

INSTRUCTIONS TO AUTHORS

This document includes our submission policies and regulations; please read them carefully.

These guidelines are composed of three sections: **I. Basic Information - II. Policies - III. Guidelines for Submitting a Manuscript**. For citations and references following **APA** style, see the document *Guía de referenciación y citación con APA*.

I. Basic Information

The **Educare** Electronic Journal, attached to the Center for Research and Teaching in Education (CIDE) of Universidad Nacional (UNA), Costa Rica, is an international academic e-publication.

Periodicity. Four-monthly. Issue N. 1: *January-April*. Issue N. 2: *May-August*. Issue N. 3: *September-December*.

Objective. The Journal aims at disseminating scientific production and promoting academic discussion on all fields of education, nationally and internationally.

Purpose. Our purpose is to build interdisciplinary educational thought.

Subject Scope. Education—including all its disciplines—.

Descriptors/Keywords: Continuous education, adult education, higher education, special education, rural education, preschool education, distance education, arts education, basic education, citizenship education, civic education, sex education, information and communication technologies, educational computing, counseling, non-formal education...

Target Audience: National and international communities of researchers, students, undergraduates, graduates, and all audiences interested in education.

Information Services. This journal is included in the following indexes:

- **Índex:** SCIELO, REDALYC, ACTUALIDAD IBEROAMERICANA, Academic Journals Database.
- **Databases:** CATÁLOGO DE LATINDEX, E-REVISTAS, IRESIE, DIALNET, CLASE, SHERPA/ROMEO, MIAR, REBIUN, Journal TOCs, Journals for Free.
- **Directories:** DOAJ, OEI, DRJI, ULRICH'S.
- **Social Networks:** Facebook, Academia.edu, Research Gate.
- **Seekers:** Google Académico (Google Scholar), Google Analytics, Windows Live Academic.
- **Portals:** Portal electrónico de Revistas Académicas de la Universidad Nacional.
- **Repositories:** Repositorio de la Universidad Nacional, Costa Rica.

II. Policies

Language: The manuscripts are accepted in *Spanish, English, and Portuguese*.

Open Access:  We provide immediate access to the journal contents, based on the principle that making research freely available to the audience promotes global knowledge exchange.

All texts are free to be read immediately upon publication.

Cost-free. There are no processing or mailing costs for the authors (there are no publishing process costs related to the manuscripts).

Licensing and Intellectual Property Rights: The Journal and all its contents are published under the "[Creative Commons](https://creativecommons.org/licenses/by-nc-nd/3.0/cr/)" 3.0 Costa Rica (CC)  license, which literally states: "Attribution –Non Derivative Works– Noncommercial: The materials created by you can be distributed, copied, and displayed by third parties provided that appropriate credit is attributed to the author. No profits are allowed to be made. No derivative works are allowed."

Readers: The Journal allows readers to download, store, copy, and distribute free of charge the approved and published (*post print*) final version of papers, provided that it is not done with commercial purposes or to obtain derivative works, and that the source and author(s) are appropriately mentioned.

Authors: The Journal allows authors to publish the *post-print* in repositories and websites. The Journal makes articles available in third party repositories immediately after publication.

DOI: A DOI (Digital Object Identifier) is assigned to each article. "It is an alphanumeric code to identify an article on the Internet; the article is retrieved even if it is located on a different server from the one hosting the article at the beginning." 

Formato de dictaminación. The Journal offers transparencia to ensure the link with <http://www.revistas.una.ac.cr/descargas/educare/pdfs/FORMATO-DICTAMINACION.doc> dictaminación format, which is the form with the items to be qualify when people postulate an article for arbitration.

Links to Statistics of Download. This Journal provides links to statistics.

General Statistics (Google Analytics):

<http://www.revistas.una.ac.cr/index.php/EDUCARE/pages/view/estadistics>

Citations and Index H (Google Scholar):

<http://scholar.google.com/citations?user=CNz7eVkAAAAJ>

Redalyc Statistics:

<http://www.redalyc.org/revista.oa?id=1941&tipo=produccion>

Revista Electrónica Educare Statistics

http://www.revistas.una.ac.cr/index.php/EDUCARE/pages/view/estadisticas_educare

Call for Papers. The call for papers is open throughout the year. The publication of the articles is scheduled in accordance with the procedures established by the Journal's Editorial Board.

Types of Manuscripts. The Journal publishes original papers (research outputs, theoretical articles resulting from teaching or social action experiences, literature reviews, and essays). Each manuscript should not exceed 30 pages.

Various Manuscripts Submitted by the Same Author. If various manuscripts submitted by the same author are approved for publication, they will be published in different years.

Responsibility. The sole responsibility for the content of the manuscript to be published lies with the authors. The Journal does not necessarily share the ideas, opinions, and statements presented in the paper.

Privacy Statement. The names and email addresses entered in this Journal will be used exclusively for the purposes stated by the Journal and will not be made available for any other purpose or to any other party.

Formats. The Journal provides full text articles in machine-readable formats (HTML, XML) and human-readable format (PDF).



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References. The Journal provides the references of each article through the hyperlink xxx

Papers must follow the *Publication Manual of the American Psychological Association* (APA), 6th ed. in English or 3rd ed. in Spanish. Additionally, authors will find examples in the [Guía de referenciación y citación con APA](#).

Preservation of Digital Files (filed). The Journal digital files are preserved through SciELO Costa Rica, which has an agreement with Lockss and is in charge of the National Library of Health and Social Security (Biblioteca Nacional de Salud y Seguridad Social, BINASS).

Editorial Board. The Journal's Editorial Board is composed of representatives from the University of Costa Rica (UCR), the State Distance University (UNED) of Costa Rica, the Costa Rica Institute of Technology (TEC), and the Ministry of Public Education. The Journal's **International Scientific Committee** is composed of representatives from around the world.

Database of Evaluators. For the evaluation process, the Journal has a database of specialized external peers.

Evaluation of Papers Submitted

Selection and Approval of Papers

All papers are submitted for expert opinion through **double-blind peer review**, where authors and evaluators remain explicitly anonymous.

Once the manuscript has been assigned for expert opinion, the evaluation process will take **a month, at least**.

Selection of Evaluators: Evaluators should be academically recognized **experts on the subject of the manuscript**, holding masters or doctoral degrees, with experience in research and publications in scientific journals.

The evaluation process includes the following stages:

1. Review to check that the manuscript meets the requirements provided in [Instructions to Authors](#).
2. Review to make sure that there is no plagiarism or self-plagiarism in the manuscript.
3. The manuscripts previously checked are distributed by the Office of the Director among the members of the Editorial Board for them to do a shortlist determining what papers will continue the evaluation process.
4. Beginning of the next stage, in which the experts will provide their opinions.

Each manuscript is sent for evaluation to two reviewers from outside the Journal's publisher.

- Evaluations shall be delivered by the reviewers in the format used by the Journal for this purpose *Formato de dictaminación*.
- The reviewer's **decision** will be one of the following: a) Publish. b) Publish once the author has made the appropriate amendments according to the recommendations of the reviewers. c) Do not publish.
- If one of the reviewers does not agree with a manuscript publication, the manuscript will be submitted to a third reviewer, whose opinion will serve to resolve the disagreement and make a final decision together with the Editorial Board.
- If corrections are recommended according to the expert's opinion, the author will be responsible for making the appropriate amendments within the period determined by the Editorial Board (usually two weeks; only working days) and sending the manuscript by email. If the manuscript is not sent by the deadline, it shall be published in the next issue.
- After the corrected copy is received from the author, the evaluators will check that the appropriate amendments have been made. The manuscript can be returned to the author, as necessary, to obtain an improved copy.
- Once the manuscript is ready, its publication is approved by the Editorial Board.
- We will do our best to **have articles published within a period of 5 months** after they are received for publication.

Plagiarism Detection Policy: The Journal's plagiarism detection policy will help us to make sure that the editorial team, the reviewer team, and the authors comply with publishing ethical standards. For this, we will rely on the following international standards: *Best Practice Guidelines for Journal Editors* and *International Standards for Editors and Authors* of the Committee on Publication Ethics (COPE). For more information, visit: <http://publicationethics.org/about> To detect plagiarism magazine used the programa *Dupli Checker* y *Google*.

Originality Statement and Copyright Transfer Letter

The author submitting a manuscript for evaluation must fill out and sign the originality statement and copyright transfer letter: "[Carta de originalidad y cesión de derechos de autor](#)". If the manuscript is written by various authors, all of them should sign it as well. The letter is available at <http://www.revistas.una.ac.cr/descargas/educare/pdfs/CARTA-DE-ORIGINALIDAD.doc> or at the Journal's website. The letter indicates that:

1. The manuscript is original and unpublished: i.e. the manuscript is an intellectual output of the author(s) mentioned above and has not been disclosed publicly to third parties by any printed or digital means of dissemination.
2. The manuscript has not been submitted simultaneously to any other printed/electronic journal, or to any other written media or publisher, for publication.
3. There are no property rights assignment agreements or licenses for use signed by the author(s) prior to this that would prevent the transfer of rights related to the manuscript as provided hereunder.
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6. In collaborative works, all authors have read and approved the manuscript submitted.
7. The authors acknowledge that the Journal does not necessarily agree with the statements expressed in the manuscript.
8. The authors state that all the appropriate information is provided in text citations and references including source and credits duly identified.
9. The authors provide an authorization issued by the proprietary right owners for the use of tables and figures (illustrations, photographs, drawings, maps, diagrams and others) in the text.
10. If the manuscript submitted is accepted for publication, the author agrees (the authors agree) to transfer his/her/their FREE-OF-COST, EXCLUSIVE intellectual proprietary rights FOR INDEFINITE TIME to Universidad Nacional (National University of Costa Rica), which implies the following:
 - a. Total or partial desktop publishing and copyediting.
 - b. Full or partial reproduction and publication of the work in print and electronic media including the Internet and any other technology known or to be known.
 - c. The translation of the complete work or part of it, to any language or dialect.
 - d. Tailoring the text—through reading, sound, and voice formats, or any other technical method available—to meet the requirements of people who have limited access to the conventional reading format, i.e. people with visual impairment or special needs.
 - e. Distributing and making the work available to be accessed by the audience anytime, anywhere, through the physical or electronic means at their disposal.
 - f. The possibility for readers to download, store, copy, and distribute free of charge the approved and published (post print) final version of papers, provided that it is not done with commercial purposes or to obtain derivative works, and that the source and author are appropriately mentioned.
 - g. Any other process, system, or form of use, known or to be known, related to the editorial activities and purposes to which this Journal is associated.
11. Authors agree that, in turn, they are authorized by UNA to use, for any purpose, and to publish on any website of the Internet, the **post print** article (i.e. the manuscript's final version approved and published), provided that no profit is derived.

12. The authors agree that, with their support, adjustments can be made to the manuscript by the Journal's editing team, following the [Instrucciones a autores/as](#) previously established and published on the Journal's official website <http://www.una.ac.cr/educare> o <http://www.revistas.una.ac.cr/index.php/EDUCARE>, particularly in terms of procedures, format, proofreading, editing, translation, publication, duration of editorial process, and other requirements indicated in the guidelines.
13. The authors agree to provide a contact email and the personal data necessary to identify the authorship of the article.
14. The authors agree that the submission and eventual publication of the manuscript in the Educare Electronic Journal shall be governed by the Journal's editorial policies, the institutional regulations of Universidad Nacional, and the laws of the Republic of Costa Rica. In the event of any disagreement or dispute, it shall be resolved through the Alternative Dispute Resolution means and according to the Costa Rican Jurisdiction.

Guidelines for Submitting a Manuscript

Format: Word document (*Windows or Mac*) or compatible, letter size paper, 1.5 line spacing, Arial 12 pt. font, pages consecutively numbered.

Well-written Text: The text must be well written complying with the rules of grammar and spelling of the Spanish language. In case of limitations in this regard, we encourage authors to seek the advice of a qualified linguist to check the text before submitting it to the Journal.
Manuscript Structure

Tense: For quantitative/mixed studies, it is recommended in Spanish to use impersonal constructions with "se". In qualitative studies, the author may choose to write in the third person plural "we".

Non-Discriminatory Language: In the text and images used, authors shall respect and comply with non-discriminatory language guidelines on grounds of sex, age, race, ethnicity, nationality, sexual orientation, political conviction, religious belief, disabilities, or other.

General Recommendations

- Include the title in both, Spanish and English.
- Include the full name of each author in each manuscript (use a hyphen between surnames).
- Include an abstract in both, Spanish and English. The abstract shall describe the type of text being submitted.
- The abstract shall be reviewed by a qualified translator prior to being submitted.
- Include keywords in both, Spanish and English. Use nouns or noun phrases (do not use conjugated verbs). It is recommended to use 3-6 keywords, in alphabetical order, we suggest using UNESCO Thesaurus for standard terms.

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- Include footnotes for explanatory information, if necessary. Footnotes must be brief; use them just as additional information to strengthen the discussion, complete or extend important ideas, or to indicate copyright permissions, among others. Footnotes should not be used to include references. They must be consecutively numbered with Arabic numerals.
- Follow the most recent edition of the APA Publication Manual for citation of sources and references. Manuscripts not following the APA style as indicated above shall not be submitted for evaluation until they meet this requirement.
- Indicate references according to APA: "...special attention to spelling of proper names and of words in foreign languages, including accents or other special marks, and to completeness of journal titles, years, volume and issue numbers, page numbers, and electronic retrieval data. Authors are responsible for all information in their reference lists..." (APA, 2010, p. 196).
- When quoting or paraphrasing an idea, indicate the appropriate authorship, to respect copyright and avoid plagiarism.
- Cite yourself to avoid self-plagiarism problems.
- The manuscript will be rejected *ad portas* if plagiarism or self-plagiarism is detected in the pre-review. If plagiarism or self-plagiarism is detected after publication, the article will be removed from the Journal and from third party repositories (international directories).
- Provide the appropriate authorizations signed by the proprietary rights owners if their tables, figures (photographs, drawings, paintings, maps, and others) and survey instruments have been included in the manuscript.
- Include the author's phone number(s), fax, E-mail and mailing addresses.
- Preferably, submit manuscripts or works already reviewed by a linguist.

Figures

- Graphs, maps, photographs, drawings, diagrams, illustrations and any other non-textual representation included in the manuscript shall be titled as "*Figura*" [Figure] and numbered consecutively with Arabic numbers, e.g. "*Figura 1*" [Figure 1]. Add a "*Nota*" [Note] under the figure indicating the source. In the text, refer to figures directly, e.g. "ver *Figura 1*" [see Figure 1]; it is redundant to indicate "*Figura N.º 1*" [Figure N.º 1].
- Photographs and images must be of good quality and comply with the following:
 - 300 DPI resolution
 - digital formats: psd, jpg, tiff, or high-quality original prints for tracing.
 - send them apart from the text, i.e. in a different file.
 - indicate, clearly, the page where the illustrations shall be placed, and add a legend describing the use of the figure.
 - when the author of the manuscript is not the copyright owner of the figures (photographs and illustrations) and the owner is alive or has been deceased for less than 70 years, supply the appropriate authorizations to use the figures.
 - The figure title shall be placed under the figure.



- Recommendations to be considered when including graphs: (1) Choose two-dimensional graphs or figures, (2) in the case of column (bars) or line graphs, order them by category in descending order when they have no natural order, (c) do not overload the figure, (d) use a single graph when there is a comparative axis in common, (e) choose graphics with simple formats, (f) use legible uncomplicated labels, (g) use histograms instead of pie graphs, (h) avoid indirect labeling, (i) label the “x” and “y” axes, (h) in pie graphs, organize data from largest to smallest values and proceed clockwise, (j) it is recommended to use a single color (solid black); use white if another color is required for contrasting; if more colors are required, use grayscale or sober colors.

Tables

- The tables show numeric values and textual information. Tables are composed of rows and columns. Such information must be titled as “*Tabla*” [Table], not as “*Cuadro*” [Chart]. They should be numbered consecutively using Arabic numbers, e.g. “*Tabla 1*” [Table 1]. In the text, refer to tables directly, e.g. “*ver Tabla 1*” (see Table 1); it is redundant to indicate “*Tabla N.º 1*” [Table N.º 1].
- For table titles follow this format:

Table 1

Description of Instruments and Application Strategies

- Use horizontal borderlines in tables (only in the title, headings and at the end of the table; do not use more than three borderlines unless it is necessary for clarity). Vertical borderlines are not recommended. Line width should be 0.75 pt.
- Notes shall be written below the table; use the word “*Nota*” [Note] in italics followed by a colon.

Academic curriculum

- The author must submit a brief academic curriculum in a paragraph. It should indicate the author’s current place of work (this information is important to establish the author’s affiliation, and it is a quality parameter required by the international directories). The curriculum must be included in the email sent to submit the manuscript.

Example

Marta Eugenia Rojas-Porras: Graduated in Spanish Philology and obtained a Master’s Degree in Linguistics from the University of Costa Rica (UCR). Currently a retired full professor from the University of Costa Rica, Mrs. Rojas-Porras taught for twenty-five years at the School of Philology, Linguistics, and Literature (UCR), and contributed as a researcher at the Institute of Research

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in Education (INIE, UCR). She served as Director of the Education Journal for twelve years, and is currently a member of the Editorial Board. She has published in national and international journals, and has been co-author of six books published by Editorial UCR. Her educational publications include three books of *Despertando a las palabras*, (1983, ECR); nine books in the Spanish Area of the *Hacia el siglo XXI Series*, a project that she also coordinated (1996, EUER), and six books of *Palabras juguetonas* and *Dinámicas con léxico escolar gradual* (2011, EUER). She has also published three books of poems *La sonrisa de Penélope y su costumbre del adiós*, *Aposentos del deseo* and *Habitar la casa del tesoro*. merojasporras@yahoo.com

Submitting Your Manuscript to the Journal

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- E-mail: educare@una.ac.cr
- For further information:
- **Phone:** (506) 2277-3372 (506) 8913-6810, fax (506) 2277-3730
- **Website:** www.una.ac.cr/educare

Contents Aspects

Main types of written texts

The following are the types of manuscripts that may published in the Journal (Rojas, 2014):

Scientific paper from a research project:

It results from a teaching or social action experience or research, and renders an account of it. It refers to the research achievements and their potential scientific applications. The scientific paper includes the objectives, methods used, and results obtained in relation to the research portion selected to be shared in the Journal. It must state its own purposes and demonstrate to be independent from the rest of the research, i.e. the scientific paper submitted must be self-sufficient in terms of semantics. (Camacho, M. E. Rojas and L. Rojas, 2014)

Sections of a Scientific Paper

- Title (in Spanish and English)
- Affiliation
- Keywords (in Spanish and English)
- Abstract (in Spanish and English). This must include:

- Objective of the study
- Main aspects of the methodology applied, such as:
 - design
 - participants
 - instruments
 - data collection techniques
 - data analysis
- Main findings, conclusions
- Main applications, implications or recommendations
- Introduction
- State of the art or background (included in the introduction sometimes)
- Theoretical framework or conceptual references
- Methodology
- Results, analysis, and discussion
- Conclusions
- References (reference in-text citations only)
- Tables or graphs (if applicable)
- Appendices or supplemental materials (if applicable)

Essay

This kind of expository text defends an argument or compares two arguments according to its specific object of study. It is an in-depth dissertation focused on the analysis of prevailing studies and the ideas proposed up to that point, in order to go beyond their terms of reference and bring up their relevance. It is a mature work where the discussion of ideas is the fundamental aspect. (Camacho, M. E. Rojas and L. Rojas, 2014)

Sections of an Essay

- Title (in Spanish and English)
- Affiliation
- Keywords (in Spanish and English)
- Abstract (in Spanish and English). This must include:
 - Subject matter to be discussed
 - Objective of discussion
 - Brief account of the conceptual approach to the discussion
 - Main ideas proposed
 - Main conclusions and recommendations
 - Information that may be required by the reader to quickly identify the basic contents of the text and to determine its relevance
- Introduction (includes: presentation of the subject matter, objectives, and conceptual approach to the subject matter)

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- Development (arguments), with the appropriate subtitles as necessary
- Discussion (if applicable)
- Conclusions or pending discussions
- Bibliographical references (reference in-text citations only)

Literature review:

It is a bibliographic review in a particular field of study related to the topics covered by the Journal. It may give an overview of the ideas and contributions of the most important experts in that particular field. It may include an analysis and comments based on objective and well-founded statements. A research chapter on state of the art may become a literature review if some adjustments are made. (Camacho, M. E. Rojas and L. Rojas, 2014)

Sections of a Literature Review

- Title (in Spanish and English)
- Affiliation
- Keywords (in Spanish and English)
- Abstract (in Spanish and English). This must include:
 - Objective of the study
 - Significance of the subject matter to be discussed
 - Periods or stages of the literature to be analyzed
 - Main criteria of the literature analysis
 - Main findings and conclusions
 - Main applications, implications, or recommendations
 - Information that may be required by the reader to quickly identify the basic contents of the text and to determine its relevance. It is self-sufficient in terms of semantics.
- Introduction (includes the objective or major issues that prompted the review, and text organization criteria)
- Development: includes the details of the literature analysis
- Conclusions or pending discussions (pp. 4-9)

Citation guidelines

For citation guidelines, the Electronic Journal Educare follows the APA (American Psychological Association) Publication Manual, 6th edition in English or 3rd edition in Spanish (which is the translation of the 6th edition into English). In the following section we provide some examples to guide the authors on this aspect; in addition, the Journal has made available a link with the document [Guía de referenciación y citación con APA](#).

Citations of in-text references

Citations refer to information (words, phrases, fragments) extracted from books, articles, speeches, remembrances, among others, and reproduced in the manuscript *as a quote* or *paraphrase*.

The APA system requires the author of the manuscript to document his/her study by identifying in the manuscript the authors and dates of the resources used in the research. This system of citing the author (surname) and the date (publication year) helps readers to find the information source in alphabetical order, in the list of references, at the end of the work.

Examples of in-text citations (*works by a single author*):

According to Melendez (2000), work affects leisure styles...

In a study on the influence of work on leisure styles... (Melendez, 2000)...

In 2000, Melendez studied the relationship between work and leisure styles...

Works by multiple authors

- **Two authors.** Cite the first surname of both authors every time there is a reference on the text.
- **Three, four, or five authors.** Cite the first surname of all authors the first time there is a reference on the text.
In subsequent references, indicate only the first author's surname followed by the abbreviation "et al." (do not use italics; put a period after "al").
- **Six or more authors.** Cite only the first author's surname, followed by "et al." and the year of the publication for the first and all subsequent references.

References

- In references **up to seven authors**, give the first surname and initials of all authors.
- For **eight or more authors**, give the first surname and initials of the first six authors, then insert three ellipses and add the last author's name.

Example

Aguilar, M. E., Angulo, L., Cerdas, Y., Céspedes, E., Monge, M. E., Ovares, S. ... van Kampen, P. (2003). *Un acercamiento a la educación general básica de las zonas rurales de seis países centroamericanos. Un estudio exploratorio*. Heredia: EUNA.

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- When citing two or more works by different authors in the same text, include the surnames and the appropriate publication years separated by a semicolon within the same parentheses, in alphabetical order as they appear in the references.

Example

En varias investigaciones (Ayala, 1994; Conde, 1996; López y Muñoz, 1999) concluyeron que...

Quotations

- Information that is a direct quote (quoted word for word) from another author follows a different procedure to be included in the text. Direct quotations are made *word for word*. Include the surname of the author, publication year and page number from where the quotation was extracted.
- Short quotations (less than 40 words) should be included within the text using quotation marks. At the end of the quote, include the name of author, publication year and page number from where the quotation was extracted.
- **Do not** edit the text of a quotation if there are errors. In such case, insert the word *[sic]* in italics and brackets immediately after the error.
- When quoting, use three ellipses ... to indicate that information has been omitted from the original source.
- Use brackets when adding information that was not in the original quote.
- To highlight information in a direct quote, use italics followed by the explanation in brackets "[*cursivas añadidas*]", that means "emphasis added".
- Quotations of more than 40 words (excluding articles and prepositions) should appear in a separate paragraph, indented on the left, double-spaced, without quotation marks, and with the page number at the end. The full stop must be placed before the source.
- When paraphrasing, it is not necessary to include the page number from where the information was extracted. However, it is required to include the source reference.

Example of a quotation in a paragraph

Las realidades y condiciones sociales actuales que vivencian los distintos grupos de poblaciones vinculadas a factores de tipo político, económico, laboral, familiar, entre otros, representan elementos favorecedores u obstaculizadores de su desarrollo, según el lugar y posición que ocupen en la estructura social, por cuanto estos factores "permean todas las áreas de la vida humana, y vuelven la existencia más susceptible de enfrentar problemas, lo que a su vez deviene en mayor riesgo para la salud individual y colectiva" (Bonilla, 1993, p. 55).

Example of a quotation of 40 words or more

Actualmente, cualquiera que sea la profesión o carrera técnica que se escoja, se va a requerir el dominio del idioma inglés. Abstraerse de esa realidad implica cerrarse las puertas a la actualización de los conocimientos, con el riesgo evidente de ser desplazado por otros individuos mejor preparados. Hay países con población gigantesca que hoy se preparan muy en serio para competir por los empleos. Volviendo a Oppenheimer (2006), podemos citar algunos de sus datos acerca del caso de China:

Parece un chiste pero en este preciso instante hay más niños estudiando inglés en China que en los EEUU. China ha lanzado un programa masivo de enseñanza de inglés en todas las escuelas del país. Mientras en China el programa escolar de estudio intensivo de inglés empieza en el tercer grado de la primaria en casi todos países de América Latina la enseñanza obligatoria de inglés comienza en 7mo. ... La enseñanza de inglés en China fue una decisión política del gobierno, hizo que fuera obligatoria en todas las escuelas. La gente participa porque sabe que si uno [sic] habla inglés le será más fácil encontrar un buen empleo. (p. 324)

Paraphrasing a quote means transforming the form of a message/text without changing its content/meaning.

Example of a paraphrased quote

Por ello, Salgado (2007) afirma que el diseño, en el marco de una investigación predominantemente cualitativa, es flexible y abierta, razón por la cual ha de ajustarse a las características, no solo del objeto de estudio, sino también a las condiciones en que se circunscribe.

References

There shall be an exact relationship between the reference list and the citations/paraphrases included in the manuscript.

For references, follow these guidelines:

- The bibliography should be titled: "*Referencias*" [*References*].
- The list should be in alphabetical and chronological order based on the author's surname and initials.
- Do not use all capital letters for Spanish titles; in English, capitalize the first letter of the main words.
- Indentation should be used in the second and subsequent lines of each entry (hanging indent).
- Include only the references cited in the text. Be sure of data accuracy in both the text and the reference.

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General outlines on electronic references

- If there is a DOI (Digital Object Identifier) assigned to the document, include it in the reference.
- If there is not a DOI for the reference, indicate the URL of the material's homepage.
- Provide working links.
- It is not necessary to include the date in which the information was retrieved.
- Do not put a period after the URL.

Books

Printed books

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