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**Guidelines for the Authors**

Guidelines for the selection and approval of articles

The article submission process will be carried out exclusively online from the OJS *Pedagogía y Sociedad* platform. The author must complete all the metadata requested in order to have the required information about the authors and the manuscript. Each author must provide their ORCID number (www.orcid.org).

The editorial team of the journal sets an estimated time of six to eight months for the evaluation process from the reception of the submitted manuscript to its subsequent and possible publication.

All articles will be submitted to the peer review process with the external peer review system, with the double-blind modality or with the Open Science communication practices. Authors may choose one or more means to open the peer review process offered by the journal. The person responsible for the submission should inform if the manuscript is deposited in a preprint server, its name and URL. Therefore, it is recommended to use the Open Science Compliance Form, which should be sent as a complementary file to the manuscript and be accessible to reviewers.

Once the reviewers’ reports have provided the results, the journal's editorial committee will decide whether to proceed to publish the article or not. At this stage, the author has to make changes to the submitted article given the feedback from the review process (if approved for publication) or the author will be notified the proposal has been rejected. In any of these cases, the editor will send through the platform a notification to the contact author about this decision.

If any changes are requested, the author must confirm if he/she is willing and able to make them. If there is no response or if the response is affirmative, but it is extended for a period longer than **two months**, the journal will consider that the changes are not accepted, and the article will be considered rejected. The editors reserve the right to make any style modifications they deem appropriate.

The authors, upon acceptance of their article for publication, automatically authorize the journal to publish their work and its electronic dissemination. They must send to the editor their commitment through the signing of the certificate of originality and the copyright assignment agreement.

The Editorial Board reserves the right to select or reject the papers, to comply with the percentage of external authors and original research articles in each edition, as well as to decide the formal aspects for publication.

**Ethical Considerations:** Submitted papers should comply with all ethical statements for the types of studies. If there is any ethical violation related to the paper, it will be resolved through the protocols established by the Committee on Publication Ethics (COPE): http://publicationethics.org/files/All\_Flowcharts\_Spanish\_0.pdf.

**Copyright:** This journal is available and complies with the international Open Access policy. The contents herein may be used for non-commercial purposes, as long as reference is made to the primary source.

In **Original Research**, each author's contribution to the study is written at the end of the document, according to the CRediT taxonomy (Contributor Roles Taxonomy) which establishes several typologies: conceptualization and ideas, data curation, formal analysis, fund acquisition, research, methodology, project management, resources, software, supervision, validation, visualization, writing the original draft, writing, revising and editing. All authors should participate in the review of the version submitted to the journal.

**Conflict of interest:** Authors are required to declare the presence or absence of conflict of interest in relation to the submitted research.

**FORMAL REQUIREMENTS OF THE ARTICLES:**

Articles should have a maximum length of 25 pages and a minimum of 15 pages. Include tables, graphs, figures (Size: Letter, Orientation: Vertical, Line spacing: 1.5, Spacing: 0 point, Margins: 3 cm on each side -top, bottom, right and left-).

The preferred language is **Spanish**, although articles written entirely in English and Portuguese will be accepted.

Up to **three authors** will be accepted for each article. Specifically, for articles as a result of a **research project**, up to **6 authors** can be accepted. The name of the project must be specified in the author's data.

Authors should indicate on the main page the following **data**: full name, academic rank and scientific degree, specialty, department and institution to which they belong, e-mail, updated ORCID code. The contact author with whom the editor will maintain communication should be indicated.

The article will be immediately rejected if plagiarism or self-plagiarism is detected in the pre-review carried out by the journal. If plagiarism or self-plagiarism is detected when the article has already been published, or appears published in another journal, it will be withdrawn from the journal and from all other entities where it has been disseminated (indexes, databases and others).

In relation to bibliographical references, sources in different formats should be consulted, mainly relevant journals and the journal itself. Authors are responsible for all the information in their reference lists.

**GENERAL ASPECTS CONCERNING THE CONTENT OF THE ARTICLE**

**The title** should be presented in Spanish and English. In case the article is written in another language (English or Portuguese), the title of the article should be presented first in the language it was written, and then in Spanish. It must not exceed 15 words and it must be written in capital letters, bold format. It should not begin with question marks and nor contain dates or acronyms.

The article must include **an abstract** in Spanish and English. In case the article is written in another language (English or Portuguese), the abstract must be presented first in the language it was written, and then in Spanish with no more than 200 words.

The **keywords** of the article and their corresponding translation into Spanish ´´palabras clave´´ must be from 3 to 6 keywords that identify the main aspects of the article, separated by semicolons (;), in alphabetical order and standardized by the UNESCO thesaurus <http://vocabularies.unesco.org/browser/thesaurus/es/>

**Incomplete versions of papers will not be accepted.**

**MAIN TYPES OF ARTICLES**

The following is a definition of the types of articles accepted by the journal and a description of the basic parts they should contain.

**ORIGINAL ARTICLE (See Template)**

- **Abstract**: it must be structured: Introduction / Objective / Methods / Results / Conclusions.

- **Introduction**: It should describe the general approach of the paper as well as the context, background, the relevance of the topic addressed, objectives and possible scope of the work. General ideas concerning the theoretical framework or conceptual references on the object of study are provided.

- **Materials and methods**: they should be explicitly stated, including a detailed description of the procedures if they do not appear in the text, or citing the bibliography said procedures can be found. Additionally, they should describe with precision and accuracy how the study was carried out, including the description of the statistical procedures and the software if used.

- **Results:** Explanation and interpretation of the findings. They should be expressed in a clear, rational, logical and coherent manner. Tables, graphs and images should be used when practical and necessary.

**- Discussion**: If necessary, a brief discussion focused on the interpretation of the results may be presented.

- The combination of **Results and Discussion** is admissible.

- **Conclusions**: Implication of the results and their relation to the proposed objective. They must be well supported.

- **Bibliographical references**: Only what is cited in the text should be referenced and should be adjusted according to the American Psychological Association Standard (APA, 7th edition 2020). 50% of which must be updated within the last 5 years.

**BIBLIOGRAPHIC REVIEW ARTICLE (See Template)**

**- Introduction**: The objective of the study, its subject matter and relevance are stated. The periods or stages of the bibliographic information to be analyzed are specified.

**- Development**: The most relevant authors, their main ideas and contributions can be reviewed. An analysis can be made as well as comments based on objective and sustained statements.

- **Conclusions:** The main findings of the bibliographic search are presented as well as the author's evaluation criteria concerning the review.

- **Bibliographical references**: For review articles, 25 to 50 citations should be included. Citations and references will be based on the American Psychological Association Standard (APA, 7th edition 2020) and 50% must be within the last 5 years.

**ESSAY (See Template)**

**- Introduction**: The objective of the discussion is stated and the conceptual approach will be approached is briefly presented.

- **Development:** It should offer a critical evaluation of the topic addressed, respecting its systematic, descriptive and analytical characteristics, among others, structured in the form of epigraphs.

**- Conclusions**: The main valuation criteria of the author about the subject in question are presented.

**- Bibliographical references**: They include what is cited within the text according to the American Psychological Association (APA, 7th edition 2020) and 50% of these must be within the last 5 years.

**How to present images, tables, graphs, photographs, drawings, diagrams and illustrations or other non-textual representation included in the article.**

Graphs, maps, photographs, drawings, diagrams and illustrations should be named with the word ´´figure´´ and numbered consecutively with Indo-Arabic numbers, for example (Figure 1) and include a caption specifying the source. They must be referred to directly in the text, for example (see figure 1), it is redundant to indicate figure No. 1.

**Images, photographs or graphics**

If you are adapting or reproducing a table or image that was originally published by someone else, you must provide a copyright statement below the table or figure. The copyright credits for an image must appear below the figure.

**Example**: Basic Format

**Source**: Adapted from Image title, from Image author, year of image publication.

**Images of own elaboration**

When the image is self-made, it is not necessary to add any type of copyright statement. In APA it is assumed that everything without a citation (or copyright statement) is authored by the author.

Photographs and images must be of optimum quality and with the following technical characteristics:

- 300 DPI resolution,

- Digital format: psd, jpg or tiff or quality printed originals for tracing purposes.

- The must be sent separately from the text in a separate file.

- The author must indicate, clearly, in which page they are located and write a footnote describing their use.

- Authorizations for the use of photographs and illustrations that are not property of the author and whose authors are less than 70 years old must be provided.

The title of the images should be placed at the bottom.

**Some recommendations** to take into account in the presentation of graphs: (a) choose two-dimensional graphs or images; (b) order categories from largest to smallest when they do not have a natural order, in the case of column (bar) or line graphs; (c) do not overload the image; (d) use only one graph when it has a comparative axis in common; (e) choose graph types with simple formats; (f) use moderate and legible labeling; (g) use histograms instead of pie charts; (h) avoid indirect labeling; (i) label the "x" and "y" axes; (h) in pastel-type figures, order the data from highest to lowest, clockwise; (j) regarding color, one color is recommended (solid black), if contrast with two colors is required, use white; if more colors are needed, use gray-scale or use a sober choice of other colors.

**Tables** show numerical values or textual information; they are distinguished because they have rows and columns. This type of information should be called ´´Table´´. They should be numbered consecutively with Arabic numbers, for example (Table 1). Refer to them directly in the text (see table 1), it is redundant to indicate ´´table No. 1´´.

The titles of the tables will be placed above the table and will follow the format of the following example:

**Table 1** Description of instruments and implementation strategies.

The tables should have horizontal and moderate lines (no more than three: in the title, in the headings and at the end of the table; more lines only for clarity purposes). Vertical lines are not recommended. Thickness of 0.75.

The journal also publishes **Academic Reviews** and **Academic Interviews**.

**ACADEMIC REVIEWS**

An academic review must summarize the paper and its parts which must be contextualized according to published papers with a similar field of knowledge. In addition, its limitations and negative and controversial aspects must be addressed. Obviously, the reviews of a scientific journal are expected to be about recently published papers and its author must be an expert in the area and with an authoritative opinion.

**ACADEMIC INTERVIEWS**

An academic interview is a dialog between the interviewer and the interviewee with a set of objectives in line with the interviewee´s academic field.

**CITATION AND BIBLIOGRAPHICAL REFERENCES GUIDELINES**

The electronic scientific journal *Pedagogía y Sociedad* follows the American Psychological Association standards (APA, 7th edition 2020). All documents in the references must match the in-text citation and will be arranged alphabetically. The editor may omit from this list references that are not cited in the text.

**For citations and references**

APA style separates citations into two broad classes: in-text citations and paraphrased citations; secondary source or indirect citation is also used.

Some examples are given below.

**In-text citation less than 40 words:**

Bell and Shank (2007) identify that "at least one survey identiﬁed library instruction as the type of collaboration mentioned most frequently by librarians" (p.67).

**In-text citation more than 40 words:**

Like most companies, Starbucks has wrestled with ways to invite its partners to fully engage their passions and talents everyday in every interaction at work. Simultaneously, the leadership has to ensure that individual partners' differences are blending into a generally uniform experience for customers. Finding a balance between these two important, yet sometimes divergent, leadership responsibilities can be awkward. Yet through its principle of Make It Your Own, Starbucks has succeeded in creating a unique model that encourages partners at all levels to pour their creative energy and dedication into everything they do. (Michelli, 2007, p. 20)

**Paraphrase:**

Price discusses the possibility that the availability of unhealthy, sugary snacks and drinks in school vending machines has contributed to the rising epidemic of obesity in children. In an effort to eliminate the source of the problem, some of have proposed implementing a ban (2012).

**Secondary source/Indirect citation**

(Smith, 2015, as cited in Jonson, 2019).

Smith (2015, as cited in Jonson, 2019) believes that...

**Citation of corporations, institutions or foundations as authors.**

**First citation in the text**

(Asociación Americana para el Avance de la Ciencia [AAAC], 2014, p. 18)

**Following citations**

(AAAC, 2014, p. 90)

**Examples of citations of printed documents**.

**Books**

Domínguez García, I. (2010). *Comunicación y texto*. La Habana, Cuba: Pueblo y Educación Publishing.

**Chapter of a book**

 Rico, P. y Silvestre, M. (2004). Proceso de enseñanza-aprendizaje: Breve referencia al estado actual del problema. En G. García Batista. (Compil.), *Compendio de pedagogía* (pp. 68-79). La Habana, Cuba: Pueblo y Educación.

**Journals**

Castañeda Naranjo, L. A. y Palacios Neri, J. (julio-octubre, 2015). Nanotecnología: fuente de nuevos paradigmas. Mundo Nano. *Revista Interdisciplinaria en Nanociencias y Nanotecnología, 7*(12), 45-49.

**Article of a journal**

 Carreño, L. (9 de febrero de 2020). La disputa gremial por los aranceles a las prendas de vestir. *El Espectador*, p.5.

**Examples of citations of electronic documents.**

**e-Books**

De Jesús Domínguez, J. (1887). La autonomía administrativa en Puerto Rico. <http://memory.loc.gov/>

**Journals**

Castañeda Naranjo, L. A. y Palacios Neri, J. (julio-octubre, 2015). Nanotecnología: fuente de nuevos paradigmas. Mundo Nano. *Revista Interdisciplinaria en Nanociencias y Nanotecnología, 7*(12), 45-49.  <https://doi.org/10.22201/ceiich.24485691e.2014.12.49710>

Hernández, A., Valdivia, M. y Rodríguez, N. C. (julio-octubre, 2018). Los estilos bibliográficos: una necesidad para los profesores universitarios. *Pedagogía y Sociedad, 21*(52), 26-47. <http://revistas.uniss.edu.cu/index.php/pedagogia-y-sociedad/article/view/711>

**Article of a newspaper**

Carreño, L. (9 de febrero de 2020). La disputa gremial por los aranceles a las prendas de vestir. *El Espectador*. <https://www.elespectador.com/economia/la-disputagremial-por-los-aranceles-las-prendas-de-vestir-articulo-903768>

**Report**

Australian Bureau of Statistics. (2017). *Childhood education and care* (No.4402.0). [https://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup](https://www.abs.gov.au/AUSSTATS/abs%40.nsf/Lookup)

**Congress, Conference and Symposium**

Bland, A. (2017, November). *The implementation of a junior Samoan language programme in a South Island, New Zealand secondary school context* [Paper presentation]. Australian Association for Research in Education (AARE) Conference 2017, Canberra, Australia. <https://bit.ly/37DvrHR>

**Laws, decrees, law projects**

 Asamblea del Poder Popular (11 de julio de1997). Ley de Medio Ambiente no. 81. *Gaceta Oficial de la República de Cuba, XCV*(7), 47. http://www.xxxxxx.xxx

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Conflict of interest: The authors declare that they have no conflicts of interest.

Authors' contribution: THE AUTHORS MUST INDICATE IN ONE SENTENCE THE CONTRIBUTION THEY HAVE EACH MADE TO THE ARTICLE.





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