**Title in Spanish: 14-pt Arial, bold type, double-spaced and centered**

**Title in English: 14-pt Arial, double-spaced and centered**

**Resumen (Abstract in Spanish)**

The Spanish-language abstract should be double-spaced, justified and in 12-point Arial font, and should not exceed 150 words. It should describe the paper’s objectives, methodology, and results.[[1]](#footnote-1)

Include three to five keywords from the ERIC or UNESCO thesauruses in 10-point Arial font, set off by commas.

***Keywords***: Keyword 1, keyword 2, keyword 3, keyword 4, keyword 5.

**Abstract**

English translation of the abstract in 12-point Arial font, double-spaced and justified. Include the translation of keywords in 10-point Arial font, set off by commas.

***Keywords:*** Keyword 1, keyword 2, keyword 3, keyword 4, keyword 5. (Translation of keywords)

**Introduction**

Papers should not exceed 7,500 words (including tables, figures, and reference list) and should include page numbers in the bottom right-hand corner. The body of the manuscript should be justified, double-spaced (2.0 line spacing), and in 12-point Arial font. Exact line spacing should be used, with no spacing between paragraphs. Paragraphs should be in block format (with no indentation), and preferably no longer than 15 lines.

All headings and subheadings should be left-aligned, in bold type, and in 12-point Arial font.

The body of the paper should contain the following **sections**: introduction, method, results, discussion, conclusions, and references.

Tables and figures should be included in the body of the paper, where reference must be made to each. Please take into account the following considerations:

**Tables**

Titles should be in 9-point Arial font, placed above the corresponding table, and numbered consecutively using Roman numerals. Table content should be in 9-point Arial font with 1.5 line spacing. Notes are to be included underneath each table in 8-point Arial font with single line spacing. For example:

**Table I**

*Sample data by course and field of knowledge*

|  |  |  |  |
| --- | --- | --- | --- |
| **Stub heading** | **Heading** | **Heading** | **Heading** |
|  | Subheading | Subheading | Subheading |
| Heading | data | data | data |
| Heading | data | data | data |
| Heading | data | data | data |
| Heading | data | data | data |

Note: General notes relating to the table and/or definitions of abbreviations.

Specific subsequent notes should be included on a separate line.

**Figures**

Figures (graphs, images, and diagrams) should be clear and consistent in terms of quality. Figure titles should be centered underneath each figure in 9-point Arial font, and numbered consecutively using Arabic numerals. Graphs should be in an editable format and the content in 9-point Arial font. Please refer to the following example (Figure 1). Images should be in GIF or JPG format with a resolution of 300 dpi, and no larger than 800 x 600 pixels. Graphs and images should both be in grayscale.

***Figure 1:*** Figure title

***Figure 2:*** Figure title

**References**

The reference list should only include material cited in the text (literature, periodicals, and electronic sources) and should be in APA (7th edition) style. Keep in mind the following considerations:

* References should be listed alphabetically by the name of the author, organization or authority responsible for publication.
* They should not be numbered or listed as bullet points.
* The spacing and font size should be the same as in the body of the text.
* Use the ampersand (“**&”**) for publications in English and “**y**” for publications in Spanish.

**Examples**

*Book*

Author, A. B. (year). *Title of work* [translation into English]. Publisher.

* *Chapter in book*

Author, A. A., & Author, B. B. (year). Chapter title. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Publisher.

* *Periodical (scientific articles, journals)*

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical, volume*(number), pp-pp. https://doi.org/xx.xxxxxxxxxx

(If you do not have a DOI, include the URL <http://www> after the page numbers.)

* *Technical reports*

Author, A. A. (year). Title of work (Report no. xxx). Publisher. https://doi.org/xx.xxxxxxxxxx

(If you do not have a DOI, include the URL <http://www> after the page numbers.)

* *Presentation at conference*

Contributor, A. A. (day, month, year). *Title of contribution.* Title of conference. Organization, Location.

* In sources with up to 20 authors, all authors’ last names and initials must be given. When there are 21 or more authors, include the first 19 authors and insert three ellipsis points followed by the last author.

1. Explanatory notes should be inserted as footnotes in 10-point Arial font, and numbered consecutively using Arabic numerals. [↑](#footnote-ref-1)