

# INSTRUCTIONS FOR AUTHORS

## INDEX

1. General Information .....	1
2. Scope and Policy .....	1
3. Presentation and structure of the works.....	2
4. Norms for bibliographical references: .....	3
5. Editorial process .....	5
6. Ethical responsibility .....	5
7. Additional Information .....	6

## 1. General Information

The journal *Estudios sobre Educación* (ESE) ISSN 1578-7001, is a biannual publication by the University of Navarra (Spain), published continuously since 2001. It is a moderated journal that uses the system of external review by experts (peer review and double blind) in the knowledge area covering the objects researched and in the methods used in the research. It adopts and adheres to the publication standards established by the *American Psychological Association* (APA).

It should be noted that compliance with the *Publication Manual of the American Psychological Association*, 6th ed. requirements facilitates the indexing of the journal in the leading specialty databases, which benefits the authors and their centers because of the wider dissemination of the published works.

The journal *Estudios sobre Educación* (ESE) is indexed in the following databases: Social Science Citation Index (Thomson-Reuters, USA), SCOPUS (Elsevier, Holland), Fuente Académica (EBSCO, USA); International Bibliography of the Social Sciences (London School of Economics, UK); INIST (CNRS, France); IBZ Online - International Bibliography of Periodical Literature in the Humanities and Social Sciences (De Gruyter, Germany); Latindex (Mexico); IRESIE (Mexico); CREDI (Organization of American States); In-Recs (EC<sup>3</sup>, Spain); ISCOC (CINDOC, Spain); Dialnet (University of La Rioja, Spain).

Each issue of the journal is published in both a printed version and an electronic version; the latter is available on the *EBSCO Host Electronic Journal Service*.

## 2. Scope and Policy

The journal *Estudios sobre Educación* aims to contribute to the increasing publication of original theoretical and empirical research on education carried out in Spain and around the world.

Texts submitted for consideration should be based on original, unpublished research in fields that are directly related to the subjects of Education and Educational Psychology: Theory and History of Education; Educational Research; Program, Center and Teacher Evaluation; Developmental and Educational Psychology; Curriculum Studies and Educational Psychology; School and Career Guidance; Organization and Management of Educational Centers; Special Needs Education and Psychological Intervention; Educational Policy and Comparative Education; Sociology of Education; and Social Education.

Articles may be written in Spanish or English. The works must be original, unpublished and not under consideration for publication in another journal. The author alone is responsible for the claims made in the article.

Texts which fail to meet the standards of academic publication in terms of content, methodological coherence, bibliographical support or presentation and structure will not be sent out for external review. Accounts of teaching experience or survey studies will not be considered for inclusion, unless their theoretical framework, design, evaluation and bibliography meet relevant standards for academic publication. In such cases, the Editorial Committee will contact the author(s) to supply a reasoned explanation for the decision taken.

Given that *Estudios sobre Educación* encompasses a wide range of different areas in the fields of education and educational psychology, the Editorial Committee endeavours to strike a certain balance in terms of the subjects of published articles.

Hence, once a monographic issue has been published, contributors should bear in mind that a similar topic is unlikely to be addressed for a period of two years thereafter.

Similarly, in order to admit to *Estudios sobre Educación* the greatest possible number of researchers, once an author's article has been published, a time period of at least two years must elapse before a second next article can be considered for evaluation.

The following types of works will be considered for publication: Studies, Notes and Book Reviews.

**Studies.** The texts which are sent for inclusion in the section "Estudios" should be no longer than 7,000 words, including footnotes, which should be brief, and the bibliography. An abstract should be attached (maximum of 100 words), in both Spanish and English; four key words should also be added in Spanish and English.

The original texts and the other documents required (Cover Letter, Declaration of Original Authorship, and the Ceding of Author Rights) are to be sent to the following e-mail address: [ese@unav.es](mailto:ese@unav.es).

The text is to be sent in Word or .rtf format (size DINA-4), page-numbered and double-spaced, with wide margins. Two copies are to be submitted: one in the form the authors would like to see the text published; the other in a form that contains no reference that may disclose the identity of the author(s).

The manuscript should be accompanied by a cover letter (using the template provided by the journal) asking that the manuscript be taken into consideration, with the author explaining in 4-5 lines what the original contribution of the work presented is and its new developments, a statement of non-simultaneous submission to other journals and confirmation of the undersigned authors. This letter must also transfer the copyright to the publisher. The author must keep a copy of the original to avoid irreparable loss or damage to the material.

**Book reviews:** Book reviews should not exceed 1,000 words. Books which can be reviewed are those which have been published (in their first edition, no translation) in the preceding two years. If other books are mentioned in the review, information about publisher, city and year of publication should be included in parentheses. The technical information of the book review should include the complete first name and last name(s) of the author of the book, publisher, city, year of publication and number of pages.

### 3. Presentation and structure of the works

The manuscripts must be presented according to the following order and structure:

*Title Page. First page of the manuscript*

As the cover of the manuscript, this first page must contain:

- Title of the article (concise, yet informative), in Spanish and English, made up of the greatest number of significant terms possible (taken when possible from a recognized specialist glossary, such as the *Psychology Glossary*, available at <http://www.apa.org/>, or the *Thesaurus for Education Systems in Europe*, available at <http://www.eurydice.org>). If necessary, a subtitle may be added, not to exceed 40 letters and spaces, in Spanish and English. This information will be printed at the start of each article in the journal.
- First name and last name(s) of each of the authors, taking into account the signature format for indexing in international databases.
- Full name of the work center of each of the authors.
- Name and full address of the lead and corresponding author, including phone number, fax number and e-mail address, where applicable.
- Information on grants, aid or financial support provided (research projects funds) to subsidize the work and other specifications, where applicable.

*Summary and Key-Word Pages. Second page of the manuscript*

A second, separate page must contain the first and last name(s) of the authors, the title of the article and the abbreviated title of the journal, article content summary in Spanish and the list of key words. Both the summary and the key words must also be given in English.

- The Summary of the work must be no more than 100 words long, and divided into four sections: Introduction, Material and Methods, Results and Discussion. Each must describe, concisely, the purpose and objective of research, the methodology used, the most important results and the main conclusions, respectively. The novel and relevant aspects of the work must be emphasized. In the case of Special Collaborations, the work will be summarized, without dividing it into these four sections.
- Key words: Beneath the summary, 4 key words or short phrases shall be specified to indicate the content of the work, for inclusion in collections and national and international databases. As many as possible should be provided, up to a maximum of ten. Recognized reference terms must be used (such as the *Psychology Glossary* accessible at <http://www.apa.org/>, or the *Thesaurus for Education Systems in Europe*, available at <http://www.eurydice.org>).

*Manuscript text. Third page, which is where the manuscript text begins*

The third and following pages are dedicated to the manuscript text (7,000 words maximum for an article. In the case of book reviews, the length is 1,000 words).

Experiment-based articles are to be structured as follows: Introduction, Material(s) and Method(s), Results and Discussion. Other article types should be presented so as to ensure that a) the issue at hand is clearly defined; b) an overview of the main research studies in the field is provided; and c) new and significant information is explored in detail.

#### **4. Norms for bibliographical references:**

The style for the references is indicated below in the examples; it is based on the *Publication Manual of the American Psychological Association, 6th ed.*

The bibliography must be corrected by the author, correcting it with the copy in his or her possession. Avoid using vague phrases as bibliographical quotations. Do not use those that require clarification such as "unpublished observations" or "personal correspondence", although they may be cited in the text in

parentheses. Works that have been accepted for publication, but not yet published, shall be included in the bibliography, specifying the name of the journal, followed by the expression "publication pending".

The bibliographical quotes must be taken from the original documents, always indicating the first and last page number(s) of the work from which they are taken. To ensure consistency, at any time during the publishing process, the journal editors may require authors to send the first page (photocopy) of each of the articles quoted in the bibliography.

For journals, given their importance for quotation indexes and Impact Factor calculations, the following shall be cited: a) author(s), with their last name(s) and first name(s), without period or comma separators. If there is more than one author, they must be separated by a comma. All of them, up to a maximum of six; if there are more than six, the first six shall be indicated, followed by "et al". Place the year in parentheses and a period after the final author. b) Title of the article in the original language, with the appropriate spelling and accents. Place a period after the title. c) Correct name of the journal, e) issue number (no.). A comma shall be used to separate this section and section f; f) first and last pages, separated by a hyphen.

The following are examples of properly referenced bibliographical quotations:

- **Book:** Laspalas, J. (2002). *Introducción a la Historiografía de la Educación*. Pamplona: EUNSA.
- **Edited Book:** Pérez Adán, J. (Ed.). 2001. *Las terceras vías*. Madrid: Ediciones Internacionales.
- **Chapter of a book:** Colás Bravo, P. (1995). Diseño y evaluación de programas. In J.L. Rodríguez Diéguez and O. Sáenz Barrio (Eds.), *Tecnología educativa. Nuevas tecnologías aplicadas a la educación* (pp. 45-66). Alcoy: Marfil.
- **A review article:** Stephens, D., Bull, J. and Wade, W. (1998). Computer-assisted assessment: suggested guidelines for an institutional strategy. *Assessment & Evaluation in Higher Education*, 23(3), 283-294.
- **Articles published on the Internet, which also have a printed version:** VandenBos, G., Knapp, S. and Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

***If it is understood that, in the article published online, something has been changed (for example, the format has been changed or the page numbering does not appear) or some other additional data or commentaries have been added, the URL address from which it has been taken may be added:*** VandenBos, G., Knapp, S. and Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Accessed 13 October 2001, <http://jbr.org/articles.html>

- **Articles published only on the Internet:** Fredrickson, B. L. (2000, March, 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, article 0001a. Accessed 20 November 2000, <http://journals.apa.org/prevention/volume3/pre0030001a.html>

***If the date of publication on the Internet is not known:*** Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (s.f.). *Who has time for a family meal? You do!* Accessed 5 October 2000, <http://www.familymealtime.org>

- **Article or document from a University, Foundation or Association:** Chou, L., McClintock, R., Moretti, F. and Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Accessed 24 August 2000, on the Institute for Learning Technologies website at Columbia University: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

**Tables:** These must be presented each in its correct place within the text, numbered using Arabic numerals according to their order of appearance in the text. They are used to clarify important points; double

documentation by means of tables and figures shall not be accepted. The titles or footers that accompany them must explain their content clearly.

**Abbreviation:** Only standard, universally accepted abbreviations shall be used. See Units, Symbols and Abbreviations. When a term that is used frequently in the text is to be shortened, the corresponding abbreviation must accompany it (in parentheses) the first time it appears. No Roman numerals shall be used in the text; periods shall be used to the right of the zero for decimals, not commas. Trademarks shall not be used except as needed, in which case the first time they are used they shall be accompanied by the symbol.

## 5. Editorial process

The works shall be submitted together with a cover letter which requests evaluation of the same for publication in one of the sections of the Journal, indicating expressly that it is a work that has not been previously disseminated or published, sent only to the Journal *Estudios sobre Educación* for evaluation and publication, if appropriate, as well as statements regarding the originality and novelty of the contribution(s) that the work contains, according to the authors.

The cover letter must be signed by all authors. It should include written authorization from all those named in the acknowledgements section or those studied during the research whose identification is essential to the presentation of the results. It should also include a statement, where appropriate, accepting the introduction of changes to the manuscript by the journal editors.

The Journal's editorial staff shall acknowledge receipt to the authors of works received, with subsequent notification of acceptance or rejection.

The editorial staff shall pass the work under consideration for publication to the Editorial Board, to verify that it suits the journal's remit and complies with the publication standards. If so, the submission will be reviewed externally.

The manuscripts shall be reviewed anonymously (double blind) by two experts in the study subject and/or methodology used. Based on the external reports, the Journal's editorial staff reserves the right to accept or reject the articles for publication, as well as to make style modifications and/or shorten texts that supersede the word limit established, while respecting the original content. The protocol used by the journal reviewers is available on the *Estudios sobre Educación* webpage: <http://www.unav.es/educacion/ese>

An external paired review will be applied to Articles. The authors will receive the evaluation reports from the reviewers, anonymously, so that they may make (where appropriate) any necessary corrections or responses.

Once the external reports have been read, the criteria on which the Journal's editorial staff bases its decision on accepting/rejecting submissions are the following: a) originality; b) timeliness and novelty; c) relevance: applicability of the results in resolving specific problems; d) significance: advancement of scientific knowledge; e) reliability and scientific validity: verified methodological quality; f) presentation: good writing, organization (logical coherence and material presentation).

## 6. Ethical responsibility

It is the responsibility and duty of the editorial staff of the journal *Estudios sobre Educación* to remind its collaborators of the following:

– The institution financing the research must grant permission for publication.

– The journal does not accept previously published material. The authors are responsible for obtaining the appropriate permission for partially reproducing material (text, tables or figures) from other publications and for citing their sources correctly.

**Conflict of Interest.** The Journal expects the authors to declare any commercial association that may represent a conflict of interest as regards the article submitted.

**Authorship.** The list of signing authors must include only those who have contributed intellectually to the development of the work. Having assisted in the collection of data or participated in a technique are not in and of themselves sufficient criteria for listing as an author. In general, being listed as an author requires the fulfillment of the following requirements:

1. Participation in the conception and drafting of the work leading to the article in question. 2. Participation in drafting the text and in any revisions. 3. Having approved the final version to be published.

The Journal waives any liability due to possible conflicts derived from the authorship of the works published in the Journal.

**Copyright Transfer.** The cover letter shall include a Rights Identification and Transfer Sheet (provided by the journal) signed by all authors.

## **7. Additional Information**

The judgments and opinions expressed in the articles and notices published in the *Journal* are those of the authors and not necessarily of the Editorial Board.

Both the Editorial Board and the publishing company waive all liability for the material published. Neither the Editorial Board nor the publishing company guarantees or supports any product advertised in the Journal, nor do they guarantee the claims made by the manufacturer of said product or service.