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## INSTRUCTIONS FOR AUTHORS

*Hojas y Hablas* is a Fundacion Universitaria Unimonserate half-yearly research journal interested in reflecting and researching on pedagogy, language and social studies. It is refereed by academic peers and indexed in Latindex and in Sociology Source Ultimate de EBSCOhost Research Databases.

### Types of papers

*Hojas y Hablas Journal* accepts the submission of original or unpublished articles, product of research results or research in process; reflection, review and case studies articles and book reviews.

**1. Result of Scientific Research or research in process article(20 pages):** Material that presents original results of completed research projects in detail. The structure generally used has: Title, Abstract, Keywords in Spanish and English, Introduction, Metodology, Results, Discussion, Conclusions and references.

**2. Article of reflection (15 pages):** Document presenting research results finished from an analytical, interpretative or critical perspective of the author on a theme, using original sources. The structure generally used has: Title, Abstract, Keywords in Spanish and English, Introduction, reflection on the problem, Conclusions and references.

**3. Review Article (20 pages):** Document resulting from a completed investigation where the results of other research, published or not (on scientific or technological fields) are analyzed, systematized and integrated, in order to account for the advances and trends of development. This article has the characteristic of having a careful bibliographic review of at least 50 references. The structure generally used

has: Introduction, Metodology, Discussion, Results. Conclusions and References

**4. Case Study:** The structure generally used has: Title, Abstract, Keywords in Spanish and English, Introduction, Metodology (qualitative and quantitative), Tables and figures, Conclusions and references.

### 1. Papers Delivery:

Papers must be sent in Word through OJS – Open Journal System after registering as Author at <http://virtual.fum.edu.co/publicaciones/index.php/hojasyhablas/user/register>

For more information:

[revistahojasyhablas@unimonserate.edu.co](mailto:revistahojasyhablas@unimonserate.edu.co)

### 2.Presentation of Papers. Papers must be submitted as follows:

- Font Times New Roman 12 points
- Spacing 1,5cm
- Margins 2.0cm
- Article title in English and in Spanish (maximum 12 words)
- Author's full name
- Author's e-mail address
- Type of article
- Indicate if the author belongs to a research group or a research seedbed.
- Inform the origins of support or funding for the research project (if provided)
- Tables, graphs or images must be located after the paragraph where they were mentioned. They must have a title, present the source data, and be enumerated in order of appearance. It is author's responsibility to send the journal the authorizations for its use when required.

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### 3. Structure of the Papers:

- **Abstract in English and in Spanish** (máximo 200 words). The abstract must present the research question and the main results.
- **Keywords** in English and in Spanish (mínimo 3 and máximo 6)
- **Introduction:** It presents the research purpose and the bibliographic background that bases the hypothesis and the objectives.
- **Methodology:** It includes the description of place, population, duration, research method applied.
- **Results and discussion:** It presents the results obtained and points out the similarities or divergences with those reported in other research works. In the discussion, the cause-effect relationship derived from analysis is highlighted.
- **Conclusions:** It presents the relevant results related to the research objectives and hypothesis. It should include citations of articles (related to the same topic) published in periodical journals of wide circulation.
- **References taking into account APA rules 6th edition.**

### 4. Ethical responsibility of the Authors

The opinions and statements appearing in the articles are the sole responsibility of authors, and are expected to ensure quality, scientific rigor and respect for copyright and intellectual property rights in the articles they submit to the journal.

The articles must be original and unpublished and should not be simultaneously in the process of evaluation, or have editorial commitments with any other publishing house.

- It is the responsibility of the authors to avoid any conflict of interest in the publication of data and results (financial, institutional, collaborative, or other relationships between evaluators and authors).
- The authors must give the credits to people or institutions that have participated in the research.
- If the authors include in their article excerpts from previous works, they should be cited and referenced so they do not incur plagiarism.
- The selection and final approval of an article will depend on the academic concept of peer reviewers and the willingness of the authors to make the modifications within the deadlines established by Hojas y Hablas Editorial Board.
- If any of the academic pairs requests changes, the authors commit to make the adjustments within the term indicated by the Editorial Board of the Journal.
- If an author finds a fault or inaccuracy in the content of his/her published article, it will be his/her responsibility to inform the Editorial Board of Hojas y Hablas Journal.

### 5. Process of evaluation and opinion by the academic evaluators

- Every original article published by Hojas y Hablas Journal will undergo a process of review and evaluation by two (2) peers or academic arbitrators specialized in the area covered by the journal.
- The peers can be members of the publishing entity - La Unimonserrate- as well as other national or international Higher Education Institutions.
- The evaluation process is “doubly blind”, in which neither authors nor peers know their respective identities.
- If both pairs accept the article with or without modifications and the author accepts them, the article is

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published.

- If an article is rejected by one of the peer reviewers, the Editorial Board of the Journal will designate a third evaluator.
- If the third evaluator accepts with modifications and the author accepts them, the article is published
- If the third evaluator accepts with modifications, but the author does not accept them, the article is not published.
- If the third evaluator rejects, the article is not published.
- If the article is rejected by one of the two peers, the Hojas y Hablas Journal editor will assign a third evaluator to settle if the paper will be published.

#### **6. Ethical responsibility of the Evaluating Peers. The Evaluation Pairs commit:**

- To accept only the jobs that correspond to their academic specialty.
- To do a second reading to evaluate if their suggestions for changes and / or adjustments have been taken into account by the authors.
- To respect the confidentiality of the opinion of the articles.
- To do strictly academic evaluations.
- Not to disseminate by any means the content received for review.
- To inform the Editorial Board of the Journal if they evidence plagiarism in the materials they are reviewing.
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- Not to use the information contained in the manuscripts for personal investigations.
- To review the works objectively, indicating the

reasons for the rejection, as well as the clarity and coherence in the orientation to the authors to improve the article.

- To deliver the evaluation within the deadlines agreed with the Editorial Board of the Journal.

All Evaluating Pair will have a Master's degree or PhD.

**7. Hojas y Hablas Journal** publishes under the guidelines of the **Creative Commons 4.0 License, Attribution - Noncommercial - Share the same**: "The licensee has the right to copy, distribute, display and represent the work and make derivative works for non-commercial purposes." (Creative Commons, 2018).

**8. Anti-Plagiarism System:** *Hojas y Hablas Journal* has the services of the Xci Detecting Anti-plagiarism Xcientia Research Community - EE-UU, with a search and analysis spectrum of 52 billion current and filed pages; trackers on 10 million daily web pages; searches for over 40 million articles, books and lectures records and an exploration of 70,000 scientific publications.

#### **9. Citation rules and references in APA Standards 6th. edition.**

##### **Examples of references**

- **Electronic journal article without doi:**

Surnames and initials of author's names (Year). Article title. Name of the journal, volume, (number), 20-26. Retrieved from <http://www.unimonserrate.edu.co>

- **Journal article with doi:**

Surnames and initials of author's names (Year). Article title. Name of the journal, volume, (number), 30-36. doi: xx.xxxxx

- **Printed newspaper article with author:**

Surnames and initials of author's names (Day,

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month and year). Article title. Name of the newspaper, p. 20-40.

• **Printed newspaper article without author:**

Article title. (Day, month and year). Name of the newspaper, p. 10

• **Electronic newspaper article with author:**

Surnames and initials of author's names (Day, month and year). Article title. Name of the newspaper, 20-40. Retrieved from: <http://www.eltiempo.com/>

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• **Printed book:**

Surnames and initials of author's names (Year). Title of the book. City - Country. Editorial:

• **Electronic book without doi:**

Surnames and initials of author's names (Year). Title of the book. Retrieved from: <http://www.xxxxxxxxxx>

• **Book with doi:**

Surnames and initials of author's names (Year). Title of the book. doi: xx.xxxxx

• **Chapter of the book:**

Surnames and initials of author's names . (Year). Title of the chapter. initials of the names and surnames of of the (editors), Title of the book. pages (pp. 3-10). City-Country: Editorial.

• **Chapter of electronic book without doi:**

Surnames and initials of author's names . (Year). Title of the chapter. In: initials of the names and surnames of the editors or compilers (Ed.). Title of the book, 20-40. Retrieved from: <http://www.xxxxxxxxxx>

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Surnames and initials of author's names (Year).

Title of the chapter. In: initials of the full names and surnames of the editors or compilers (Ed.). Title of the book, 20-40. doi: xx.xxxxx

• **Corporate author, government report:**

Organization name's. (Year). Title of the report (Publication number). Retrieved from: <http://www.xxxx.xxxx>

• **Thesis:**

Surnames and initials of author's names . (Year). Title of the thesis. (Undergraduate, master's or doctoral thesis). Name of the institution. Publication place.

• **Symposia and conferences:**

Surname, A., & Surname, A. (Month, Year). Title of the presentation or presentation. In A. Last name of the President of the Congress. (Presidency), Title of the symposium. Symposium directed by Name of the Organizing Institution, Place. Example:

• **Blogs:**

Surnames, A. (Date). Title of the post [Message in a blog]. Retrieved from <http://xxxxxxxx>

• **Web page:**

Surnames and initials of the names. (Date). Page title. Publication place. Retrieved from <http://www.xxxxxxxxxx>

• **Film or film tape:**

Surname of the producer and surnames of the director. (Year). Name of the movie. Country: producer.

• **Photographs:**

Name of the photo and surnames of the photographers. (Place, Year). Name of the collection Location.

**Explanatory notes of the Editorial:**

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- The articles must conform to what is requested in the Instructions for Authors. It is granted to the Editor and to the Publications Committee, the responsibility of dictating the origin or not of the contributions to be sent to the arbitration process by the team of experts.
  - The sending of an article to *Hojas y Hablas Journal* implies that the authors authorize its reproduction and dissemination in other media, both physical and electronic, as long as the source is cited and has no commercial purposes.
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- Neither the Editor nor the Publications Committee of Unimonserrate are responsible for the ideas or concepts issued by the authors in their articles, but they do reserve the right to publish according to the content of the texts.

## **REVISTA HOJAS Y HABLAS**

*Hojas y Hablas* No. 18, julio-diciembre de 2019. ISSN en línea 2539-3375

Periodicidad semestral: junio / diciembre

**FUNDACIÓN UNIVERSITARIA MONSERRATE - UNIMONSERRATE**

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Bogotá – Colombia

