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INSTRUCTIONS TO AUTHORS

1. Generales

1.1. The Journal ENCUESTRO EDUCACIONAL will consider unpublished works related to the educational area, which are the product of research or innovation experiences for publication (**maximum three authors**). The works will be sent in the name of the journal or to the Editor-in-Chief and their acceptance will correspond to the Editorial Committee.

1.2. Types of works:

- a) Unpublished original articles, with a maximum of twenty (20) pages and a minimum of fifteen (15) (including text, tables, charts, graphs, figures and bibliographic references).
- b) Technical reports, with a maximum of twelve (12) pages.
- c) Presentation of experiences and update articles, with a maximum of twenty (20) pages.
- d) Essays, with a maximum of twelve (12) pages.

1.3. The works will be written either in Spanish or in English.

1.4. The font will be Times New Roman, size 12, with 3 cm left and 2 cm top, bottom and right margins, on letter size paper, on one side only, double-spaced, except for the abstract and bibliographic references.

1.5. The works will be sent on CD with identification tag or to the magazine's email: reehddesluz@gmail.com, in Word for Windows file, extension **.docx**.

2. Presentation

2.1. Heading: Title in Spanish with a maximum of 17 words (capitalized the first letter and in bold). Leave a blank space. On the next line, the authors' names and surnames will be written, in bold. Below, the data of the institution of origin, city-country. Below, the respective emails. If the authors are from different institutions, identify with superscript numbers. Center all the information.

2.2. Summary in Spanish and its translation in English, including the title, to a space and a single justified paragraph, do not exceed 230 words, which must present a brief introduction, objective, theoretical foundation, methodology, results and conclusions or final considerations. At the end of the summary and the abstract, three to five key words will be written, in lower case letters and separated by semicolons (;) (in Spanish and English, respectively).

2.3. The body of work (unpublished articles, presentation of experiences and update articles) will consist of the following parts: introduction, theoretical foundation, methodology, results and discussion, conclusions or final considerations and bibliographic references. In the case of technical reports and essays, the structure of the body of the work will be: introduction, development, conclusions or final considerations and bibliographic references.

2.4. The parts of the work will be capitalized the first letter, in bold and centered. The sections will be capitalized the first letter, in bold, aligned to the left margin. The text of the body of the work will be indented 0.5 cm and justified. Do not leave spaces between paragraphs. Footnotes should be kept to a minimum. Use *italics* or **bold** to highlight some words.

2.5. Tables, charts, graphics, figures and others, centered, will be inserted within the corresponding text and must be in a format that allows their edition according to the subsequent layout of the magazine. They will be identified with Arabic numbers (without using symbols such as No.), in consecutive order, with its respective font at the bottom, aligned to the left. The content of the tables or tables will be made in one (1) space, in size 10 or 11.

NOTE: The journal will assume the following definitions

Table: matrix of columns and rows that is mostly made up of numerical data.

Chart: matrix of columns and rows with text in most of its cells.

Graphic: type of representation of data, generally numerical, by means of visual resources (lines, vectors, bars, surfaces or symbols), to show the mathematical relationship or statistical correlation that they have with each other.

Figure: Any expression of images, photographs, drawings, diagrams or maps.

2.6. Tables and charts will be titled at the top, centered and in bold, for example:

Table 1. Mobile devices and their applications

The graphics, figures and others will be titled at the bottom, aligned to the left and in bold, in the space above the source.

2.7. No points shall be used in abbreviations of names or other units; example: it must be, UNESCO, OAS, and not U.N.E.S.C.O. or O.A.S.

3. Bibliographic references

3.1. Bibliographic quotations in the text will indicate in parentheses the author's last name and year of publication; for example: (Pirela, 2014). Quotations will be in quotation marks and in italics; if they are less than or equal to 40 words, they will be inserted within the same text and the identification of the source will go immediately after them with the following data: (Author's last name, year of publication:page/s); for example: (Pirela, 2014:85). Quotations from 41 words onwards will be written separately from the main text, without quotation marks, with the same typeface, to a space, left and right margin of one (1) centimeter within the body of the paper. The identification of the source will be done as in the previous case.

3.2. If the quotation corresponds to two or three authors, the two or three last names will be written; for example: (Pirela, Delgado and Riveros, 2014). In the case of four or more authors, only the last name of the first author will be written, followed by the Latin phrase *et al.*; for example: (Pirela *et al.*, 2014).

3.3. Bibliographic references must appear at the end of the work in alphabetical order of last names, to a space and leaving a space between them, using French indentation (1.0 cm) and will be prepared as follows:

- **In the case of texts**, it will be written: author (s) (surname and name with the first letter in capital letters only). Year (in parentheses). Title in bold. Edition, Editorial, Place of edition; for example:

Hernández, Roberto; Fernández, Carlos y Baptista, Pilar. (2014). **Research methodology**. Sixth edition, McGraw Hill Education, Mexico.

- **In the event that the author is an Institution or Organism**, such as documents elaborated in collegiate bodies such as laws and regulations, the name of the Institution or Organism who publishes as the author will be written. Year (in brackets). Title in bold. Official bulletin where it was published, date of publication, number, City, Country; for example:

National Assembly of the Bolivarian Republic of Venezuela. (2009). **Organic Law of Education**. Official Gazette of the Bolivarian Republic of Venezuela extraordinary, August 15, 2009, No. 5929, Caracas.

- **In the case of journal articles**, the following will be written: author (s) (surname and name with the first letter in capital letters only). Year (in parentheses). Title of the article. Name of the journal in bold. Volume, number of the journal, number of pages (start and end); for example:

Navarro, Verónica; Arrieta, Xiomara and Delgado, Mercedes. (2017). Didactic programming using GeoGebra for the development of competencies in the formation of oscillation and wave concepts. **Omnia Magazine**. Vol. 23, N° 2, pp. 76 – 88.

▪ **In the case of unpublished works or thesis**, the following will be written: author (s) (surname and name with the first letter in capital letters only). Year (in parentheses). Title of the work or thesis in bold (Promotion work, Undergraduate work, Specialist or Master's work, Doctoral thesis). Institution Name, City, Country; for example:

Delgado, Mercedes. (2014). **Model for the construction of scientific concepts in physics, from the theory of conceptual fields** (Doctoral thesis). Universidad del Zulia, Maracaibo, Venezuela.

▪ **In the case of articles in arbitrated reports**, the following will be written: author (s) (surname and name with the first letter in capital letters only). Year (in parentheses). Title of the article. Name of the report in bold, date of the event. that generated the memory, Name of the institution, City, Country, number of pages (start and end); for example:

Arrieta, Xiomara and Beltrán, Jairo. (2014). Nuclear Physics. A look from the university classroom. **Arbitrated reports IV Undergraduate Conference**, October 29-31, 2014, Universidad del Zulia, Maracaibo, Venezuela, pp. 181 – 192.

▪ **In the case of blog**, author (s) will be written (surname and name with the first letter in capital letters only). Date (in parentheses). Post title (in bold) [Message in a blog]. Name of the blog. Available at: respective website. Recovered the day, month and year; for example:

Torres, Carlos. (July 09, 2008). **I admire Galois** [Message in a blog]. Education Mathematics - Edumate Peru. Available at: <https://edumate.wordpress.com/2008/07/09/yo-admiro-a-galois/>. Retrieved on June 12, 2016.

NOTE: In the event that the documents are available or have been consulted on the web, it will be written after the elements described in each case: Available on: respective website. Recovered the day, month and year; for example:

Alzugaray, Gloria. (2010). **The understanding of electric field problems in university students: aspects of instruction in the organization of representations** (Doctoral thesis). University of Burgos, Burgos, Spain. Available at: <http://dspace.ubu.es:8080/thesis/handle/10259/154>. Retrieved on March 3, 2015.

3.4. Journal articles, articles in refereed reports and web documents, such as blog, must be updated by at least 50%; that is, not to have more than five (5) years of publication, except in cases such as historical or evolutionary studies. All bibliographic references must be cited in the text and everything that appears in the text must be in the references. Dating appointments should be avoided.

4. Final instructions

4.1. The article must be accompanied by the authorization of publication signed by all the authors and attach a 5-line micro curriculum for each author (include phone numbers with WhatsApp).

4.2. The work received by the editorial committee will be sent to the referees for evaluation. If comments are received, they will be sent to the authors for correction.

4.3. When the work is accepted, the authors will be informed of the approximate date of publication. The editorial committee may make corrections as it deems appropriate.

4.4. Each author may only publish once a year.

4.5. Any questions in the application of the rules please send an email to the magazine: **reehddesluz@gmail.com**.

THEMATIC AREAS

- Didactic processes.
- Curricular processes.
- Teacher training.
- Education management.
- Interrelation of education with other areas of knowledge.
- Educational research methods and techniques.
- Education and information and communication technologies.

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