



## INSTRUCTIONS FOR AUTHORS

### GUIDELINES FOR THE PRESENTATION OF PAPERS

#### I. Objective and publishing modalities

Revista Horizontes Educativos, is a periodical peer-reviewed journal edited by the Department of Educational Sciences from Facultad de Educación y Humanidades, Universidad del Bío-Bío, Chile. Published twice a year in June and December, the journal is intended to disseminate knowledge, reflections, research, and original pedagogical experiences that arise from the educational field.

Revista Horizontes Educativos has defined the following publishing guidelines:

**Article:** A research report which should not exceed 15 pages, typed on one side of letter-size sheets, upper and lower case 1,5-spaced in entirety.

**Essay:** An argumentative work which contains judgment, reflections and personal opinions about relevant educational topics. It should not exceed 15 pages, typed on one side of letter-size sheets, upper and lower case 1,5-spaced in entirety.

**Book review:** A brief critical appraisal of a book which has been edited within the last two years before the current edition number which is being prepared for publication. It should not exceed two pages, typed on one side of letter-size sheets, upper and lower case 1,5-spaced in entirety.

**The Editorial Board gives priority to the submission of Articles that present research results.**

Acceptance for publication mainly depends on the specialized evaluation expressed by external referees who comes from a variety of fields.

The Editorial Board does not adhere to the ideas expressed by authors nor does it take responsibility for its contents.

#### II. Acceptance and preparation of manuscripts

Revista Horizontes Educativos accepts papers written in Spanish, English and Portuguese. Manuscripts should be submitted to:

rhorizontes@ubiobio.cl plus a copy to xechever@ubiobio.cl in two files: one should include only author(s)' information (see 1.1 below), and another blind file with the content of the manuscript. Equally, the following documents should be sent by fax or scanned, and signed:

(a) a Declaration of Originality, and (b) an Authorization for publishing and inclusion in catalogues, databases, and bibliographical indexes. Both documents can be found in electronic format ready to be downloaded in the journal website: [www.ubiobio.cl/revistahorizontes](http://www.ubiobio.cl/revistahorizontes).

### **Correspondence should be sent to:**

Revista Horizontes Educativas, (At. Directora), Departamento de Ciencias de la Educación, Facultad de Educación y Humanidades, Casilla 447, Chillán, Región del Bío-Bío, Chile.

The Journal's Director will notify authors of acceptance, modification or refusal within 45 days. In case of any modification, the authors must resubmit the corrected version within 15 days; or else, it will be excluded from the selection process. The Journal's Director will inform the author the edition number in which the work will be published. Two copies of the journal are sent to authors.

The Editorial Board has the right to:

- a) declare a manuscript as "inadmissible" for editorial reasons
- b) introduce relevant modifications concerning formal aspects.

### **Format or layout**

Every manuscript to be published should observe the following specifications:

#### **1. Format**

1.1 Printed manuscripts should be submitted in three copies to the above address. A separate sheet should be included containing: author's name, highest graduate degree, institution affiliation, postal and electronic addresses.

1.2 The manuscript should be typed on one side of letter-size sheets, using Word-text, Times New Roman, size 12, one and a half space, on one side of letter-size sheet.

#### **2. Title page.** This page should contain:

2.1 Title of the manuscript

2.2 Title of the manuscript in English

2.3 Abstract, not exceeding 15 lines written in Spanish and English.

2.4 Keywords (4-6) should reflect the manuscript topic.

#### **3. Reference citation.** For citation and references, authors should follow the American

Psychological Association (A.P.A.) standard established by APA Formatting and Style Guide. In the next lines, there are some general guidelines to be considered by authors.

3.1. In case the author's name is part of the text:

(a) In case the author's name is part of the text narration, only the year of publication for the source should be cited in parentheses

Example:

López (2000) compared the reaction ...

(b) In-text citation requires the author's name and year, separated by a comma in parenthesis

Example:

(Freire, 1999)

(c) Within a paragraph, the year should not appear in subsequent references, as long as they are clearly cited in the article.

Example:

In a recent study about time reactions, Walker (2000) described the method ... Walker also found that ....

3.2. In case of citing two authors:

Both last names should be mentioned every time the reference is cited in the text

Example: Mora & Merino (2003) discovered that ...

3.3. In case the citation involves more than two authors:

Every author's last name will be cited for the first time. In the second and subsequent citations, the first author's last name should be followed by "et al." with the year in parentheses.

Example of first time citation:

Villegas, Rosas & Mora (2001) found that ...;

Example of first time subsequent citation per paragraph:

Villegas et al. (2001) found that ...;

Example of subsequent citations after the first one within a paragraph. The year should be omitted.

Villegas et al. found that ...

#### 4. Bibliographic references

Reference list entries should be double-spaced, in alphabetical order by the last name of the first author of each source. Each entry should use hanging indentation. Reference entries may be presented through printed or electronic means.

##### 4.1 Printed Reference

4.1.1 In case of **a periodical publication**, the author's surname and initials (separated by commas if there are more than two authors), year of publication in parentheses followed by a period, the article's full title (with the first word initial in capitals), followed by a period, the journal's name in italics followed by comma, volume and/or number in parentheses, and the publication's first and last pages separated by a dash.

Examples:

a) Reference to one author:

Example:

Pastene, L. (2004). La era del acceso y la novela popular: una lectura de hija de la fortuna de Isabel Allende. *Theoría*, 13, 111-113.

b) Reference to two authors

Solar, M. I. & Díaz, C. (2007). El sistema de cogniciones y creencias del docente universitario y su influencia en su actuación pedagógica. *Horizontes Educativas*, 12(1), 35-42.

c) Reference to three or six authors:

Kaywitz, K. J., Mandarino, A. P., Berliner, L. & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.

4.1.2 In case of **book reference**, the author's last name and initials should appear (separated by commas if there are two or more authors), year of publication in parentheses followed by a period, book title in italics (with the first word initial in capitals), followed by a period, city and country of publication (separated by commas) followed by a colon and the publishing company.

Example:

Beck, C. A. J. & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC, EE. UU.: American Psychological Association.

4.1.3. In case of **book chapter**, the author's last name and initials should be mentioned, year of publication (in parentheses followed by a period), title of chapter (followed by a period), the word "in" and the editor's name (name initials), followed by "Ed(s)." (within parentheses and followed by a comma), the book title in italics (the first word initial in capitals), followed by the chapter pages as "pp." (in parentheses and separated by a dash), followed by the city, country and publishing company.

Example:

Hepp, P. (1999). Enlaces: todo un mundo para los niños y jóvenes de Chile. En J.E.,

García-Huidobro (Ed.), *La reforma educacional chilena* (pp. 289-303). Madrid, España: Editorial Popular.

For other types of reference, consult the APA Formatting and Style Guide.

## 4.2 Electronic reference sources

Electronic sources include data bases, periodical electronic publications, web sites or web pages, news groups, on-line discussion groups, electronic mail or web. In every case, Internet source references should have the document title or description, a date (either publication, updating or retrieval date) and an internet or URL address (Uniform Resource Locator). If possible, the source authors should be clearly identified.

Electronic references should be cited as follows:

4.2.1. In the case of an **article published in an electronic journal** which corresponds to an exact copy of the printed version, the same citation format as in printed publications should be used, including the words “[Electronic version]” in square brackets after the title.

Example:

Solar, M. I., & Díaz, C. (2007). El sistema de cogniciones y creencias del docente universitario y su influencia en su actuación pedagógica [Versión electrónica], *Horizontes Educativos*, 12(1), 35-42.

4.2.2. If the reference is about an on-line article which may have changed (i.e. format is different from the printed version), the URL and the date when the document was retrieved should be added.

Example:

VandenBos, G., Knappa, S. & Doe, J. (2001). Role of reference elements in the Selection of resources by psychology undergraduate [Versión electrónica], *Journal of Bibliographic Research*, 5, 117-123. Retrieved 13th October 2001, from <http://jbr.rg/articles.html>

4.2.3. In case of documents with several web pages created by a private organization without a date, a URL linked to the main page of the document should be included. The letters “s.f.” (without date) should be used when the publication date is not available.

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (s.f.). *Who has time for a family meal? You do!* Retrieved 5<sup>th</sup> October 2000, from <http://www.familytime.org>

For other types of electronic reference, consult the APA Formatting and Style Guide.

**5. Notes.** Notes are brief contents which complement or deepen important information in text. One note should convey only one simple idea, avoiding complex, incoherent or non-essential information. Notes will take the form of footnote.

## 6. Tables and Figures

6.1. **Tables.** Tables are efficient as they allow the author to present a large amount of data in reduced space. Tables usually display quantitative data but also researchers use a table composed of words in order to show qualitative comparisons. Each table should be an

integral part of the text and should be understood independently from the text. Tables should be numbered consecutively in Arabic, with a short clear and self-explanatory title. Every column in the table should have a specific heading.

6.2. **Figures.** Any type of illustration which is different from a table is called figure (i.e. diagrams, charts, photographs, drawings or any other type of representation). Figures should be numbered consecutively in Arabic. In text, figures are referred by numbers (e.g. “as Figure 2 shows, the relations are ...”). Figures usually contain labels or footfigures. A label explains the symbols used and is included as part of the figure. A foot figure is a concise explanation below the figure.

For more details, consult the APA Formatting and Style Guide.

### III. Evaluation Criteria

The Editorial Board submits works to expert s’ evaluation in the specific field, following a “double-blind” procedure, that is, the author(s) does(do) not know the evaluator(s) nor does (do) the evaluator(s) know the author(s).

For each publication modality, the following criteria are considered:

#### *Article*

- **Writing:** general organization, text coherence and cohesion, spelling.
- **Discipline:** relevance (editorial line, current approach to the topic), statement and objectives, relevant bibliographic revision, contribution to the discipline.
- **Methodological aspects:** research design, analysis and data discussion.
- **Conclusions:** Integration of results and research projection.
- **Formal aspects:** compliance with the publishing norms.

#### *Essay*

- **Writing:** general organization, text coherence and cohesion, spelling.
- **Argumentative development:** thesis, statement, arguments and conclusion.
- **Content aspects:** original statement, relevance of the topic, use of bibliographic sources.
- **Formal aspects:** compliance with the publishing norms.

#### *Book Review*

- **Writing:** general organization (introduction, development and conclusion)
- **Spelling:** text coherence and cohesion
- **Content aspects:** relevance of the topic, current topic, presence of a critical reflection and synthesis.

**Formal aspects:** text coverage (only two pages), compliance with the publishing norms.