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Hojas y Hablas Journal accepts the submission of original or unpublished articles, product of research results or research in process; reflection, review and case studies articles and book reviews.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

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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.

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.**

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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.

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- 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.

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- 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.

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- The evaluation process is “doubly blind”, in which neither authors nor peers know their respective identities.

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published.

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- If the third evaluator accepts with modifications and the author accepts them, the article is published
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reasons for the rejection, as well as the clarity and coherence in the orientation to the authors to improve the article.

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

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- **Electronic journal article without doi:**

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- **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

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Surnames and initials of author's names (Day,

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:**

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• **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:**

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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

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

• **Thesis:**

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• **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://xxxxxxxxx>

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

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

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

Explanatory notes of the Editorial: