

Review Guideline III

ARTICLE FORMAT

GENERAL CONSIDERATIONS AND STAFF

Extension: In all cases there will be a maximum of 4,500 words (with title, abstract and keywords in English and also in the official language, notes, footnotes, graphs and bibliography).

Typography: Times New Roman 12 pts.

Line spacing: single; there will not be white spaces between paragraphs. The symbol ¶, used in this staff, indicates a space.

Margins: 2 cm; justification to both margins.

Sangria: the first paragraph of each section will not have sangria, but the followings yes.

Headings: the epigraphs and subsections are not numbered.

Enumerations: first level of specificity with vignette ■ and second level with script.

Notes: there will be numbered consecutively and will be picked to text footer, restricting them to the minimum necessary. Not supported any kind of reference or citation (including electronic sources).

Tables, graphics and similar:

- All figures must be numbered in function of type (tables, graphics,...) consecutively with Roman numerals.
- The text inside the graphic have to be read clearly.
- The titles should be sufficiently clarifying of the contents and should place on top of the figure.
- The sketches, drawings, graphics, tables, equations must be submitted in an editable format, at least it is an image. These must be copied from Microsoft Office Excel and pasted into the article in Word format as Microsoft Excel Chart Object, or as Microsoft Office Graphic Object. These options are on the *menu-bar-paste-paste special*.
- **If the diagram or chart is in Excel format, will be directly done in Word format.**

Equations:

- Must appear centered, separate from the main text by white lines.
- They will be with arabic numbers (1, 2, 3,..) aligned to the right and in parentheses.
- Equations should be referenced in the text indicating the number of equation.

Title of article in english¹ (font size 17, bold, right)

¶ (12 points)

Article title in official language (font size 17, bold, right)

¶

¶

Abstract (font size 10, bold, sangria)

Body of the abstract in English (font size 10, no bold, indent the first line) of 400 words (maximum), with the format: Introduction, Methodology, Results, discussion and/or conclusions).

¶

Keywords (font size 10, italics): word, word, word, word, word (font size 10, without italic). Should include 5 to 10 keywords (descriptors) internationally accepted in the field of education.

¶

Abstract in other official language (font size 10, bold, sangria)

Body of the abstract in other official language (font size 10, without bold, sangria in the first line)

¶

Keywords in other official language (font size 10, with italic): word, word, word, word, word (font size 10, without italic). Write the same that in english.

¶

¶

¶

(Reference format for writing)

Introduction (font size 14, bold)

¶

Text² (Times New Roman, font size 12)

¶

¶

Method (font size 14, bold)

¶

Text

¶

¶

Sample (font size 14, bold) (if case)

¶

Describe the population and the study sample as well as the variables selected for the study.

¹Gratitudes (Times New Roman, font size 9)

²Note



Instruments (font size 14, bold)



Describe the instruments used as well as the areas and factors that come into play.



Procedure (font size 14, bold)



Describe the test administration and the type of statistical methods.



Sub-heading (font size 12, bold)

Text of subheading



Lower level of subheading (font size 12) Text of sub-heading



Results (font size 14, bold)



Presenting the results obtained from analysis of data.



GRAPH I. (bold) Title (font size 12)



Source: Surname, year or own calculations (font size 8)



TABLE I. (bold) Title (font size 12)

The text that appears inside of the tables have to be with font size 9.

	Title	Title	Title
Title	dates	dates	dates
Title	dates	dates	dates
Title	dates	dates	dates

Source: Surname, year or own calculations (font size 8)



TABLA II. (bold) Title (font size 12)

	Title	Title	Title
Title	dates	dates	dates
Title	dates	dates	dates
Title	dates	dates	dates

Source: Surname, year or own calculations (font size 8)



$$F = f(A,B,X) \quad (1)$$



Enumeration:

- Level 1
- Level 2:



Conclusions (font size 14, bold)



Text



References
(font size 14, bold, centered)



Surname, A. (year). *Title*. City: Publisher.

Surname, A. (year). *Title*. City: Publisher. Retrieved in <http://xxxxx>

Surname, A. (year). Title of chapter. In Surname, A. (Ed.), *Title of book* (pp. xx-xx). City: Publisher.

Surname, A., Surname, A. and Surname, A. (year). *Title*. City: Publisher. Retrieved in <http://xxxxx>

Surname, A. (year). Title of chapter. In Surname, A. (Ed.), *Title of book* (pp. xx-xx). City: Publisher. Retrieved in <http://xxxxx>

Surname, A., Surname, A. and Surname, A. (year). *Title*. City: Publisher.



Other page

Annex (font size 14, bold, centered)

- We require a small photo for presentation
- Some other photo that you want to attach about your job (the author rights are under your responsibility).
- Other documents.