#### **Detailed Publication Guidelines for Authors**

Submission of articles to the Education and Society Journal taking into account the American Psychological Association (APA) Guidelines.

The Education and Society Journal is a digital media of the Academy of Educational and Social Studies (ACEES) oriented to the dissemination of rigorous studies in the fields of education and social sciences. In this sense, it accepts contributions resulting from empirical research (quantitative, qualitative or mixed), systematic reviews of scientific literature in education, theoretical essays and literature reviews. It will be published every six months, in August and December, and will be available in electronic format (open access journal). Regarding the quality of the articles, we take care to perform an academic peer review (arbitration) thanks to the theoretical, methodological and disciplinary diversity of our scientific committee and invited external reviewers.

The following parameters and guidelines apply to the studies that are sent to the Revista Educación y Sociedad for editorial evaluation, for which we recommend the use of the templates for the affidavit of authorship and authorization of publication, as well as the Title and Manuscript Template.

#### **Ethical Aspects**

The Education and Society Journal adheres to the following ethical aspects:

- Articles may only consider authors ordered according to their contribution or contribution.
- Contributors may not appear as authors. They may only be mentioned in the acknowledgements if deemed convenient.
- Experimental studies must have the informed consent of the subjects or participants, except in technically justifiable exceptions or situations.
- The Journal will proceed with the retraction of articles in case a lack of academic integrity is proven. These authors will never be allowed to publish in the Journal.
- Conflicts of interest should they exist must be declared and communicated to the editor of the Journal.
- The anonymity and confidentiality of individuals and institutions will be maintained in order to safeguard their integrity. An exception in this case is possible with written authorization and if it is reasonably justifiable.
- The authors of the articles undertake to respond to communications, queries and requests for information regarding the article.
- The Journal complies with the regulations in force regarding data protection.
- Peer reviewers respect the intellectual property and confidentiality of the articles.
- Authors will only submit the article to the Journal and may not submit it to other publications while it is in the process of evaluation.
- Authors must make explicit the criteria or national and international ethical norms they are applying in their studies.
- The Journal sanctions language that lends itself to any form of discrimination, undervaluation or segregation based on race, gender, social condition, functional diversity, religion or age.
- Authors are expected to conduct themselves in accordance with the precepts of academic integrity. In this case, any act of forgery, plagiarism, adulteration or intellectual appropriation will be sanctioned.

The Education and Society Journal adheres to the Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association (https://www.apa.org/ethics/code). The Editor of the Journal is obliged to respond to each of the queries referred to these principles. To this end, any person interested in publishing may contact the editor to make the queries he/she deems appropriate.

#### **Publication standards**

In a timely manner, the Education and Society Journal assumes the norms of the American Psychological Association (APA) in its 7th edition. These standards should be used for citations, references, tables (horizontal lines only) and figures. Within this framework, we assume the standards regarding writing style, informed consent and dimension.

Studies in Spanish, English and Portuguese are accepted.

#### **Special formatting features**

Editable Microsoft Word format

A4 sheet size

Candara font, size 11, single spacing

The maximum length of each article is 20 pages and 2 pages for reviews.

The margins (top, bottom, right and left) should be 2.5 cm.

Number the lower right side of each page.

Tables and figures should be considered within the manuscript and as far as possible should be few in number. The names of tables and figures should follow the APA 7th edition format and it is recommended to use Candara font size 10.

# The first page should include:

(a) Title in Spanish: in no more than 20 words. Centered, bold, size 20 in Candara font and single spacing and no space before. Important words should begin in capital letters. After 20 point spacing, place the title in English in size 16 and no bold.

Example:

# The management of the education system in Peru: A current critical view

# La gestión del sistema educativo en Perú: Una visión crítica actual

b) After 16 point spacing, align the names of the authors to the left, use bold, Candara font and size 11. If there are two authors, separate the names with "and". If there are more than two authors, they should be separated by commas and put "and" before the last author. With superscript at the end of each name, the data and affiliation of each author should be listed at the bottom of the page in size 10 and italics, and the academic degree, position and institutional affiliation, e-mail and ORCID link should be specified.

Example:

Format of authors' names and data with superscript:

#### First and last name1

1 Academic degree and university where the degree was obtained, position and affiliation. Contact e-mail address. © ORCID Link

Example of names of two authors and data with superscript:

#### Carlos Pérez<sup>1</sup> & Andrea Bustamante<sup>2</sup>

1 Doctor in Education from the University of Buenos Aires (Argentina). University professor at the University of Buenos Aires. <a href="mailto:cperez@uba.ar">cperez@uba.ar</a> <a href="mailto:bhttps://orcid.org/0000-0006-1959-3567">https://orcid.org/0000-0006-1959-3567</a>
2 Master's Degree in Educational Psychology from Pontificia Universidad Javeriana (Colombia). University professor at Universidad Nacional de Colombia. <a href="mailto:abustamante@unc.co">abustamante@unc.co</a> <a href="mailto:bhttps://orcid.org/0000-0006-1959-3567">bhttps://orcid.org/0000-0006-1959-3567</a>

Example of names three authors and data with superscript:

Laura Ramírez<sup>1</sup>, Javier Montes<sup>2</sup> & Natalia Quispe<sup>3</sup>

<sup>&</sup>lt;sup>2</sup> Doctor en Filosofía. Docente universitario, Universidad de Murcia. <u>icastro@umurcia.es</u>

https://orcid.org/0000-0002-9411-3452

<sup>&</sup>lt;sup>3</sup> Psicóloga. Investigadora, Universidad de Málaga. <u>nduarte@umalaga.es</u>

https://orcid.org/0000-0002-9411-6537

Note that the first author corresponds to the main author.

c) After an 11-point spacing below the authors' names, the Author's Notes should be included. In case the article includes partially published data or there is any conflict of interest, it should be included in this section, together with acknowledgements and acknowledgements. For the subtitle of the Author's Notes, 10-point spacing above. The following paragraph has 10 point spacing, font size 11, Candara, indentation on the first line of 0.63 cm and single spacing.

## Example:

This study received financial support from the National Council for Science, Technology and Technological Innovation (CONCYTEC), through project INNOVANDO 15644. The article is part of the thesis for the Doctorate Degree in Educational Sciences at the Universidad Nacional Mayor de San Marcos. There is no conflict of interest to disclose.

# The body of the manuscript should include:

- (a) Title in Spanish: in no more than 20 words. Centered, bold, size 20 in Candara font and single spacing and no space before. Important words should begin in capital letters. After a spacing of 20 points, place the title in English in size 16 and without bold (as in the title template).
- b) Abstract: Must specify the object of study or field of analysis, the theoretical or conceptual perspective, the methodology or procedure followed and the main findings or conclusions. It should be in Spanish in no more than 100 words, spacing before 22 points, Candara font, size 10, indentation throughout the right and left text of 1.25 cm, justified and single spaced. The abstract should also be in English with the same parameters.
- c) Keywords: Only "keywords" in italics are considered as subtitle; words are 3 to 5, with 10-point leading spacing, first line indentation of 0.63 and single spacing. Candara font, size 10, no initial capital letter and no period at the end. The same parameters apply for keywords in English.

#### Example:

Key words: word1, word2, word3

key words: word1, word2, word3

d) The second page begins with the title in Spanish as on the first page, but in font size 14, bold and without previous spacing. Single spacing.

For the texts, titles and subtitles of the body of the manuscript it is important to take into account the following levels and their format.

# Headings

Headings or titles will have the following format according to their level:

Level 1: Title centered, bold, size 14 and with initials in capital letters.

Level 2: Aligned to the left, bold, size 12 and with capital initials.

Level 3: Left-aligned, bold and italic, size 12, with capital initials.

Level 4: First line indentation of 0.63 cm, bold, size 11, capitalized initials and period. The paragraph follows.

Level 5: First line indentation of 0.63 cm, bold and italic, size 12, capitalized initials and period. Paragraph follows.

Example of three levels of headers:

Level 1					
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				
Level 2					
	***************************************				
Level 3					
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				

Example of five levels of headers:

Level 1					
	***************************************				
Level 2					
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				
Level 3					
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				
	Level 4. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				
	Level 5. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				

# About tables and figures

In case the author needs to present tables and/or figures in his study, these should conform to the APA 7th edition. It is also vital to keep in mind that the maximum allowed is 3 tables and 3 figures.

# Example Table:

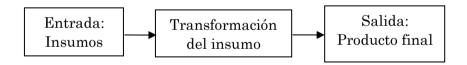
**Table 4**Correlations between CAHV factors – 25

	Factor 1	Factor 2	Factor 3
Factor 1	1		
Factor 2	<b>,</b> 95 <b>***</b>	1	
Factor 3	,92***	,93***	1

<sup>\*</sup> p <, 05; \*\* p < ,01; \*\*\* p < ,001

# Example Figure:

**Figure 1**Diagram of a production process



Note: Input and a transformation or value-adding process are required to obtain a final product.

# Manuscript structure

# **Empirical research**

Title

Abstract

Introduction

Methodology

Results

Discussion (or conclusions written in paragraphs)

References

Annexes (if applicable)

# Theoretical studies or essays

Title

Abstract

Introduction

Development of the work

Conclusions (in paragraphs, not in schematic form)

References

#### Systematic literature reviews

Title

Abstract

Introduction

Method

Results

Conclusions (in paragraphs, not in schematic form)

#### References

The maximum number of references is 50, except for systematic literature reviews.

The first reference after the title should have a leading spacing of 10 points. Subsequent references should not have leading spacing.

All references use French indentation of 0.63 cm with single spacing.

References should strictly follow APA publication guidelines, 7th edition.

Remember that all references must be cited at least once in the text and all in-text citations must appear in the references.

Format for referencing journal articles with DOI:

Last name Author 1, First initial 1, Last name Author 2, First initial 2 & Last name Author 3, First initial 3 (Year of publication). Title of article. Journal Name, Volume(Number), start page-end page. <a href="https://doi.org/númerodoi">https://doi.org/númerodoi</a>

#### Example:

Ramirez, L., Montes, J. and Quispe, N. (2020). The management of the educational system in Peru: a current critical view. Revista Peruana de Investigación Educativa, 05(22), 23-35. https://doi.org/númerodoi. https://doi.org/númerodoi

The first reference is spaced 10 points in front, the subsequent ones are not spaced. All should have justified alignment and French indentation of 1.27 cm and single spacing.

For more examples and further information on APA Standards 7th Edition, please consult the following link: <a href="https://normas-apa.org/wp-content/uploads/Guia-Normas-APA-7ma-edicion.pdf">https://normas-apa.org/wp-content/uploads/Guia-Normas-APA-7ma-edicion.pdf</a>

# Mandatory documentation

The author must submit the article under the format conditions mentioned above or, for greater convenience, in the templates offered by the journal and that can be downloaded from the web.

It is also mandatory to submit with the article, the Affidavit of Authorship and Authorization for Publication signed by the main author and all co-authors. It is worth mentioning that this declaration states that the author (and co-authors) will not submit the article to another journal or any other media or dissemination platform until receiving the editorial decision from the Revista Educación y Sociedad.

#### **About language**

The LP Law Review considers it mandatory that authors use inclusive language within the linguistic signs allowed by the Royal Academy of the Spanish Language (RAE). Thus, manuscripts that make use of the "@", the "x" or the letter "e" in plurals will be rejected. Also, it is recommended not to use the double gender. For more information, please consult the following link: <a href="https://copywritingparaweb.com/como-utilizar-el-lenguaje-inclusivo/#:~:text=El%20uso%20de%20la%20arroba,%40s%20ni%20ni%C3%B1%40s.%E2%80%9D">https://copywritingparaweb.com/como-utilizar-el-lenguaje-inclusivo/#:~:text=El%20uso%20de%20la%20arroba,%40s%20ni%20ni%C3%B1%40s.%E2%80%9D</a>

Likewise, the Journal strictly conforms to the following report of the Real Academia de Lengua Española about inclusive language and related issues (2021):

https://www.rae.es/sites/default/files/Informe lenguaje inclusivo.pdf