Guidelines for Collaborators

Educere

Educere Journal is a publication of the School of Education (Faculty of Humanities and Education) of the University of Los Andes (Mérida – Venezuela). *Educere* is a periodical publication, published every four months, arbitrated and indexed, of a scientific and humanistic character, specialized in education and opened to all professors and researches. Its main purpose is to disseminate progress and results from experiences and research of interest in order to develop education. Collaborations sent to *Educere* will be reviewed, accepted and arbitrated for subsequent publication, previous approval by the Editorial Staff Counsel, as the dissertation is focused on education, regardless of the nature of its expressions and points of view. Therefore, manuscripts in which educational subject is addressed in an elemental way and lacking depth, will not be accepted; nor will those that assume education in a tangential or sporadic way, that is, on a secondary level, depriving therefore investigative procedures, technology of information, curricula content, science, disciplines or knowledge fields, per se. If the contents treated do not imply in education or vice versa, the manuscript will not be accepted as irrelevant to the purposes of the journal. *Educere* does not necessarily identify with the contents, judgments and iews expressed by its collaborators and published documents, therefore, the views expressed by the authors do not necessarily reflect the views of the Editorial Committee. It also authorizes the total or partial reproduction of its content by any means or process, as long as the respective hemerographic appointment is made.

Paragraph one
Selection of articles and arbitration

The articles or papers proposed should be done for the journal or adapted to it, which implies an effort of making them ad hoc. The Editorial Committee will select papers that are published, after anonymous evaluation by internal and external pairs to the University of Los Andes, that is to say, contributions will be submitted for consideration of qualified arbitrators whose approval will determine its publication in the number of journal that the Editorial Board considers appropriate. During the selection for its diffusion will be preferred those unpublished works that have not been proposed simultaneously to other publications. The reception of papers does not imply the obligation to publish them.

The order and thematic focus of each publication will be determined by the Editorial Board, regardless of the order in which the articles have been received and refereed. Manuscripts may be requested by the journal for a special number and / or voluntarily offered to *Educere* for subsequent arbitration.

Paragraph two
Publication authorization

All the articles must be accompanied by a **communication** addressed to the Editorial Board of *Educere* journal, in which is requested the work to be considered for submission to arbitration of the journal. The identification of the author or authors, their institutional and / or academic status should be included. Should be annexed a brief curricular review, including position, address and institution where the author works, residence address, phone and e-mail, maximum eight (8) lines. Also, month and year of culmination of the work should be indicated.

By publishing manuscripts in *Educere*, it is assumed that the authors authorize the journal to publish the articles in other electronic or printed means and / or wholly or partly in indexes, databases, directories, catalogs and records of national and international publications. Therefore, attached to the collaboration, the author or authors must submit a duly signed letter authorizing *Educere* to publish their full manuscript and its publication in a printed or digital format, visible in any database or institutional repository, without incurring copyright responsibilities.

Paragraph three
Publication of scientific papers on regional and national journals

Educere in order to contribute to the dissemination of knowledge on education and their social, cultural and pedagogical implications, the author of the manuscript evaluated favorably, must send a summarized version of his / her work, in a newspaper article format, maximum one page (5000 characters), that will be published in a specialized education section that the *Programa de Perfeccionamiento y Actualización Docente* (Educational Upgrade and Improvement Program) will manage in several regional newspapers across the country, as a contribution to the development of Venezuelan and foreign educational thinking and a contribution to uplift the work made by our collaborators.

Paragraph four
Publication in the Trasvase section of Educere

When already published articles are of great importance and relevance, and their exceptional value merits it, they will be published in the Trasvase section of previously released articles.

Paragraph five
Educere editing process

Once received, the works go through the following process:

1. Initially, acknowledgement of receipt of the manuscript is sent via email.

2. Then, the Editorial Board makes a preliminary evaluation to determine whether the article meets the editorial policies of the *Educere* journal (guidelines for the collaborators).

3. If fulfilled, it goes to arbitration, a process in which qualified experts evaluate the works according to criteria of relevance, originality, contribution and scientific and academic virtue previously established by the *Educere* journal. Subsequently a verdict on whether the work is published or not is emitted.

4. If the manuscript supports minor corrections of form or style, the author will be asked for final adjustments, having to do so within 21 days. If a reply by e-mail is not received at that time, it is understood that the author has no interest in publishing in *Educere* and the manuscript will be definitely dismissed.

5. If the work does not meet with the criteria, the Editorial Board will propose not to send it to arbitration.

6. In any case, the author or authors will be notified, in writing, about the decision.

II

The present editorial policies of the *Educere* journal (guidelines for the collaborators) establish the conditions, procedures and criteria required by the *Educere* journal, for the elaboration and presentation of the papers. The Editorial Committee is pleased to extend this material, which is the product of consultations with the Standards of the American Psychological Association (APA), for presenting research papers. This is not to minimize the vast utility, neither to wear out the use of those standards; but to put within the reach of our collaborators an immediate and functional tool, especially for those who do not have a material of greater depth and breadth. These standards were reviewed and updated on May 31, 2014 in order to adapt them to the requirements of standardized directories and international databases, requesting that hosted journals allow the measurement of the impact factor of both, articles and the journal; because of which, *Educere* respectfully request authors (collaborators) to strictly stick to it, otherwise the Editorial Board will not accept the articles for their respective arbitration. These rules strictly govern the scriptural work of the authors. This decision is not retroactive for those articles approved and those under evaluation in the present date. *Educere* collaborators, and all researchers interested in publishing their contributions in it, will be subject to the following conditions and must fulfill them with the following requirements:

1. Submission of the article to Educere journal
Venezuelan collaborators:

The author or authors from Venezuela will present two (2) printed copies of the paper that should be sended in a sealed envelope via postal or courier to the following address: *Profesor Pedro Rivas, Director de Educere, Universidad de Los Andes, Facultad de Humanidades y Educación, Av. Las Américas, Sector La Liria, Edif. A "Dr. Carlos César Rodríguez", Piso 2, Oficina PPAD, Mérida, Venezuela. Telefax (0058-274-2401870).* No articles sent via email will be accepted. The printed text should meet the following conditions:

1. One (1) hard copy (which will be kept on *Educere*'s archive) identified with the names of the author or authors, email and institutional information.

2. One (1) hard copy which will be sent to the consideration of qualified arbitrators. This copy must **NOT** be identified with the names of the author or authors. This will ensure the anonymity of the collaborators, excellence in the qualification, freedom of decision, resolution and judgment of the arbitrators.

Besides the two hard copies, the author or authors must send a copy of the article recorded on a compact disc (CD).

Foreign Collaborators:

The author or authors from abroad can send their submissions via email, as an attachment to any of the following addresses: educere.ula@gmail.com, educere@ula.ve, rivaspj@ula.ve.

2. Organization and structure of the papers. The paper to be presented in the Educere journal must necessarily have the following structure:

1. Title page and credits.
2. Introduction.
3. Body (article).
4. Conclusions and / or recommendations.
5. Mini CV of the author or authors [information about author or authors].
6. References or explanatory notes at the end of the article (documentary considerations).
7. Bibliography.
8. Appendices.

A briefly description of each of these elements with their respective examples are presented below:

TITLE PAGE AND CREDITS

This section should include the following:

- Title of the article.
- Identification of the author or authors.
- Receipt and acceptance dates.
- Acknowledgements and institutional credits (if applicable).
- Abstract.

TITLE OF THE ARTICLE

It is commonly said that the title is the part of the article where you must use the maximum of wits with the minimum of words. Unfortunately little thought is put when it comes to its elaboration. It should always be remember that when the reader takes any journal in his hands, he looks closely at the titles in the index, and decides if the article is worth the reading. Therefore it is very important to create a title that would explain the reader what content will he find in it. The reading experience of the content must be simple, not only by writing a well worded title but by bringing the attention and fulfilling the reader's expectations.

A clear, brief, concise and catchy title will come better to the reader and may extend his stay in the scientific world. A properly crafted title benefits both the author and the reader. The information given not only allows you to take the decision to continue reading the abstract, it helps to develop indexes in information retrieval systems in the most appropriate way for its classification. A good title, besides of being accurate and reliable, should be clear, concise, and specific and, if possible, striking.

- **Clarity**: The obscure or ambiguous titles should be prohibited in all texts. They are not only puzzling, but they hide what is meant to be said. Avoid the use of words in other languages and also the use of not well known acronyms and eponyms. Remember that when you read the title it should not require to consult a dictionary.
- **Briefness**: Being concise is the second characteristic that a title should have. Long titles are not only inefficient but rude to the reader. The rule is not to exceed 10-12 words. A title can be shortened without sacrificing its content if unnecessary words are deleted. Also redundancies can be removed.
- **Specificity**: It should go directly to the words that undoubtedly define the content of the article. Ambiguous terms and literary adornment do not work well in scientific writing, being concrete in good enunciation is better than exaggerated redundancies. Generalities must be avoided.
- **Being striking**: The title should be very innovative so it can attract the attention without overdoing the text content.
- **Mistakes to avoid**: The title is not a complete, complex and endless sentence. It is also recommended not to use definite or indefinite articles and prepositions, which simply lengthen the title without adding clarity.

IDENTIFICATION OF ARTICLE'S AUTHOR OR AUTHORS

The following order must be followed:

1. The author or authors of he article must be necessarily referred using their two names [if possible] and two surnames [if the case]. (Do not use punctuation marks).
2. Email [institutional, if the case]. (Do not use punctuation marks).

3. Identification of the academic institution in which they work. (Do not use punctuation marks).

4. City where they live or work (comma) State (province or federal district) (comma) home country in parentheses. Example:

José Amador Rojas Saavedra
jrojassvdra@gmail.com
Universidad Nacional Experimental de Guayana (UNEG)
Departamento de Educación, Humanidades y Artes (DEHA)
Puerto Ordaz, estado Bolívar (Venezuela)

DATE OF RECEIPT AND ACCEPTANCE

These dates will be placed by the Editorial Board of the *Educere* journal.

ACKNOWLEDGEMENT AND INSTITUTIONAL CREDITS (if the case)

Example 1

Esta investigación fue financiada y avalada por el CDCHTA-ULA a través del Proyecto número H 986-06-06-B.

Example 2

Este artículo constituye un resumen parcial del proyecto de investigación titulado "Perfil psicosocial y educacional de un grupo-curso ingreso 2013 (Problemas de aprendizaje, educación diferencial, UMCE): fortalezas y debilidades para su formación inicial docente" (DIUMCE, FIF 02-13, Santiago de Chile), a cargo del autor.

Example 3

Estudio financiado por el Proyecto PEI-2012000114. MCTI.

Example 4

APIS, Fondo de apoyo de la Dirección de Investigación de la Universidad Metropolitana de Ciencias de la educación, mediante el otorgamiento de horas para realizar estudios y artículos en Publicaciones ISI y/o Cielo.

Example 5

Trabajo realizado en el marco del convenio FONACIT-Fundayacucho y Misión Ciencia de Venezuela. Contrato de financiamiento Nº 200701925.

ABSTRACT

The abstract is a short and clear statement of the developed topic (purpose) of the methodology used or the characterization of the type of work done, the results obtained and the conclusions. It will take place in a single paragraph. Should not exceed one hundred and twenty (120) single-spaced words. Below the abstract, a maximum of two lines, the **main terms of the content descriptors** (also called **keywords**) are written. The Manual of Style publications of the American Psychological Association (2002, pp 9-12) clarifies the contents of an abstract:

> An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases. Most scholarly journals (…) require an abstract. Consult the instructions to authors or web page of the journal to which you plan to submit your article for any journal-specific instructions. A well-prepared abstract can be the most important single paragraph in an article. Most people have their first contact with an article by seeing just the abstract, usually in comparison with several other abstracts, as they are doing a literature search. Readers frequently decide on the basis of the abstract whether to read the entire article. The abstract needs to be dense with information. By embedding keywords in your abstract, you enhance the user's ability to find it. A good abstract is:

Accurate: Ensure that the abstract correctly reflects the purpose and content of the manuscript. Do not include information that does not appear in the body of the manuscript. If the study extends or replicates previous research, note this in the abstract and cite the author's last name and the year of the relevant report. Comparing an abstract with an outline of the manuscript's headings is a useful way to verify its accuracy.

Self-contained: define all abbreviations (except units of measurement) and acronyms. Spell out names of tests and drugs (use generic for drugs). Define unique terms. Paraphrase rather than quote. Include names of authors (initials and surnames) and dates of publication in citations of other publications (and give a full bibliographic citation in the article's reference list).

Concise and specific: Be brief, and make each sentence maximally informative, especially the lead sentence. Begin the abstract with the most important points. Do not waste space by repeating the title. Include in the abstract only the four or five most important concepts, findings, or implications. Use the specific words in your abstract that you think your audience will use in their electronic searches.

Ways to improve conciseness:

1. Use digits for all numbers, except those that begin a sentence (consider recasting a sentence that begins with number).
2. Abbreviate liberally (e.g., use vs for versus), although all abbreviations that need to be explained in the text must also be explained on first use in the abstract.
3. Use the active voice (but without the personal pronouns I or we).

Nonevaluative: Report rather than evaluate; do not add to or comment on what is in the body of the manuscript.

Coherent and readable: Write in clear and concise language. Use *verbs* rather than their *noun* equivalents and the *active voice* rather than the *passive voice* (e.g., *investigated* rather than *an investigation of*; *The authors presented the results* instead of *Results were presented*). Use the *present tense* to describe conclusions drawn or results with continuing applicability; use the *past tense* to describe specific variables manipulated or outcomes measured.

An abstract of a report of an empirical study should describe:

1. the problem under investigation, in one sentence if possible;
2. the participants, specifying pertinent characteristics such as age, sex, and ethnic and/or racial group; in animal research, specifying genus and species;
3. the essential features of study method - you have a limited number of words so restrict your description to essential and interesting features of the study methodology - particularly those likely to be used in electronic searches;
4. the basic findings, including effect sizes and confidence intervals and/or statistical significance levels; and
5. the conclusions and the implications or applications.

An abstract for a literature review or meta-analysis should describe:

1. the problem or relation(s) under investigation;
2. study eligibility criteria;
3. type(s) of participants included in primary studies;
4. main results (including the most important effect sizes) and any important moderators of these effect sizes;
5. conclusions (including limitations); and
6. implications for theory, policy, and/or practice.

An abstract for a theory-oriented paper should describe:

1. how the theory or model works and/or the principles on which it is based and

2. what phenomena the theory or model accounts for and linkages to empirical results.

An abstract for a methodological paper should describe:

1. the general class of methods being discussed;

2. the essential features of the proposed method;

3. the range of application of the proposed method; and

4. in the case of statistical procedures, some of its essential features such as robustness ay or power efficiency.

An abstract for a case study should describe:

1. the subject and relevant characteristics of the individual, group, community, or organization presented;

2. the nature of or solution to a problem illustrated by the case example and

3. the questions raised for additional research or theory.

An abstract that is accurate, succinct, quickly comprehensive, and informative will increase the audience and the future retrievability of your article. You may submit one version of the abstract. If it exceeds the 120-word limit, the abstractors in some secondary services may truncate your abstract to fit their databases, and this could impair retrievability.

INTRODUCTION

The introduction is a review of the subject of study, its main purposes, most relevant contributions and general structure of the chapters contained in the article body. The introduction consists of the description, clear and simple, the topic or problem under investigation, as well as some additional explanations, which allow a better understanding of the original work. The introduction is intended to announce to the reader what is going to find in the article body and when the article is reviewed, the introduction lets the reader have a comprehensive overview of the subject under investigation.

The introduction gives a brief but accurate idea of the various aspects which make up the work. It is about, ultimately, making a clear and organized approach to the subject of the investigation, its importance, its implications, and also the way it has been approached the study of its different elements. An introduction follows the formulation of the following questions: What is the subject of the work? Why the work is done? How was the work thought? What is the method used in the work? What are the limitations of the study?

In line with that approach, the book *Técnicas de documentación e investigación I*, published by the *Universidad Nacional Abierta* - Venezuela (2000, pp 320-323) explains us how we can define an introduction and what elements contains:

The introduction is the part (...) which is described in a brief and simple way the topic or problem under investigation and some complementary aspects that allow a better understanding of the subject, besides bringing the reader's attention to the problem studied. From this general definition can be inferred the role performed by the introduction (...) which can be summarized as follows:

a. State the problem or issue to be addressed.

b. Report briefly and concisely about significant aspects that facilitate the understanding of the above.

c. Arouse interest and encourage the reader into the knowledge of the subject.

To fulfill these roles, the introduction should be written in clear, simple and pleasant way, with a short extension, preferably not more than one page (...).

Elements to be considered for making the introduction

Being consistent with the roles of the introduction (...) we will say that it should contain the following elements:

1. Brief and concise presentation of the topic or problem under investigation.

2. Pointing out work objectives. Justification of the research and the importance of the topic. Brief description of the methodology used for the development of the work.

3. Summary of the way the issue will be addressed in the following headings or aspects and, if necessary, the reasons for the order of the chapters.

4. Brief description of the difficulties and limitations faced in the development of the work.

5. If necessary, make a brief mention of the background of the study, theory and some operational definitions that are useful for better understanding of the subject.

Below, rather than a guide that allows helping to raise a good introduction (...) we will present a series of questions, which answers will suggest alternatives that will facilitate the task to elaborate it. These questions can be synthesized as follows:

Questions	Answers
What is the study about? **(topic or problem)**	An overview of the topic developed is provided. In some cases just stating the title of the research.
What is the purpose of the research? **(objectives)**	Synthesized mention of the purposes and objectives of the investigation.
What is the importance of the research in its area and / or in solving the problem? **(justification and relevance)**	Brief argument to justify the investigation developed.
How was the process of retrieving and processing of data? **(Methodology)**	General description of methods, techniques and procedures used.
What is the sequence followed to develop the work? **(Approaching method)**	Brief reference to the subtitles and main sections in which the content has been distributed for presentation. If necessary, explain the reason for such distribution.
What difficulties arose during the elaboration of the work? **(Limitations of the study)**	Brief comments about the difficulties faced, that conditioned and limited the study for the development of research.
What relevant background based the study? **(Background)**	General references to previous studies, theoretical assumptions and operational definitions that are relevant in the study and that, according to the researcher, it should be pointed out in the introduction.

By incorporating into an introduction the aforementioned elements, content and order of presenting them, they depend mainly on the judgment of the investigator and the nature of the work; however, the sequence must always have a logical order. Also, to meet properly these criteria, the introduction should be prepared once stood or development article body. It is also critical to note the brevity, clarity and conciseness necessary at the time to incorporate these elements into an introduction. Remember that it should not be extended, so that it can properly fulfill their roles within the text.

In the same way the elements just presented guide the researcher to the drafting of an appropriate introduction (...) it is also convenient to consider some issues that, if not avoided, can lead to errors preparing the introduction.

Among those issues to avoid are the following:

- **Grand and ambitious introductions** where endless discussions, marginal considerations and common places are included, like say that the theme is "complex, interesting and discussed".
- **Historical Introduction** that refers the matter to their remote antecedents, delaying its description and analysis.
- **The exemplary introduction** where the subject's illustrative examples are formulated.
- **Introduction-solution** in which the results of the research are already enunciated, making a double mistake: psychological, because it deprives the reader's interest to find such solution by himself through development, and logical, because if the result has been announced, it makes little sense and argument development. (...)

It is convenient to reaffirm the need for the introduction to be relatively short in its length and written in a clear and motivating way to gain the reader's attention to the matter.

BODY OR CONTENT OF THE PAPER (ARTICLE)

The **body** is the section that gives a logical foundation of the research topic and highlights the knowledge that the researcher reaches, which are **explained**, **discussed** and **demonstrated**.

The **body** of work is essentially the logical, detailed and gradual basis of the research, whose purpose is to expose facts, analyze them, evaluate them, and sometimes, try to prove certain hypothesis regarding those approaches. In the latter case,

when the working hypothesis is made and the facts that form the core of the problem are exposed, the logical justification is developed.

In short papers, the development will continue a similar logic, but addressing the problem as a whole, without considering specific aspects to be analyzed separately.

The writing of the paper is not only to connect ideas or data from other authors, but combine them with the analysis and reflection regarding their meaning and importance, so the result will be a pleasant text and at the same time well documented.

Educere priority will be oriented towards educational research, educational proposals and didactic experiences. Which are defined as follows:

a. **Investigation report**: Contains the report (final or partial) of original findings, resulted from the research work. It must respect the classic sections of introduction, methodology (design, subjects, instruments and procedures), results and discussion / conclusion.

b. **Pedagogic proposal**: Contains information on how to develop the collaborative learning process, duly founded from the theoretical and methodological perspective. It will be structured along the following sections: introduction, theoretical basis, description of the proposal and conclusion.

c. **Didactic experience**: successful didactic experiences are described in any level or type of education. It should contain: introduction, a short theoretical basis, the description of the experience, the results produced and the conclusions that were reached.

Educere also considers the following types of manuscripts:

Essay: An argumentative, expository and predominantly informative text, which develops a topic, usually brief; its development is not intended to consume all possibilities, neither formally present evidence nor information sources.

a. **Journal article**: An argumentative, expository and predominantly informative text, wherein is structured in an analytical and critical way the information collected from various sources about a given topic. It is made up as follows: introduction, development, conclusions.

b. **Review**: This is a descriptive, analytical and critical comment of recent publications in the educational field and related. Book reviews and journal proposals have a minimum length of one page and a maximum of four pages, 1,5-space, and should include its respective cover for photographic treatment, as well as its bibliographic data and info from the author of the review.

c. **Official document**: It is an official, public or private, national or international publication of discursive concept, programmatic or regulatory nature.

d. **Interviews**: Conversations with renowned personalities in the field of education and related areas: teachers, researchers, writers, thinkers, who can contribute strengthen the educational field.

e. **Lectures**: presentations and conferences on education that have been presented in local, regional, national and international events that could contribute to the training of teachers, and consequently to the improvement of education, will also be published.

The **body** is the actual content of the article, which sets out in detail the theoretical considerations underlying the study, the findings achieved are described, compared, criticized and are analyzed and interpreted in relation to the objectives of the research. For purposes of the order of presentation of the contents of this part, the general guidance is given by the main and supporting ideas underlying the development and demonstration of the main idea of the research, which, according to their hierarchy and generality level in the study, will determine the order of placement in the writing. It is obvious the difficulty to provide accurate guidance in this sense, since this order of presentation depends on the nature of the study, its internal characteristics and the opinion or position of the researcher, who ultimately makes the decisions about how to structure that part of the article. In any case, a general recommendation in this regard that would be very useful when writing the text, it is to use subtitles or main statements for the classifications or excerpts of greater importance, which constitute the general areas in which the problem was delimited. In the structure, these statements constitute the main subtitle of first order, which then will be dividing and subdividing according to the needs of titling of the text to form, within a whole, the titles of second order, third order, etc. These subtitles necessarily must be listed progressively (in Arabic numerals). Number the sections (subtitles) in the decimal system to a maximum of three levels (for example, 1.1.1 is acceptable, but not 1.1.1.1); if additional levels are required, it is recommended to use bullets. The book *Técnicas de documentación e investigación I* (UNA, 2000, pp. 332-334) clarifies the criteria for the production or development of the **body** of the article:

> Unlike the introduction and conclusion (...) where it is possible to point guiding criteria for its processing, for the body is only possible to provide some general guidelines, whose observation by the researcher can be useful for a correct development of the part. (...) Among these general criteria, you should consider the following, when preparing the body of the work:
>
> - Accuracy, clarity and simplicity of the ideas and concepts expressed.
> - A certain degree of depth in the approach to the topic or problem.

- Objectivity in formulating the assumptions that guide the study.
- Adequacy of the methodology to the issue or problem at hand.
- Rigor, as far as possible, and thoroughness in the handling of the methodology (techniques, procedures).
- Objectivity in verifying the assumptions to be tested and the interpretation and integration of the obtained results.
- Consistency and logic continuity of each of the steps in the research.

As can be seen, rather than applying rigid criteria, these factors constitute elements with some degree of generality that rigorously observed, contributing to providing consistency, logicality and objectivity to the research paper, hence the need to keep them in mind when writing the body of the work (...).

Elements of the body

In this regard we can distinguish three elements in the development:

1. **Description** of the subject.

2. **Discussion** of the subject.

3. **Demonstration** of the subject.

Roles of these elements in the body

Essentially, the basic role of these elements is to develop and demonstrate the central idea that guides the research, for which in a process of logical reasoning, interact to each other, in that way gradually go shaping the demonstration of the central idea. You cannot define exactly when each of these elements belong to the body of the text, because by being closely correlated their procedures, the emphasis of their involvement will depend on the precise needs of each part of the article, as it advances in the writing. However, and for you to have a more precise idea of using those elements in the development of the text, below we identify the most important functions performed by each one of them in the article:

1. **Description of the subject**

This part of the body aims to present the issue, in order to make noticeable its meaning to the reader, so that he can understand it clearly. To achieve this purpose, in the description of the subject are presented:

a. Central idea to be developed.
b. Theories and arguments supporting the research.
c. Definitions of concepts, ideas, theories, etc.
d. Background provided by other researches on the issue.
e. Examples that help to clarify aspects of the problem.

All with the purpose of explaining the implicit, clarifying what appears dark in the research and simplify what the reader may find complicated.

2. **Discussion of the subject**

The **discussion** forms a dialectical moment, which consists on reviewing the thesis or different aspects of a problem, which the researcher must make a decision that may be:

a. Acceptance of one of them, in which case the discussion will focus on providing the necessary and scientifically supported arguments to ensure the validity of the thesis or point of view accepted.

b. The denial of all theses or points of view considered, in which case it becomes necessary to offer a new option, which can be quite different or a synthesis that combines aspects of the different theses examined. In both cases, the discussion will aim to present arguments and evidence scientifically supporting the chosen point of view (...).

The **discussion** occurs when the theses (or points of view) are excluded as contrary or contradictory. In this case, the progress of reasoning should be guided by the following procedure:

1. Examine the thesis (or point of view) that is rejected by analyzing their arguments.

2. To demonstrate the fallacy of those arguments.

3. State the thesis to be adopted, explaining and showing it through relevant arguments.

In any case, the **role of the discussion** is to set out in a logical and systematic way the scientific arguments supporting the thesis, idea or accepted view, so it is necessary to present all the elements that contribute to clear and proper understanding of the arguments.

To make possible the fulfillment of this role in the discussion, the researcher emphasizes the most important aspects of the topic and oppose reasoning to aspects that prove otherwise. It also compares arguments or opposing theses and

draws conclusions on conflicting views; in short, a whole process of logical and reasoned analysis aimed at providing in a clear, rational and objective the scientific reasoning that will support the arguments.

3. **Demonstration of the subject**

Its function is to prove the legitimacy of the thesis, opinion or point of view adopted regarding a subject, through a series of grounds and / or arguments scientifically proven through the study.

To accomplish this function, in the **demonstration** should be presented the results of the research, as well as the data to prove the ideas presented and the legitimacy of the hypotheses.

For the **demonstration** purposes, it should always bear in mind the central idea that guides the research, and although during the argumentation subsidiary concepts are handled it must not lose sight of the ultimate goal of the work. Likewise in the development of this central idea, the elements mentioned **- description, discussion and demostration -**, are presented closely related, varying the emphasis on each of them according to the precise requirements of each part of the article.

This feature leads the elements of the body in the practice not to be presented in the order that we have given or in a clear way and with detailed demarcation between the two, but, in general, the researcher presents it over the subtitles or smaller parts that make up the body of the text. Also, as you progress in the development of the scheme, the author can use graphs, charts, tables and other types of illustrations in order to enrich the exhibition and thus promote the understanding of the ideas and reaffirm the central arguments on the subject.

A final observation is that these elements meet only one of many existing criteria in this regard, as the concrete structure of the body, varies according to the nature or scope and methodology design used in the research.

The **body** of the paper (article) must also comply with the following:

1. **Types of articles and language.** *Educere* receives items in the area of education, which preferably are research results. Articles are accepted in Spanish only

2. **Word processor.** The text must be written in Microsoft Office Word (any version). No articles will be accepted in Excel, Power Point presentations, web pages or PDF files.

3. **Typography (transcription and printing).** The paper will be written using a font size 12. Font style: Arial. It also will be printed on letter-size 20lb Bond sheets (21.5 x 28 cm), color: white.

4. **Line spacing**. The text and the subtitles containing more than one line will be written using 1.5 line spacing. Do not use double spacing or special spacing between paragraphs (there should be no additional spaces between the paragraphs of the manuscript). Between paragraphs one (1) space should be left. In any paragraph there is always one sentence that sets and provides the central idea of the manuscript. This central idea, which organizes and develops the author's purpose, is what is called *fundamental idea*. All other phrases and sentences are structured in a natural and logical form around the central idea in such a way that each serves to *expand, put into context, exemplify, summarize* or *present* several aspects of it (these are the *subordinate or secondary ideas*). Each paragraph must have at least one (1) fundamental idea and it shall consist of 9 – 12 lines. Paragraphs consisting of one or two lines will not be accepted.

5. **Page limitations.** Papers should not exceed twenty (20) pages, 1.5 line spacing, including preliminary pages, tables, graphics and figures, references and bibliography.

6. **Margins.** Margins should be as follows:

   - Upper margin: 2.5 cm.
   - Lower margin: 2.5 cm.
   - Right margin: 2.5 cm.
   - Left margin: 2.5 cm.
   - Headline: 2 cm.
   - Footnotes: 0 cm.

7. **Pagination.** All pages of the paper should be enumerated. Numbers must be placed at the upper right corner including cover, the first pages of every chapter and those containing vertical and horizontal tables and graphics.

8. **Language, style and speaker's point of view.** Papers should be written using a formal language, as appropriate, according to academic fields; simple and direct, avoiding the use of unusual, rhetorical or ambiguous expressions, as well as excess or abuse of quotations. As a general rule, the manuscript must be written in *third-person* or, even better, in *infinitive* using phrases like "authors consider" or "it is considered". If possible, the use of personal pronouns (*I, you, us, my, our* or *your*) should be avoided. When the author or authors considers that it is important to highlight their thoughts, contributions or activities conducted during the execution of the study, the expression *the author* or *the authors* can be used.

Sixth Paragraph

Research works focused on qualitative, interpretive or critical approaches and based on reflective processes of the author or authors, could be totally o partially written in ***first person***, according to the style conventions and in order to improve consistency and clarity of the presentation (but these are particular cases).

9. **Use of abbreviations**. Abbreviations are not allowed in the paper but they can be used in footnotes, quotation references, statements placed in parentheses, tables and graphics.

10. **Use of acronyms.** Acronyms can be used to refer organizations, instruments or variables named repeatedly in the paper as long as they facilitate the understanding of exposed ideas. Acronyms should be specified in full at first mention using capital letters with no punctuation and placed in parentheses. When statistical terms are used in the paper, they should always be mentioned, not the symbol nor the abbreviation. See the following examples:

> Universidad de Los Andes (ULA).
>
> Universidad Central de Venezuela (UCV).
>
> Programa Nacional de Formación de Educadores (PNFE).
>
> El Consejo de Desarrollo Científico, Humanístico, Tecnológico y de las Artes (CDCHTA) de la Universidad de Los Andes.

11. **Indentation.** In academic writing, an indentation is an empty space at the beginning of a written line or paragraph. When writing for *Educere* you should **NOT** indent. Do **NOT** use tabs or fixed capital letters.

12. **Editing**: Avoid the excessive use of writing or printing ornaments (underline, bold, italic, different font sizes, etc.)

   1. **Bold:** Bold letters will be used just in titles and subtitles with normal letters in order to highlight them from the text (italics and underlined letters should not be used). In no case bold or underlined letters can be used to emphasize one or more words of the text; therefore, it is recommended the use of italics.

   2. **Italics.** *Italics* are used for: book titles, journals, web pages, movies, radio and television programs. In general, italics are used for isolated words or phrases in a foreign language. Among the exceptions to this rule are quotations entirely written in a different language, titles in a foreign language published in other works and different origin words that, by its use, they are considered conventional words in the language of the current text. Except for Greek letters, all characters representing statistical symbols are written in *italics* with the exception of superscripts and subscripts characters: M, F, n, 5b.

13. **Graphics, charts (tables), photographs or drawings.** If the text contains tables, graphics, diagrams, drawings, photographs, images or maps that accompany the research, they should be presented in the paper and also in a separated appendix [appendices must be placed in one page each], also they will be enumerated with Arabic numerals and in succession, presenting the respective data and title indicating exactly their place in the text. A list of legends will not be accepted, legends should be separated accompanying each graphic or table. Photographs and illustrations must be presented in the highest possible resolution (300 dpi), they could be inserted in the paper and also must be sent in attachment as enumerated files and must be in one of the following formats: TIFF or JPG. (PDF drawing files, diagrams or tables will not be accepted).

Presentation of tables and charts

   1. The title of the tables should be written in lowercase (except for the initial of the first word and proper names). All lines of each title are written at the same margin without indentation.

   2. Should be enumerated consecutively using Arabic numerals. Example: Table 1 or Chart 1. Also, tables and charts can be referred placing the information in parentheses. Example: (see chart 1) or (see table 1).

   3. Chart and table identifications (chart and number) will be placed in the upper-left corner using bold letters. Do not use periods.

   4. Then the title of the table or chart must be written using *italics letters* starting all lines on the left margin. If the title contains more than two (2) lines it should be separated with a one (1) line space.

   5. In the lower part of the table or chart, the word "*note*" in *italics* (do not use bold letters) must be written followed by a period (.) to indicate the source where the information can be found.

   6. They should be inserted in the appendix. Example:

**Cuadro 1.** *Distribución de frecuencias y porcentajes.*

Nº	Ítems		Alternativas		
			S	AV	N
01	Existe en la institución educativa un equipo promotor comunitario para la integración escuela-comunidad.	F	-	4	20
		%	-	16.7	83.3
02	La institución escolar motiva la participación en las diferentes comisiones que conforman el Proyecto Educativo Integral Comunitario.	F	-	7	17
		%	-	29,2	70,8

Nota: Cuadro elaborado con datos tomados de...

Presentation of graphics and figures

1. The title of the graphics are written in lowercase (except for the initial of the first word and proper names), single line spacing; all lines of each title are written at the same margin without indentation.

2. Should be enumerated consecutively using Arabic numerals. Example: Figure 1 or Graphic 1. Also, graphics and figures can be referred placing the information in parentheses. Example: (see graphic 1).

3. Graphic and figure identifications (title and number) will be placed in the lower-left corner of it. The number will be written in *italics*.

4. The title of the graphic or figure must be written using normal bold letters and then, separated by a period (.), the source where the information can be found will be written using single line spacing.

5. Legends should be used to explain acronyms, abbreviations, symbols or any other necessary information to ensure comprehension.

They should be inserted at the end of the chapter or in the appendix. Example:
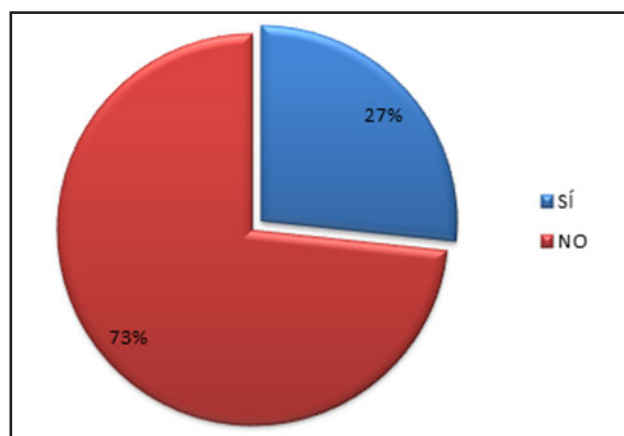
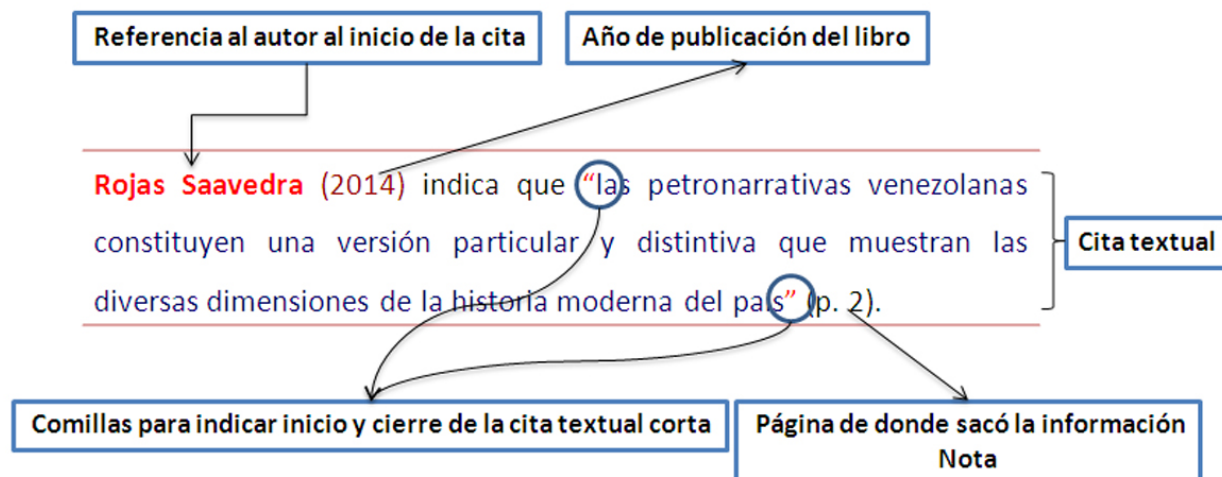**Gráfico *1*. Impacto de la imagen gráfica. Tomado de...**

14. **Quotations.** In academic writing, it is not unusual to find the habit of appropriating the ideas of the authors consulted without giving credit to them. Some other cases, even more drastic, are the transcription of complete paragraphs of books or articles without making reference to a textual transcription. This is what is widely known as ***plagiarism*** and it is strictly prohibited. To avoid ***plagiarism*** it is necessary the use of quotations.

A bibliographic quote gives seriousness and reliability to the research, and also allows readers to study the subject in depth. The quotations in the text will be used to present the information and data taken from other works in order to identify the source. It is advisable not to abuse the use of non-substantial quotations instead of those that may be relevant to the research. The use of quotations, and its extension, must be fully justified. A quotation is the material taken literally from other works, some instruments or instructions given to the subjects in the research process that may be reproduced word for word exactly as it is used in the original source. Quotations must be faithful. They must follow the exact words, orthography and punctuation from the source even if there is an error. If there are errors, misspelling, punctuation mistakes, grammatical incorrectness or any other error in the quote that may confuse the reader, after the quote the phrase *sic* must be placed in italics and in parentheses (*sic*). The words or phrases omitted should be replaced using an ellipsis placed in parentheses (…). There are several international norms and one of them is the *Publication Manual of the American Psychological Association* (APA).

Short quotations:

A short quotation contains less than fourty (40) words and it should be included in the paragraph using quotation marks. Example:

> Rojas Saavedra (2014) indica que "las petronarrativas venezolanas constituyen una versión particular y distintiva que muestran las diversas dimensiones de la historia moderna del país" (p. 2).

Referencia al autor al inicio de la cita — Año de publicación del libro

Rojas Saavedra (2014) indica que "las petronarrativas venezolanas constituyen una versión particular y distintiva que muestran las diversas dimensiones de la historia moderna del país" (p. 2). — Cita textual

Comillas para indicar inicio y cierre de la cita textual corta — Página de donde sacó la información Nota

Block quotations:

A block quotation contains more than forty (40) words. Block quotations are placed on a new separated paragraph (independent block); it is not necessary to enclose the quote in quotation marks and must be centered and single-spaced. The quotation starts on a new line and indent in from the left margin (2cm). Subsequent lines will be written at the same level of indentation. Example:

> En vista de la importancia que tiene el petróleo para los venezolanos, hemos decidido tomarlo como objeto de investigación. Según lo establece Rojas Saavedra (2014), el petróleo estuvo, está y estará siempre ahí, en forma de presencia invisible, de realidad oculta en todos los sectores de la sociedad venezolana y mundial:
>
> > Mene, identificador, generador de las diferentes interrogantes, poseedor de las respuestas y dador de las diversas expectativas del ser nacional, al que se le sigue fanáticamente en sus fluctuaciones, en sus alzas y caídas, en su precio de realización promedio, en sus volúmenes exportados, en sus movimientos nacionales e internacionales. (…) Hidrocarburo, que ha dado origen a una *tesis perversa* que permite identificarlo como el causante de nuestros males pasados, presentes y futuros, responsable de todas nuestras desgracias como pueblo, destructor de una sociedad inocente y pura, elemento permisivo de corrupciones, depravaciones, inmoralidades, desenfrenos. Oro negro que por efecto de la intervención de nuestros escritores, adquiere plenamente su dimensión espiritual y se convierte en expresión del decoro y la dignidad de una escritura que se enraíza en lo fundamental del paisaje venezolano, del *sentir* de la nación, en la expresión de un pueblo, en *motivo* literario. Las novelas petroleras venezolanas están llenas de historias que se entrecruzan, concuerdan, se mezclan y unen. (p. 4).

Quotations with more than five hundred (500) words without the author's permission should be avoided, except official and legal documents or when the quoted text is the subject of a content analysis and critical revision in the subsequent pages of the article. All **quotations** must have their respective **notes**.

15. **Bibliographical notes of the article.** Quotations of textual content, periphrasis and summaries based on ideas taken from other works must be accompanied with the data (notes) that indicates the source where the information can be found. The article must be documented using the **author-date** system in all documents consulted and, at the end of the

En vista de la importancia que tiene el petróleo para los venezolanos, hemos decidido tomarlo como objeto de investigación. Según lo establece Rojas Saavedra (2014), el petróleo estuvo, está y estará siempre ahí, en forma de presencia invisible, de realidad oculta en todos los sectores de la sociedad venezolana y mundial:

Referencia al autor al inicio de la cita

Año de publicación del libro

Mene, identificador, generador de las diferentes interrogantes, poseedor de las respuestas y dador de las diversas expectativas del ser nacional, al que se le sigue fanáticamente en sus fluctuaciones, en sus alzas y caídas, en su precio de realización promedio, en sus volúmenes exportados, en sus movimientos nacionales e internacionales. (…) Hidrocarburo, que ha dado origen a una *tesis perversa* que permite identificarlo como el causante de nuestros males pasados, presentes y futuros, responsable de todas nuestras desgracias como pueblo, destructor de una sociedad inocente y pura, elemento permisivo de corrupciones, depravaciones, inmoralidades, desenfrenos. Oro negro que por efecto de la intervención de nuestros escritores, adquiere plenamente su dimensión espiritual y se convierte en expresión del decoro y la dignidad de una escritura que se enraíza en lo fundamental del paisaje venezolano, del *sentir* de la nación, en la expresión de un pueblo, en *motivo* literario. Las novelas petroleras venezolanas están llenas de historias que se entrecruzan, concuerdan, se mezclan y unen. (p. 4).

Cita textual

Página de donde sacó la información Nota

article; those notes in the text will be related in the bibliography. This system identifies the source for the readers and allows them to find it in the bibliography at the end of the paper. When using this method, the last names and the year of publication of the work will be inserted in the paragraph, in the most appropriate place in order to maintain clarity, adding the page number (or pages) immediately after the textual citation. The scheme will be as follows: the last names of the author (or authors) + year of publication + page (or pages) where the quote was taken, placed in parentheses: (author, year, p. XX). Example: (Rojas Saavedra, 2014, p. 20; Rivas Castillo & Rojas Saavedra, 2013, pp. 19-20). Authors will be cited using both last names (if applicable) and reflected in the bibliography. *Educere* does not admit the use of footnotes or endnotes to reference quotes.

CONCLUSIONS AND RECOMMENDATIONS

The **conclusions** constitute the final section of the article where the results from the questions raised and the data processing analysis are presented, condensed and with no argumentations. The main results and most significant contributions of the work are summarized. In addition, when appropriate, a section should be added with the **recommendations** that the author or authors formulated as a result of the study performed.

Once the author has **presented**, **described** and **demonstrated** the arguments and ideas concerning the studied subject, it proceeds with the proposal of final ideas that, regarding research purposes - and other important aspects for a full understanding of the study – may be able to verify during its development. In the conclusions, the author will present the array of confirmed theories, proposed with different levels of emphasis, according to the evidence and argumentations adduced. The book *Técnicas de documentación e investigación I* (UNA, 2000, pp. 332-334) explains the functions of the conclusions:

Conclusions function as links that connect the results obtained with the arguments outlined during the development of the study.

In this sense, through the conclusion, the author (…) sets out the **final affirmations** of the subject, presents the arguments that solve the questions raised and points out if the proposed objectives were achieved in the research.

Also, the author briefly formulates the arguments used as a frame of reference linking them to the questions. Finally, conclusions serve to consider the questions that were not resolved during the research and merit to be addressed in further researches.

Aspects to be considered when writing the conclusions

Conclusions should cover the following aspects:

Brief restatement of the problem or topic	In order to retain the reader's attention to the central idea of the work, objectives and system of hypotheses to be tested.
Brief description of the methodology used to obtain the results	In order to remind the reader, very briefly, how the issue was addressed, as well as how technical procedures and instruments were used and their effectiveness in achieving the results.
Synthesis of the different parts of the argument and its results	Expose the main ideas developed in the body of the research, who kept relations with the phenomena studied and the most important results of the study. In this regard, it is advisable to group results according to a hierarchical order, which may be for their priority, importance or degree of validity in accordance with the evidence supporting the argument. In this way it succeeds in emphasizing the extent of the different achievements in the research
Approach to the question unsolved by the research and the extent and limitations of the study	In order to point out the scope of the study within the objectives, the probable detection of other unsolved related problems in the research and some limitations that may derive from the methodology applied – that may be the at the level of sample, procedures or technical or administrative orders. In this manner, the author fulfills the Principles of intellectual honesty that allows him to save responsibility before the reader and invites him to continue with the research of those unsolved problems.

In the case of **conclusions** we have tried to present in a logical way the sequence in which should be led the issues it contains. However, conclusions should not necessarily always be articulated this way nor contain all the aspects that you have mentioned. The authors are free to express their criteria according to their convenience, the nature of development or how the communication is considered more effective.

A final remark regarding the presentation of **conclusions** - and in general for all the material - is to take special care to avoid subjective judgments, in response to the maximum objectivity required by observation and scientific exposition. Also the language used in the wording should be, for the same reasons as specific as possible, to the systematic presentation required by the exposition and free of any ambiguity or formal complication.

With the **conclusions** the cycle of exposure of the (article) research closes. (...) The conclusion is a return to the introduction: it closes over the beginning. The circularity of the job is one of its aesthetic elements (logical beauty). It is up to reader to take the impression of being in a harmonious, conclusive system in itself.

To end the part of the **conclusions** we consider important to note that some researchers add in this section **recommendations or proposals**, on the basis of the study results: formulate various alternative solutions **and / or** propositions that guide administrators working in the area or field of study, for making decisions that allows them to define policies and drive the action of a certain fact or phenomenon to resolve, depending on the progress made in the research.

MINI CURRICULUM VITAE OF THE AUTHOR OR AUTHORS [INFORMATION OF THE AUTHOR OR AUTHORS]

Curriculum vitae is a Latin expression to designate bibliographic, academic and professional data of a person. A mini Curriculum vitae of the author or authors must be written as an academic profile. There must be included a summary (maximum 80 words, no more than five (5) lines) of basic information of the author or authors. All the information presented is at the discretion of the author or authors. It is suggested to include the following information: names and last names (do not use pseudonyms), studies and qualifications in higher education (including name of the institutions and dates), main academic and professional activities (indicating institutions), current professorial ranking, teaching and research fields and publications of his (her) own (only general descriptions of the field and mean of publication).

EXPLANATORY NOTES OR REFERENCES (DOCUMENTARY CONSIDERATIONS)

Notes or **explanatory references** are used to explain contents, identify additional references, indicate collaborations and provide evidence of permissions obtained by authors or publishers. Explanatory notes or references are classified as:

a. **Content explanation notes** complement or extend important information. These notes must include relevant information and should be used only if reinforce or explain the presentation. Extensive materials about institutions, resources, procedure descriptions and other must be included in appendices; in this case the note will make reference to the corresponding appendix. Also, these notes can be used to present the original text or the translation of the quotes written in other languages.

b. **Additional references** will be used to identify complementary sources of an item studied in the text or within a content note in order to reference sources related to it. In this case the **author-date** system will be used.

c. **Copyright permission** notes will be used to recognize the source of the reprinted material or adapted with permission.

These notes or explanatory references must be **compulsorily** placed at the end of the manuscript (before bibliography). All notes will be enumerated consecutively using Arabic numerals starting with one (1). The number assigned to the note will be typed as superscript, without parentheses, in the place of the text where a major explanation is needed. Note identifications or explanatory references using Roman numerals **will not** be accepted.

BIBLIOGRAPHY

The bibliography (also called **reference list**) includes "*all*" the sources cited (printed, electronic or audiovisual), including legal type and unpublished or restricted circulation materials (except for personal communications).

It is not a bibliography on the subject, nor an exhausting record of all sources studied or consulted in the process of delimitation of the study. Only sources that are used to critically review or revise previous work, commenting on the contributions of others and define what is personal contribution from an original, refer the reader to the problem related to the work of study, among other purposes are recorded, and the ones that are under review, or meta-analysis of the research methodology. Each of the sources cited in the text should appear in the bibliography (or list of references); and each of the entries in the list of references should be related to at least one appointment or note in the text. In this section is very common to see often the following problems:

1. In the body of the work no author appears and in the bibliography a list appears.

2. A series of names appear in the body of the work and those names do not appear in the bibliography.

3. There is just no consistency among the names that appear in the body of the work and the ones cited in the bibliography

To solve this problem, there is a simple rule: *it should not appear more nor less names than those included in the body of work in the final list of bibliography references. All quotes made in the text should appear in the reference list. No uncited sources are included.* Take care of spelling the names of the authors and verify well the year of publication. It is organized in alphabetical order (A-Z) for names and surnames.

General guidelines for the bibliography:

- The records are typed with 1.5 line spacing between them.

- The first line of each record starts at the left margin set for the text, and the following lines are transcribed with a 3 spacing hanging indent to the right (equivalent to 0.6 cm.).

- Use commas to separate the last names from the names and the symbol "&" before the last or next author (if more than two authors).

- Personal communications and interviews, emails, phone interviews are not considered retrievable information and therefore should not be included in the bibliography.

- Do not separate the information contained in entries from one page to another. If there is insufficient space on a page to complete the entry, it must be placed entirety in the next page.

- Bibliographic and periodical references in the text should appear at the end of the article.
- Must correspond to the APA system and must respect the following:

1. In the bibliography, the authors shall be quoted using their two last names and first and middle name if applicable. This means that the bibliographical quote shall not include the first or middle initials or the last name initials.

2. If an author is quoted more than once, using the traditional line omitting the name and last names of the authors should be avoided. This is because the search engines and institutional databases where Educere is hosted read words and the lines do not have any digital meaning.

3. The quote must include the city and country name, this to give a reference and geographical visibility to Latin American and Caribbean work.

Bibliographical quotes are illustrated as follows:

1. Examples of references: Books

Published book

Basic form:

Author's last names, Names. (Publication year). *Title of book.* Location: Publisher.

Otero Silva, Miguel. (1979). *Oficina N° 1.* Barcelona, España: Seix Barral.

Blanco, Desiderio & Bueno, Raúl. (1980). *Metodología del análisis semiótico.* Lima, Perú: Universidad Mayor de San Marcos.

Blanco, Desiderio & Bueno, Raúl. (1980). *Metodología del análisis semiótico.* Lima, Perú: Universidad Mayor de San Marcos.

→ Sangría francesa

Basic forms:

Book with an author

Author's last names, Names. (Publication year). Title of book. Location: Publisher.

Book with an editor

Editor's last names, Names. (Ed.) (Publication year). Title of book. Location: Publisher.

E-book

Author's last names, Names. (Publication year). Title of book. Retrieved from http://www.xxxxx.xxx

Book with corporate author

In paper

Universidad Nacional Abierta. (2000). Técnicas de documentación e investigación I. Caracas, Venezuela: Autor.

Electronic version

General Form

Name of the organization. (Publication year). *Title of the report* (Number of publication). Retrieved from http://www.xxxxx.xxx

Ministerio de la Protección Social. (1994). *Informe científico de casos de fiebre amarilla en el departamento del Meta.* Recuperado de http://www.xxx.xxx

Compilator(s)

García, María Cristina. (Comp.). (1989). *La narratología hoy. Once estudios sobre el relato literario.* Ciudad de la Habana, Cuba: Editorial arte y literatura.

Encyclopedia or dictionary

Alcibíades, Mirla & Osorio Tejada, Nelson & Gutiérrez Plaza, Arturo & Míguez Varela, María & Becoña Iglesias, Enrique, & Zavala, Iris María et al. (Eds.). (1995). *Diccionario Enciclopédico de las Letras de América Latina.* (1ª. ed., Vols. 1-3). Caracas, Venezuela: Biblioteca Ayacucho - Monte Ávila Editores Latinoamericana.

For quotations that refer to several authors, it only has to be referred to them the first time. If there is need to re-cited in the text, just repeat the last name of the first over the expression **et al**. in normal font, not italics or bold and period after "**al**". For the list of references, all authors are cited, up to a maximum of six. If there are more than six the expression **et al.** is added followed by a period.

Put the editor in the author's position and include the abbreviation "Ed." or "Eds." in parentheses after the name of the editor. Finish with a period after closing parenthesis.

2. **Examples of reference for doctoral dissertations and theses.**
   General form:

   Last names, names. (year). Thesis tittle (Undergraduate thesis, masters or doctorate). Institution, Location.

   Agelvis Carrero, Valmore Antonio. (2005). *Discurso visual y discurso verbal: análisis pasional de las caricaturas del venezolano Pedro León Zapata.* (Tesis doctoral Universidade da Coruña. Departamento de Filoloxía Española e Latina. Director de tesis: Paz Gago, José María). Disponible en: http://ruc.udc.es/dspace/handle/2183/992.

3. **Examples of reference for legal documents**

   Ley orgánica de educación. (2009). Gaceta Oficial de la República Bolivariana de Venezuela, 5.929 (Extraordinario), agosto 15, 2009.

   Constitución de la República Bolivariana de Venezuela. (1999). Gaceta Oficial de la República Bolivariana de Venezuela, 36.860, diciembre 30, 1999.

4. **Elements of a reference to an article or chapter within an edited book**
   Chapter in a book

   Last names, Names. (Year). Tittle of the chapter. In Names, Last Names. (Ed.), Book tittle (pp. xx-xx). City: Editorial.

   Genette, Gerard. (1997). La literatura en segunda potencia. En Desiderio Navarro (Comp.). *Intertextualité. Francia en el origen de un término y el desarrollo de un concepto* (pp. 53-62). La Habana, Cuba: Unión de Escritores y Artistas de Cuba (UNEAC) - Casa de Las Américas - Embajada de Francia en Cuba.

5. **Reference Examples for magazines**
   General form:

   Last names, Names. (Date). Tittle of the article. *Name of the Magazine*, *volume* (issue), page(s).

   Míguez Varela, María & Becoña Iglesias, Enrique. (2009, noviembre). El consumo de tabaco en estudiantes de psicología a lo largo de 10 años (1996-2006). *Psicothema,* 21(4), 573-576.

6. **Newspapers references**

   Zavala, Iris María. (2010, 11 de marzo). Insularismos, insularidad y nacionalismos. *El nuevo día*, p. 70.

7. **Examples of reference for electronic documents (online articles)**
   General form:

   Author (s). (Year). Title of the document. [Description of the format]. Retrieved from: http://URL

   Last names, names. (Year, month, day). Title of the article. Name of the newspaper, page (s). Recuperado de http://...

   7.1. **Online magazine articles**

   Errázuriz, Carlos. (2009). Isidoro de Sevilla. Génesis y originalidad de la cultura hispánica en tiempos de los visigodos. *Humanitas*, 14(54), 424-425. Recuperado de http://...

   7.2. **Online newspaper articles**
   General form:

   Last names, names. (year, month, day). Title of the article. Name of the newspaper, page (s).

   Zavala, Iris María. (2010, 11 de marzo). Insularismos, insularidad y nacionalismos. *El nuevo día,* p. 8. Recuperado de http://www.elnuevodia.com.

   7.3. **Electronic version of printed books**

   Hostos, Enrique María. (1997). *La tela de araña.* Retrieved from http://books.google.com

   7.4. **Blogs**

   Cruz-González, Fernanda María. (2012, 12 de julio). *Off the shelf o el nacimiento de un blog.* [Message from a blog]. Recuperado de http:// http://realacademiadelavida.blogspot.com/2012_07_01_archive.html

7.5. Discussion forum

Castion, Pedro. (2013, February 28). *How is the removal of U.S. troops from Afghanistan going to affect us?* Retrieved from http://powar.thoughts.com/posts/how-is-theremoval-of-u-s-troops-from-afghanistan-going-to-affect-us

7.6. Wikipedia

Blonde stereotype. (2013). In *Wikipedia.* Retrieved February 28, 2013 from http://en.wikipedia.org/wiki/Blonde_stereotype.

7.7. PowerPoint presentations

Oard, David Wladimir. (2001). *Bringing Star trek to life: Computers that speak and listen* [PowerPoint slides]. Retrieved from University of Maryland TerpConnect website: http://terpconnect.umd.edu/~oard/paperscp-sp118t.ppt.

Meyer, María. (2007). *La belleza de las plantas en prácticos envases: Jardinería en macetas* [PowerPoint slides]. Retrieved from http://www.mg.umn.edu/powerpoint/containergardening.ppt.

7.8. Interviews

Smith, José. (1999, enero 1). What on Earth? *That TV Show: interviewer John Smith.* Recuperado de http://www.madeupurl.com.

7.9. Online maps

Lewis County Geographic Informacion Services (Cartographer). (2002). *Population density, 2000 U. S.* Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-po-dens_2000.pdf.

Google Maps. (2013). [*Universidad Interamericana de Puerto Rico Arecibo Campus near Puerto Rico*] [Street map]. Retrieved from http://maps.google.com/?mid=1363100393.

7.10. Motion pictures

General form:

Producer's Last Name, Name (Producer), & Director's Last Name, Name (Director). (Year). *Title of motion picture.* [Motion picture]. Country of Origin: Studio.

Landau, José. (Productor), & Cameron, Juan. (Director). (2009). *Avatar* [Película]. Estados Unidos de América: 20th Century Fox.

7.11. Music recording

General form:

Writer's Last Name, Name. (Copyright year). Title of song [Recorded by Artist Name if different from writer]. On *Title of album* [recording medium: CD, record, cassette, etc.]. Location: Label. (Recording date if different from copyright).

Crow, Carlos. (2005). Always on your side. *On Wildflower* [CD]. New York: A&M Records.

APPENDICES

As appendices to the article, it may be included additional information that broaden or support any of the points covered in the text: research tools, glossaries and other statistical data. In the case of studies involving the development and use of research tools, it is recommended that a preliminary version of it or the description of its features and content is included.

Forms of surveys or other research tools developed as part of the study, textual instructions to the subjects, glossary of terms and additional information useful to expand or sustain any item taken to the text are presented in the appendices. If there are multiple attachments they must be identified with letters: *Anexo A, Anexo B*, and so on; if each appendix consists of several parts, an alphanumeric serialization must be used: *A-1, A-2, A-3*. When widely disseminated instruments are used, it will not be necessary to attach them.

The word "Anexo" (*appendix*) and the letter or alphanumeric serialization used for its identification must be placed above and in the middle of the first page of each appendix. If necessary, you can add descriptive caption content of the appendix in square brackets for distinguish it from the document text. Charts and graphs should be placed as appendices; however, they must be cited in the text and shall indicate their corresponding location.

The book *Técnicas de documentación e investigación I* (UNA, 2000, pp. 443-444) contains a list of situations in which it is appropriate to include an appendix:

1. **Very extensive materials** that cannot be incorporated as an appointment, or copies of a chapter of a work or field studies on the subject. For example, in a text of research methodology it can be incorporated as an appendix a complete thesis on sampling theory and probability theory, topics that the author must refer as required in the text, when dealing with corresponding part of the sample design analysis and interpretation of data.

2. **Copy of a questionnaire or test instrument for collection and validation of data of a research**, it is convenient to incorporate it as an appendix. This information could be useful to a reader interested in knowing more on how this stage of the research was covered.

3. **Statistical charts** that provided the basis for the analysis tables that support hypothesis tests and synthesis of which are presented in the body of the text, they can also be incorporated as appendices. This can be useful for a detailed statistical report of the procedure followed or to support a future project on the subject.

4. Especially in the field of social research, where mechanization of tabulation processes, data processing and analysis has enabled the advance of the disciplines that are part of this field, it should be incorporated as an appendix the **technical notes on experimental methods, codebooks, software** used in the analysis of data and others according to the point of view of the investigator.

5. In a legal research, it should be incorporated as an appendix copies of **laws, decrees or regulations used in the report**.

6. In the field of social research, where the conceptualization of the terms has not reached a required level of generalization, it is convenient to include an appendix that would specify the precise definition that we have given to the technical term used in the research. This appendix type is what is generally known as a **glossary**.

Below we summarize the situations in order to specify the moment when it is possible to incorporate an appendix to the report:

a. When we need to incorporate extensive complementary material.

b. To present a copy of the questionnaire or other instruments used for data collection.

c. To present in full statistical tables used in research, in which it must be incorporated a summary to the report itself.

d. To submit books or computer program code used in the processing and analysis of data on research.

e. To incorporate copies of laws, regulations, decrees, etc. mentioned in the research.

f. To incorporate a glossary of technical terms.

Undoubtedly, the incorporation of an appendix is not limited to this possible situations. In this matter the researcher will always have the last word.