clearly stating the purpose of the article, presenting strictly necessary precedents and references and should not contain an exhaustive review of the topic. **Materials and methods** and **Results**, should appear in the text in logical sequence. The text and tables and illustrations should stick to what is essential to show the procedure followed and the results obtained. The **Discussion** must contain and highlight the observations and conclusions of the study which are original and of special interest. It should include the implications of the findings, their limitations and relate the observations to other relevant studies.
6. Send graphs, maps and photographs to a 266 dpi resolution in jpg or gif format. Next to the tables, the article annexes must be attached indicating the place where they will be inserted in the text. All these resources should be numbered consecutively in Arabic numerals and indicate clearly the corresponding source(s). Only horizontal lines should be used in the tables according to APA format sixth edition.
7. Cite bibliographical sources, less than 40 words within the text as follows: (author, year, and page). Example: (Muñoz, 1996, p. 30). Citations that have more than 40 words are written aside from the text, indented, unquoted and without using italics. At the end of the citation the period must be placed

before the data -remember that for citations less than 40 words the period goes after.

8. Footnotes, numbered sequentially, will be used only for clarification, comments, and discussions by the author and should go in the corresponding page in order to facilitate the reader following of the text.
9. References are made based on APA norms, Sixth Edition. Remember that all references must have hanging indentation as follows

**Book:**

Last name, Author's name initials. (Year). *Title of the book*. Publication place:  
Publishing house.

Bourdieu, P. y Passeron, J.C. (2010). *Los herederos: los estudiantes y la cultura*. Buenos Aires, Argentina: Siglo XXI Editores.

**Book with an Editor:**

Last Name, Author's name initials (Ed). (Year). Title. City,country: Publishing house.

Ireland, V. (Ed.) (2007). *Repensando a escola: um estudo sobre os desafios de aprender, ler e escrever*. Brasilia, Brasil: UNESCO, INEP.

**Book Chapter:**

Last name, Author's name initials. (Year). Title of Chapter. Initials of the editor or Publisher name. Last name. (Ed) or (Comp), *Title of the book* (pp. xx-xx). Place of Publication: Publishing house.

Hoyos, G. (2002). Nuevas relaciones entre la universidad, el Estado y la

sociedad. En Henao, M. (Comp.), *Educación superior, sociedad e investigación* (pp. 2-18). Bogotá, Colombia: COLCIENCIAS, ASCUN.

**Journal article:**

Last name, Author's name initials. (Year). Title of the Article. *Name of Journal*, volume (number), pp-pp.

Somoza Rodríguez, M. (2002). Continuidad de los tópicos: prejuicios raciales y sociales en la educación cívica argentina durante el período peronista. *Studia. Revista de la Universidad del Atlántico*, 2-3, 49-66.

**Article with DOI:**

Last name, Author's name initials. (Year). Title of the Article. *Name of Journal*, volume (number), pp-pp. doi: xx.xxxxxxx.

Campos, R. (2009). La clasificación de lo difuso: el concepto de 'mala vida' en la literatura criminológica de cambio de siglo. *Journal of Spanish Cultural Studies*, 10 (4), 399-422. doi: 10.1080/14636200903400199.

**Newspaper Article:**

Last name, Author's name initials (Year). Title of the Article. *Name of Newspaper* pp-pp.

Casas, J.A. (7 de marzo de 2016). Las obligaciones públicas de la educación privada. *El Espectador*, 2-2.

**Graduate or Undergraduate Thesis:**

Last name, Author's name initials (Year). *Title of Thesis* (Undergraduate, Master's or Doctoral Thesis). Name of Institution, place.

Angulo, F. (2002). *Aprender a enseñar ciencias: análisis de una propuesta para la formación inicial del profesorado de secundaria basada en la metacognición* (tesis de posgrado). Facultad de Ciencias de la Educación, Universidad Autónoma de Barcelona, Barcelona, España.

**Online:**

Last name, Author's name initials (Year). *Title of Article*. Taken from (URL).

Velásquez, J. y Frola, P. (2012). *Escuelas incluyentes*. Recuperado de <http://www.slideshare.net/fabiflores90/escuelas-incluyentes>.

10. For more information contact:

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