Manual for authors

Technology, Science and Education Journal

Edited by CEF-UDIMA Group

Índice de contenido

1. - Format and sections.

In order to send in any articles, it is necessary to follow some guidelines regarding the format, regardless of the section to which the document is allocated. The text must have single spaced lines, have font size 12, use italics rather than underlined text (except for URL addresses), and all of the illustrations, figures and tables must be situated in appropriate locations throughout the text, instead of at the end.

The files must include the author's surname, followed by a hyphen and the abbreviation of the corresponding section of the journal: RS (research studies); RE (review comments); DA (dissemination article); AA (academic articles).

Examples:

Encinas Marcos-RS

Muñoz Colinas-AA

Gil Abell-DA

The article must be headed by:

- The title of the work and a list of key words/descriptions (no less than two, no more than five) in both Spanish and English.

- The abbreviated title of the piece of work for its inclusion on both the cover of the Journal and in the heading of the article.

- An extract of the work of no more than 20 lines (a concise description of the objective of the study, emphasising the innovative and relevant aspects, such as the principal discussions or conclusions) and, following this, a translation of this extract into English.

- A summary whose structure will respond to the headings into which the work is divided. Arabic numerals will be used for the individualization of possible following subheadings (two digits: 1.1, 1.2..., three digits: 1.1.1., 1.1.2., etc.).

- The fundamental ideas must be written in bold.

- Images must have a good resolution.

- After the figure title, non-original figures must include the source from which they were taken; sources must be in the references.

Citations and references:

The bibliographical references which are interspersed throughout the text should be supplemented or reproduced, in full, in a separate section devoted to the bibliography, or as footnotes at the bottom of the page.   If the work includes a bibliography, it must be in alphabetical order, by name of author. Followed by the year of the edition in brackets, two full stops, the title of the book (in italics), the city of publication and editorial, and the page/s which include the reference. If the title is that of an article, it must appear between speech marks, followed by the name of the journal in italics and the pages which include the reference.

When the reference has been taken from a website, the date in which it was last consulted must be included.

Extension of work:

The extension of the work, in compliance with the section of the Journal to which it is allocated, will be as follows:

- **Research studies. (RS):** 30 page maximum (including titles, extract, key words and summary).

- **Review (RE):** 3 page maximum.

- **Dissemination article (DA):** interviews, speeches and keynotes: 10 page maximum.

- **Academic articles and tutorials (AA):** 15 page maximum (including titles, extract, key words and summary).

2. - Register as author:

You should change the language of our website:
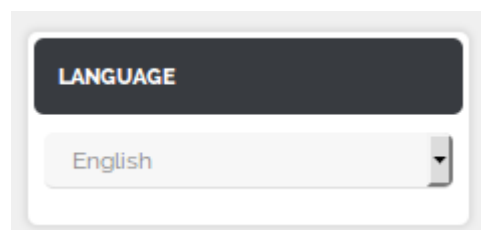
In order to send any articles, it is necessary to register as an author on the digital journal's website. In order to do so, select "Register" on the upper part of the web page.
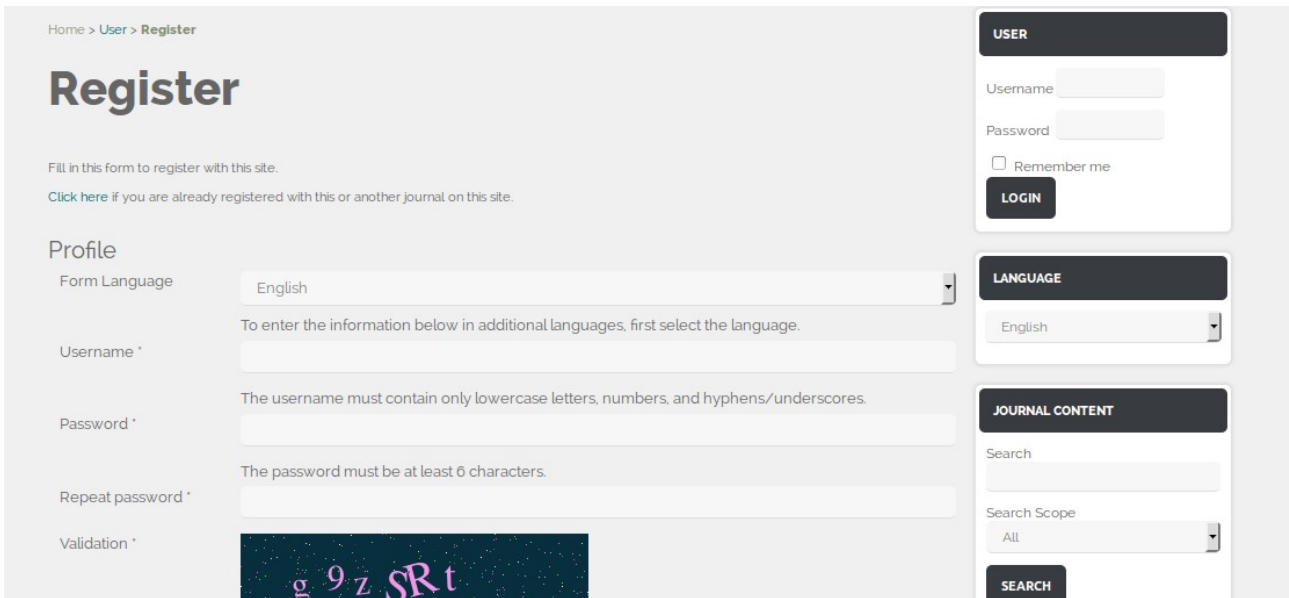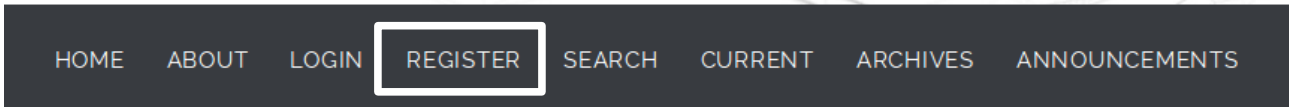
It is recommended to check the box which says "Send me a confirmation email that includes my user name and my password", in order to have the access information in an email.
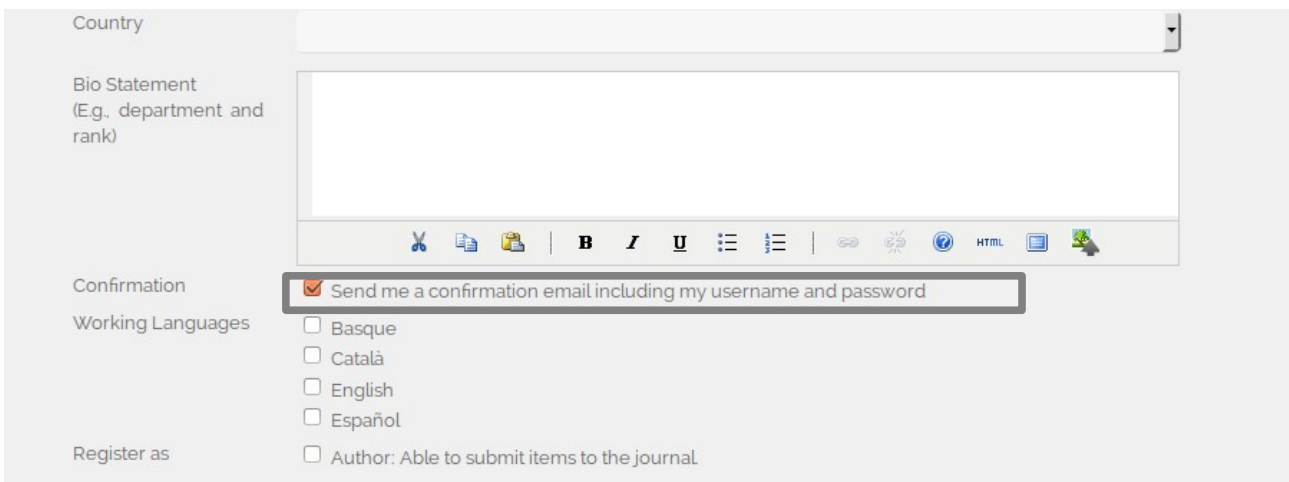
After filling out all of the information, selection "Register".

3. - Sending the work.

Once registered, the articles can be sent by selecting "New submission".

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In order to send the work, there are five steps that must be followed. It is recommended to fill out all of the information fields in order to have as much information as possible about the article.

Step 1. Starting the Submission.

he author must select the section to which their article belongs, and fill out a series of information fields about the originality of the document and the rights thereof.

Step 2. Uploading the Submission.

In this step, the author must upload the article that they want to be evaluated for publication. It must be sent in an editable format (DOC, DOCX, ODT...etc) Once it has been uploaded, select "Upload", then select "Save and Continue".

Step 3. Entering the Submission's Metadata.

This step is possibly one of the most important ones given that metadata adds value

to the document, which aids its retrieval on search engines such as Google.

Step 4. Uploading Supplementary Files.

In this step, it is possible to send supplementary files that the editors will see. However, it is not necessary to upload any supplementary files. In order to move on to the next step, select "Save and continue".

Step 5. Confirming the Submission.

In the final step, you will be able to see the documents that will be sent for

publication in the journal. After having checked that all of the information is correct, select "Finish delivery". You will receive a confirmation email from the director of the journal.

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To submit your manuscript to Revista Tecnología, Ciencia y Educación click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Revista Tecnología, Ciencia y Educación.

File Summary

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51	BIBLIOGRAFIA.VLOGS.ODT	Submission File	46KB	12-18

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