

Manual for authors

Technology, Science and Education Journal



Edited by CEF-UDIMA Group

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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.

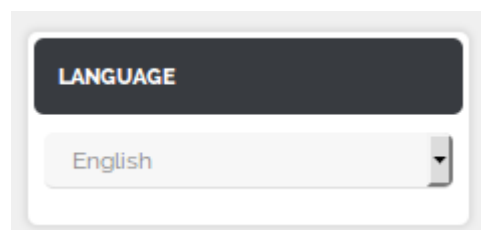
Extension of work:

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

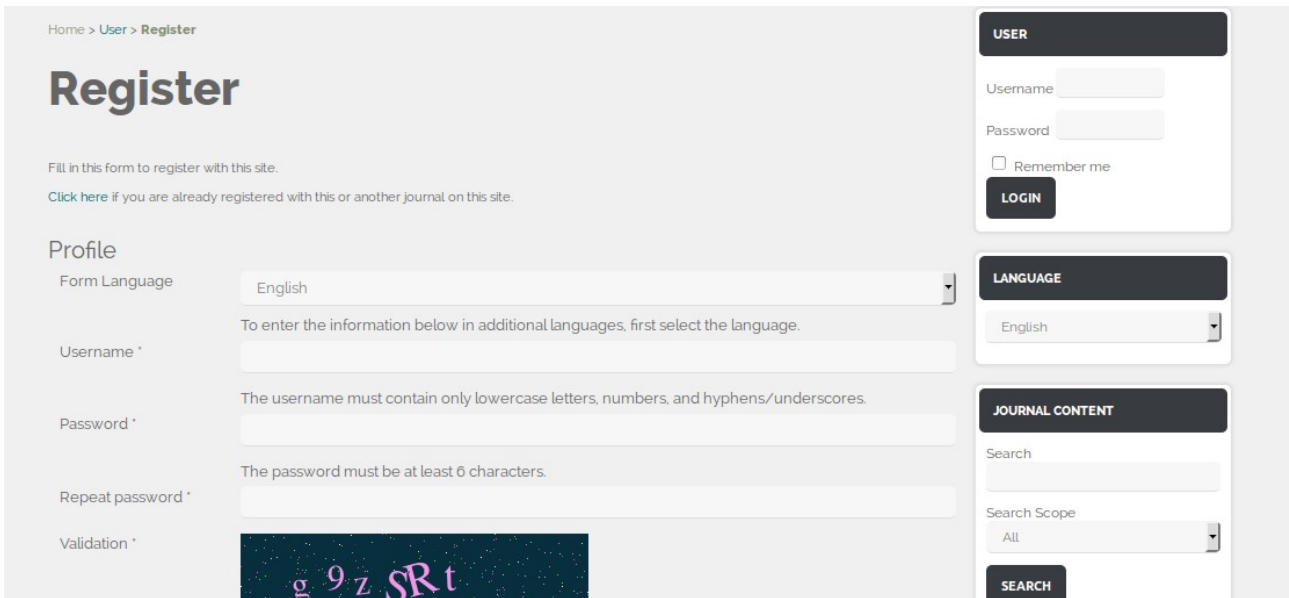
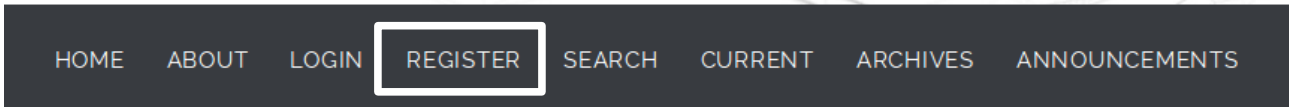
- **Research studies. (RS):** 30 page maximum (including titles, extract, key words and summary).
- **Review (RE):** 3 page maximum.
- **Dissemination article (DA):** interviews, speeches and keynotes: 10 page maximum.
- **Academic articles and tutorials (AA):** 15 page maximum (including titles, extract, key words and summary).

2. - Register as author:

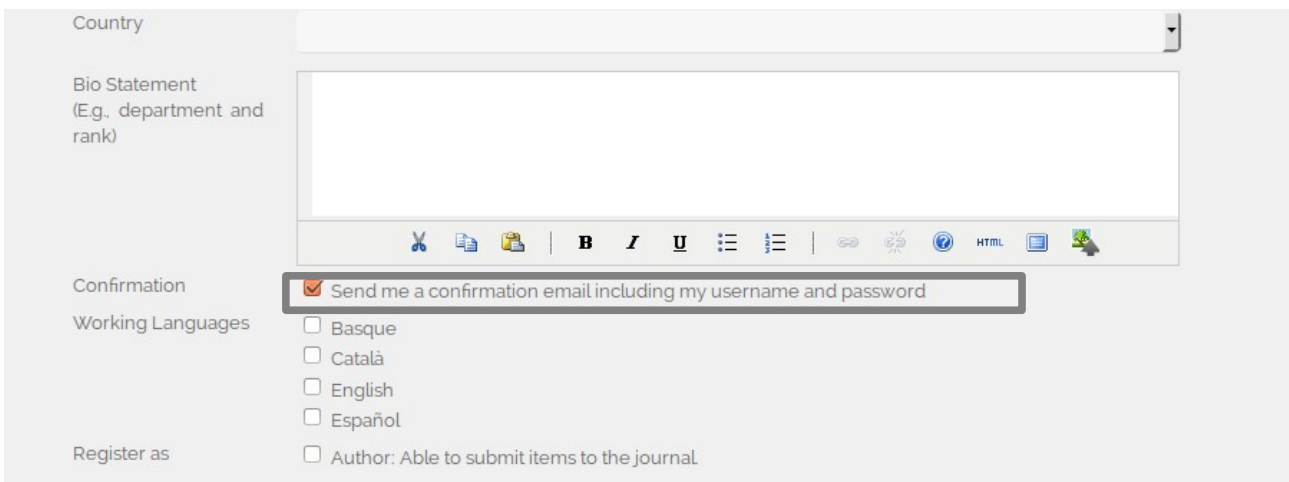
You should change the language of our website:



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".



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.

The 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.

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Revista Tecnología, Ciencia y Educación](#) for assistance.

Journal Section

Select the appropriate section for this submission (see Sections and Policies in About the Journal).

Section *

Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pulldown below.

Language *

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

El envío no ha sido publicado previamente ni se ha sometido a consideración por ninguna otra revista (o se ha proporcionado una explicación al respecto en los Comentarios al editor (s)).

USER

You are logged in as...
autor

[My Profile](#)
[Log Out](#)

LANGUAGE

English

JOURNAL CONTENT

Search

Search Scope

All

SEARCH

Browse

[By Issue](#)
[By Author](#)

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".

Home > User > Author > Submissions > **New Submission**

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps:

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Revista Tecnología, Ciencia y Educación](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file No se ha seleccionado ningún archivo.

UPLOAD ENSURING A BLIND REVIEW

SAVE AND CONTINUE **CANCEL**

USER

You are logged in as...
autor

[My Profile](#)
[Log Out](#)

LANGUAGE

English

JOURNAL CONTENT

Search

Search Scope

All

SEARCH

Browse

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.

Home > User > Author > Submissions > **New Submission**

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. **ENTER METADATA** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language: English

To enter the information below in additional languages, first select the language.

Authors

First Name * autor

Middle Name

Last Name * autor

Email * gerardoravassa@hotmail.com

URL

Affiliation

USER

You are logged in as...
autor

My Profile
Log Out

LANGUAGE

English

JOURNAL CONTENT

Search

Search Scope: All

SEARCH

Browse

By Issue

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".

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file

Examinar... No se ha seleccionado ningún archivo.

UPLOAD ENSURING A BLIND REVIEW

SAVE AND CONTINUE CANCEL

USER

You are logged in as...
autor

My Profile
Log Out

LANGUAGE

English

JOURNAL CONTENT

Search

Search Scope: All

SEARCH

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.

The screenshot shows a web interface for confirming a submission. At the top is a navigation bar with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS. Below this is a breadcrumb trail: Home > User > Author > Submissions > New Submission. The main heading is "Step 5. Confirming the Submission". A progress indicator shows five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION (highlighted). A paragraph explains that clicking "Finish Submission" will result in an email acknowledgment and allow the user to track the submission's progress. Below this is a "File Summary" table with one entry: ID 51, ORIGINAL FILE NAME BIBLIOGRAFIA.VLOGS.ODT, TYPE Submission File, FILE SIZE 46KB, and DATE UPLOADED 12-18. At the bottom of the table are two buttons: "FINISH SUBMISSION" and "CANCEL". On the right side, there are three panels: "USER" (logged in as autor, with links for My Profile and Log Out), "LANGUAGE" (set to English), and "JOURNAL CONTENT" (with search and search scope fields).

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Author > Submissions > **New Submission**

Step 5. Confirming the Submission

1 **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

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

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
51	BIBLIOGRAFIA.VLOGS.ODT	Submission File	46KB	12-18

FINISH SUBMISSION **CANCEL**

USER
You are logged in as...
autor
➤ My Profile
➤ Log Out

LANGUAGE
English

JOURNAL CONTENT
Search
Search Scope