



# GUIDE TO AUTHORS

The journal *INVESTIGATIVE: Social and Human Sciences* of University Institution CESMAG, considered for its publication, the following contributions:

## RESEARCH AND INNOVATION ARTICLE

Document that presents in structured, clear and truthful way, results of original and unpublished research that gives an account of the processes of research, review or reflection. Specific aspects that characterize these articles are as follows:

**Investigation article:** A document that presents, in detailed way, the original results of culminated research projects. In general, are organized under the international structure: introduction, materials and methods, results, discussion and conclusions (IMRD or IMRAD).

**Review article:** Document research result that presents advances or state of the art on a particular subject, which analyzes, systematizes and integrates the results of studies on a field in science or technology, in order to update and inform about the time of a subject of academic interest, organize and synthesize fragmented knowledge, compare information from different sources, learn about trends in research or suggest future work. They are characterized by presenting a careful bibliographic revision of at least 50 references.

**Reflection article:** A document that presents results of research on a specific topic, from an analytical, interpretative or critical perspective of the author, appealing to original sources. In it is made use of analysis, discussion of ideas and argumentation of the author.

The journal also publishes other contributions, such as the following:

**Bibliographic review:** This is a description of the nature of a edited book, makes a summary of the main points, as well as also shows both the aspects that constitute strengths as those treated in a fragile way. The review

must contain the title of the book, name (s) of author (s) or editor (s), place of publication, publishing house, year, number of pages and the International Standard Book Numbering (ISBN). The extension of a review is between two and three pages, letter size and single line spacing. In this same space, interviews with recognized researchers for their contributions to knowledge and impact around the world, in the specific area that publishes the journal may occur.

**Translations:** Because of the importance to the Social and Human Sciences area, translations of articles are accepted which are published in languages other than the Spanish, with prior authorization, duly certified, of the author or Publisher.

## PRESENTATION OF CONTRIBUTIONS

**Unpublished collaboration:** The article must be unpublished, may not be the result of a work that it reproduces whole or partial form in another publication. It should not be a submitted to simultaneous evaluation while it is in review and issues a concept by the editorial board of the journal.

**Presentation rules:** Articles must submit with the application of the rules contained in the Manual of publications of the American Psychological Association (APA), Sixth Edition in English and third in Spanish, 2010.

**Drafting:** The text should be drafted with clarity, coherence, grammatical appropriateness and objectivity. It is recommended to keep balance in the paragraphs, which are not extensive or too short.

**Language:** The official language for the journal is Spanish; however, we accept works written in English and Portuguese.

**Size:** The extension of the articles is between a minimum of twelve (12) and a maximum of fourteen (14) pages letter size and with a margin of 2.5 cm on all four



sides, with, single line spacing, font Times New Roman, size 11, justified pages and consecutively numbered. Pictures, tables and figures are included in the same space. Footnote citations are presented in Times New Roman size 10.

**Headlined:** They are considered the following headlines with its characteristics: title: centered, in capital letters, bold and font Times New Roman size 14. Subtitles: written from the left, in bold type, with uppercase and lowercase letters, font Times New Roman size 11. For other levels of header, it is suggested to follow the standard APA.

**Research information:** The author should indicate the title of the research project which is derived from the article and, as far as possible, the research group to which it belongs. If it is the case, the authors may include the endorsement or support of persons or public or private institutions for the study. The research information should appear as a footnote quote.

The author (s) guarantee (s) that the article submitted to the journal, is derived from a search or of a master's work, doctoral or postdoctoral thesis.

**Authors:** The names and surnames of the author (s) are located below the title, with initial cap. At the end of the full name of each author, inserts the superscript of a quote from the footnote, which indicates their academic formation and e-mail.

## ARTICLE STRUCTURE

**Structure of the contribution:** The Journal requests that the article provides for the following structure: title, abstract, keywords, introduction, method, results, discussion, conclusions and references. In the case of review articles, it is recommended to take into account the following elements: title, abstract, keywords, introduction, method, body of the text (with internal subtitling), conclusions and references.

- **The title.** You must meet the following requirements: clear - avoid the use of subtitles, ambiguous expressions and abbreviations-, and brevity - maximum 15 words.

- **Abstract.** For this, referred to a maximum length of 250 words in Spanish, and it must include the purpose,

method and the main conclusion which was reached with the study. Please be clear and precise, without including quotes, abbreviations, acronyms, symbols or formulas and references texts. The abstract is translated into English and Portuguese.

- **Keywords.** Up to six (6) words should be included in Spanish, that the same will be translated into English and Portuguese; these should describe the topics or most important thematic areas of research. For the choice of keywords, it is recommended to consult the UNESCO Thesaurus according to discipline within which the research is carried out, or any other areas thesaurus widely known and used. The key words are presented in alphabetical order.

- **Introduction.** It is a brief description of the research problem in relation to the objectives of the study and its scope. Also, the introduction outlines previous studies of other authors on the research problem, using, where possible, original and relevant sources. You must avoid the use of extensive quotes, and going further to paraphrase.

- **Methodology.** In this aside set out the methods and materials used in the research, such as research approach and method, techniques and instruments of collection of information, population, sample collection and the process that was followed to analyze information. Regarding review articles, the methods section shall constitute fundamentally the bibliographical search strategy and selection criteria of works, as well as the analysis of the reliability and validity of the information collected.

- **Results.** This aside refers to the most relevant results, and representing values of interest to the research work; they are categories that serve to classify subjects, situations, or qualities, along with numeric distributions and other study derivations. It is pertinent to mention that, on occasions, is needed to present them in tables, tables or figures.

- **Discussion.** It makes mention of the interpretation of the results in relation to the purpose of the study, and orients its emphasis toward new and important aspects, benefits, limitations and interpretations provided with results in comparison with other studies that have already been published, and essential derivations of research.



**-Conclusions.** The main findings of the research and its relation to the objectives of the study are sufficiently backed up are shown here, avoiding making statements and poorly informed conclusions or that they do not come directly from the study. The conclusions must be a new contribution to knowledge.

**-References.** It is a list of all the documents mentioned and referred to in the body of the article, written in alphabetical order according to the first letter of the author last name or word that head of the reference. Sources not mentioned in the text should not be included.

**-Figures and tables.** They will be included in the appropriate place in the article. Presenting figures - graphics, diagrams, drawings, images, photographs and others -, and tables are a numbered according to the order of appearance in the text, using Arabic numerals. These should be referenced from the article content, have a brief, clear and explanatory title, adjusted to the margins of left and right, except when occupy more than one line.

Figures and tables must be present in black and white or shades of grey middle and the conventions used legible and well defined. Moreover, the word figure and legend or title are located at the bottom of the corresponding. Regarding the table, the title is written at the top. For both cases, it is recommended to not include the legend within the graphic or image.

Tables and figures should be used to enlarge or illustrate the information and not to reproduce or duplicate the already raised in the text; on the contrary, they replace it or complement it.

In the case of the reproduction or adaptation of figures or tables which are protected with copyright, it is necessary to ask the author (s) a written permission. The same happens if you use photographs, figures, maps or illustrations protected by *copyright*, it is essential that authors obtain the respective written permission of copyright (see the procedure in the Manual of standards APA Sixth Edition, 2010).

The Journal supported the inclusion of a moderate number of figures and tables, maximum up to five (5), between the two forms of data visualization.

## PROCEDURES FOR SUBMISSION OF ARTICLES

The following describes the procedure which the authors must continue to submit articles to the Journal.

**Shipping method.** All contribution, without exception, shall be sent through the system Open Journal System (OJS), on the website <http://investigumire.iucesmag.edu.co>; otherwise, the article will not be taken into account for its evaluation by the journal. For shipping, it is necessary that author registers on OJS platform, which will allow you to upload and send files needed - which the author will receive a reception notification -, in addition to know the status of your article in the Journal publishing process.

**Documents.** Articles that are sent, must be accompanied by two formats: the first, declaration of article originality, and, the second, author's resume, duly completed and signed. These formats are available on the Journal website: <http://investigumire.iucesmag.edu.co/>

**Information.** To resolve concerns or difficulties, please contact:

*Diana Milena Betancourth Castillo*, Technical support: [dmbetancourth@iucesmag.edu.co](mailto:dmbetancourth@iucesmag.edu.co)

*Diego Martínez Hernández*, Support manager: [dmartinez@iucesmag.edu.co](mailto:dmartinez@iucesmag.edu.co)

University Institution CESMAG, Building Italia, Sala de Investigadores, Office 214, Phone 7216535, ext. 265. Pasto, Nariño (Colombia).

## EVALUATION CRITERIA OF THE ARTICLES

- Articles will be reviewed by the editorial Committee to determine if they meet the requirements of structure, procedures for sent and anti - plagiarism filter required by the Journal. Likewise, will be notified in writing if the article passes assessment by peers, if required make changes before sending to the referee or it is rejected. This process has a duration of one (1) month.
- The articles will be submitted to peer evaluation, national or international, in the specific topic, through double-blind arbitration. Once the peers



agree to carry out the evaluation, the Journal forwards them the article, the guide for authors and the evaluation, conflict of interest and resume forms. Peers are given a maximum of four weeks, after which they must submit the result of the evaluation. In case of discrepancy between the evaluators, a third party will be used, and, based on the concept of the latter, the editorial committee will make the respective decision.

The Editorial Committee will respect the right of confidentiality of the peers who review the articles.

- The evaluation criteria applied are: Coherency - all parts correspond to the purpose of the article; Clarity - all definitions, concepts, figures, tables or tables are comprehensible to the article purpose; Consistency - the one developed in the article corresponds with what is proposed to be done, there are no superfluous or undeveloped parts; Impact - evaluates the novelty of the study and its benefits; Style - evaluates wording, terminology, notations and syntax; and Pertinency to discipline. In addition, the peer verifies and issues a concept regarding the fulfillment of such criteria by the article, and suggests to the Editorial Committee, the possibility of its publication, with or without modifications of its content, or failure to publish.
- The author will receive the results of evaluations with comments to the interior of the format and, in some cases, of the article via email to their respective review and adjustments with attention to the schedule stipulated.
- The Editorial Committee takes into account the peers concepts for each article, and, according to this report, decides on the following: if the publication is accepted, is sent to the authors so that they comply with the recommendations; or is rejected for reasons exposed by peers. Similarly, the authors will be notified of the Editorial Committee's decision.
- Once the Journal receives the corrected article by the author (s), the Editorial Committee will send the manuscript to correction of style and translation.

- The author (s) will receive the article's final edition to authorize or point out precisely the changes that they do not accept, taking into account that the author is responsible for all the statements made in the manuscript, including those that have been subjected to changes by the style corrector or editor.

Articles that are accepted, authors will receive free of charge a copy of the Journal issue in which his work is published.

## QUOTATIONS AND REFERENCES

Manuscripts have to deal with the international reference system *American Psychological Association* (APA sixth edition in English and third edition in Spanish, 2010). Below, some general aspects are shown.

### *Reference citations*

**Citing Indirect Sources.** Cite the author and date, that is (last name and year of publication).

Works by a single autor

Examples:

Izquierdo (2000) identifica la metacognición...

En la investigación sobre metacognición (Izquierdo, 1994)...

En el 2000, Izquierdo identifica la metacognición (not common).

**A work by two to five authors.** When a work has two authors, cite both names every time the reference occurs in the text. If the work has three authors, cite all authors the first time the reference occurs in the text, in all subsequent citations use et al and the publishing year.

Examples:

Robinson y Marcase (1987) marcan la diferencia or (Robinson & Marcase, 1987) marcan la diferencia... (they are cited in all the text)



Anderson, Carr y Kemmis (1985) or (Anderson, Carr & Kemmis, 1985) (first time that is cited in the text); and, Anderson et al., (1985) advierten que con este enfoque... (when it was already cited in the text).

Martínez, Rosales, Márquez, Braley y Neff (1994) comentan or (Martínez, Rosales, Márquez, Braley & Neff, 1994) comentan (first time that is cited in the text); and, Martínez et al. (1994) plantean... (If subsequently authors are again cited in the text).

**Six or more authors.** Cite the first author's name followed by et al.

Examples:

Davidov et al. (2006) menciona que (last name of the first author from the first time that he or sea appear in the text).

(Davidov et al., 2006)

**Condition.** If two or more works of different authors are cited in the same reference, their last names and their corresponding years of publication are written in order of appearance, separated by a semicolon in the same parenthesis.

Examples:

En varias investigaciones (Díaz, 1984; Plau, 1986; Montaña, 1994) indican que...

En estudios realizados (Braxton, 1996; Clark, 1997; Feldman, 1999; Sancho, 1999; Terenzini, 2002; Quintanilla, 2005) muestran...

**Condition.** When there are two or more works in the same parentheses, they are placed according to the year of publication.

Example:

Las investigaciones demuestran el pensamiento capitalista (Luzena, 2000, 2005)

**Condition.** If there are two or more works cited by the same author and that have the same year, use lower case

letters (a, b, c) or the one who corresponds according to the order of appearance.

Examples:

(Plau & Roberts, 1990a) identifican...  
(Plau & Roberts, 1990b) la segunda obra citada.

**Corporate Authors.** The first citation can be written completely and abbreviates in all subsequent citations.

Examples:

Instituto de Seguros Sociales (ISS, 2000) o ISS (2000).

**Corporate authors without abbreviation.** The name of the corporate author without abbreviation is completely written.

Examples:

Universidad Latinoamericana (2001) o (Universidad Latinoamericana, 2001).

Universidad Santiago de Cali (1999) o (Universidad Santiago de Cali, 1999).

**Textual or direct citation.** It is about the reproduction and transcription of the material that is cited in a work or of another author or from his or her own work. Textual citations should be a copy of the cited material regarding words, orthography and punctuation.

**Short textual citation.** It does not have more than 40 words. It should be written between quotation marks and also the last name of the author, year and number of page where the citation was taken from.

Examples:

"La relación entre la teoría y la práctica es muy diferente a la propuesta positivista" (Elliott, 2000, p. 121).

It also can be like this: Elliott (2000) sostiene que: "La relación entre la teoría y la práctica es muy diferente a la propuesta positivista" (p. 121). In the case that the page is taken from more than one page of the original document, cited pages are written like this: (pp. 121-122).



**Extensive textual citation.** If the citation has more than 40 words, it is included a new paragraph with indentation of five spaces in the left margin and without quotation marks. In the case that citation is shown in paragraphs, the first line of each one has to have an indentation of five spaces.

Examples:

"La relación entre la teoría y la práctica es muy diferente a la propuesta positivista" (Elliott, 2000, p. 121).

It also can be like this: Elliott (2000) sostiene que: "La relación entre la teoría y la práctica es muy diferente a la propuesta positivista" (p. 121). En el caso de que la cita sea extractada de más de una página del documento original, se señalan las paginas citadas así: (pp. 121-122).

**Change of the original Font of the related text that requires an explanation.** In the case of long and short textual citations.

*Omission of words or phrases.* It is indicated with suspension points ... only, it is used four suspension points in the case that it is been written in English. It is recommended not using suspension points at the beginning or end of a citation, except that they are useful to avoid a confused writing.

*Inserting words or phrases.* Square brackets are used to circle additional material or explanations that do not become part of the original citation and who is using it wants to include.

*Adding emphasis.* If you want to give emphasis to a word or a phrase, use italics and subsequently, insert square brackets [added italics].

Examples:

Ciccarrelli (2008) menciona lo siguiente:

A diferencia de la ciencia política ... los estudios de gubernamentalidad se centran en las condiciones de posibilidad y la comprensión de las formas en que el gobierno tiene la intención de actuar sobre el comportamiento de uno mismo y otros (p. 5).

Se instala unas condiciones que moldean el comportamiento individual y colectivo de los docentes como estrategia discursiva que busca la competencia, la competitividad, la responsabilidad y el desarrollo de su "capacidad emprendedora [que] permitirá a las organizaciones aprovechar todas las energías del individuo, quien trabajará en los márgenes de sus capacidades con el único objetivo de ser el mejor" (Ibarra, 1998, p. 156).

Las nuevas maneras en cuanto a organización de la comunidad científica, giran en torno a

Consortios de investigación, *nuevas formas de cooperación universidad/industria* [cursivas añadidas], redes electrónicas de investigación y otras formas asociativas, que buscan, a través de la cooperación, responder al desafío generado por el alto ritmo de cambio científico y los crecientes costos de la investigación (Chaparro, 1998, p. 8).

**Textual citations in line that do not show a page number.** They should have the following procedure:

*Numbers of visible Paragraphs.* Use the paragraphs instead using the pages and use pair abbreviation.

*Headings.* Use headings of the cited electronic document in the case that pages or paragraphs are not visible. Cite the heading and the following number of paragraph to orientate the reader about the place where the material had been cited.

Examples:

Pérez y López (2000) explican que la programación se sustenta en dos aspectos básicos, relacionados con la tecnología y su fundamento científico, ellos dicen: "La tecnología consiste en las herramientas, técnicas, prácticas y estándares que permiten hacer un programa. El fundamento científico configura la parte teórica permitiendo entender la programación" (párr. 4).

En este sentido, Cohoon y Davidson (2000) establecen que "un programa es una secuencia de instrucciones que le dicen a la computadora qué debe hacer. Las instrucciones se escriben en un lenguaje que está específicamente para diseñar órdenes a una computadora" (Sección de discusión, párr. 14).



**Translations to Spanish.** It is important to mention that when a work is translated to Spanish, independently of the citation used, it should be indicated the year of edition of the original work and subsequently, the year of translation.

Example:

En el conocimiento de la materia, los profesores (Grossman, P., Wilson, S., & Shulman, L., 1989/2005).

**Recommendations.** It is important to note that for the presentation of an article in the Magazine, it is recommended to the extent possible the use of indirect citations and short textual citations. It is not suggestible, the reiterated use of extensive citations.

According to APA, (sixth version in English and third version in Spanish) it is recommended at the moment of using paraphrasing, to indicate the number of page or paragraph were the idea was taken from so the reader can find the corresponding sources.

Try to use primary sources and when secondary sources are taken from, they are used on condition that they are works that are not reprinted or hard to get to. In order to do that, it has to be indicated the name of the original work citing the secondary source. It is important to clarify that in the references it is included the secondary source.

Example:

Periódico El Derecho (como se citó en Coral)

**Periodic Publications:** they include magazines, newspapers and bulletins.

#### Articles in line

Last name, initial (s) of the first name. (Month, year of publication). Title of the article. Title of the magazine in italics, volume number in italics, pages numbers of the article. Digital object identifier (DOI). DOI is an identifier of articles in the web that is assigned under an alphanumeric code and it is recovered even though if this one is placed in a different server to the one that was placed at first. The DOI can be located on the first page of the electronic journal article or it can be hidden in the web page of the magazine on a button labeled as *Article*, *CrossRef*, *PubMed*, *BibTeX*, *EndNote*, *ACM Ref*, among others.

Example:

Robins, A., Rountree, J., & Rountree, N. (agosto, 2003). Learning and Teaching Programming: A Review and Discussion. *Journal Computer Science Education*, 13, doi=10.1.1.100.9130

**Condition.** In the case that the article do not have the digital object identifier (DOI) assigned, it should be included the URL using recovering from [http// www.xx...](http://www.xx...)

Example:

Ferres, V. (octubre, 2001). El desarrollo profesional del profesorado universitario: Circunstancias, problemas y propuestas. *Curriculum y formación del profesorado*, 5 (2). Recuperado de <http://redalyc.uaemex.mx/redalyc/src/inicio/HomRevRed.jsp?iCveEntRev=567>

**Abstract of a printed article.** Last name, initial(s) of the first name. (month, year of publication). Title of the article. [Abstract]. Title of the magazine in italics, volume number in italics, page numbers of the article.

Example:

Córdoba, D. (2012). Comunicación visual en la iconografía visual andina en protopastos. [Resumen]. *Revista Investigium Ire: Ciencias Sociales y Humanas*. 3, 66-84.

**Abstract of article in line.** Last name, initial(s) of the first name. (month, year of publication) Title of the article. Title of the magazine in italics, volume number in italics, page numbers of the article. Abstract taken from <http://xxx...>

Example:

Romero, C. (2010). Constitución de sujeto profesor a través de las prácticas de enseñanza. *Revista Universidad Católica del Norte*, 31. Resumen recuperado de <http://revistavirtual.ucn.edu.co/index.php/RevistaUCN/article/view/40/90>.

**Newspaper article, half printed.** Last name, initial(s) of the first name. (month, year of publication) Title of the article. Name of the newspaper in italics and the number of the page(s).

Example:

Mark, J. (12 de marzo de 1998). La dimensión Cognitiva. *El País*, p. B 4.



Havy, N. (18 de octubre de 2007). Un día de sentimientos. *El Espectador*, pp. B5-B7.

*Condition.* If discontinuous pages are used, indicate the numbers of the pages separated by a coma.

Example:

Valenzuela, S. (27 de octubre de 2013). El abandono del hallazgo arqueológico de Usme. Muisca en el olvido. *El Espectador*, pp. 20, 22.

**Articles of newspaper in line Artículos de periódico en línea.** Last name, initial(s) of the first name. (day, month, year of publication) Title of the article. Name of the newspaper in italics and. Taken from <http://www.xxx>

Example:

Mico, J. L. (27 de octubre de 2013). La formación presencial le gana en prestigio al e-learning. *La Vanguardia.com*. Recuperado de <http://www.lavanguardia.com/tecnologia/internet/20131027/54392465076/formacion-presencial-gana-prestigio-e-learning.html>

**Book:** This one includes books, encyclopedias and dictionaries.

**Complete book, printed version.** Last name, initial(s) of the first name. (year of publication). Title of the work in italics. Place of publication indicating city and country: Editorial. When the author is corporate, it is indicated the name of the government agency, association, scientific institute or others.

Example:

Kozulin, A. (2000). *Instrumentos psicológicos: La educación desde una perspectiva sociocultural*. Barcelona, España: Paidós.

*Condition.* In the case that the author and the editor are the same, it is necessary to indicate Author to identify the publishing house.

Example:

Manual de Publicaciones en American Psychological Association. (2010). *Publication Manual of the American*

*Psychological Association. Tercera edición traducida de la sexta en inglés.* Washington, DC: Author.

**Electronic versión of the printed book .** Last name, initial(s) of the first name. (year of publication). Title of the work in italics. [version or source program] DOI if you do not have URL.

Examples:

Organización para la Cooperación y el Desarrollo Económico & Banco Mundial. (2012). *Evaluaciones de Políticas Nacionales de Educación. La Educación superior en Colombia.* [versión Adobe Reder]. doi:10.1787/9789264180710-es

Banco Interamericano de Desarrollo. (2011). *La responsabilidad social de la empresa en América Latina.* [versión Adobe Reder]. Recuperado de [http://www.pwc.com/es\\_CL/cl/publicaciones/assets/la-responsabilidad-social-de-la-empresa-en-america-latina.pdf](http://www.pwc.com/es_CL/cl/publicaciones/assets/la-responsabilidad-social-de-la-empresa-en-america-latina.pdf)

**Book exclusively electronic.** Last name, initial(s) of the first name. (year of publication). Title of the work in italics. Taken from [http:// www](http://www).

Example:

García, J. (2013). *Estudio sobre la admisión de la demanda en el procedimiento laboral.* Recuperado de <http://www.bubok.es/libros/223376/Estudio-sobre-la-admision-de-la-demanda-en-el-procedimiento-laboral>

**Translation of a book to Spanish.** When a book is translated to Spanish, write: Last name, initial (s) of your first name, year between parentheses, title in italics, Trad. between parenthesis if it is one author. In the case that there are more authors use Trads. Initial of the first name and the last name of the author that made the translation, close parentheses, write colon, the editorial and between parenthesis it is written: Original work publicized in, place the year and close parenthesis.

Example:

Foucault, M. (2003). Vigilar y castigar. Nacimiento de la prisión. (Trad. A. Garzón). Buenos Aires: Siglo XIX Editores S.A. (Trabajo original publicado en 1975).





**Chapter of book, printed version.** Last name, initial(s) of the first name. (year of publication). Title of the work. Initial of the names of the editors, last name, between parentheses it is abbreviated Ed. if it is one editor, and Eds. if there are more than one or if they are compilers write Comp. Title of the book in italics, write the page numbers of the book where the chapter between parentheses (it is abbreviated p. for one page and pp for many pages, separated in numbers by a hyphen), place: Editorial.

Example:

Zincherenko, V. (1997). La psicología sociocultural y la teoría psicológica de la actividad: revisión y proyección hacia el futuro. En J. Wertsch, P. Del Río & A. Álvarez (Eds.), *La mente sociocultural: Aproximaciones teóricas y aplicadas* (pp. 49-62). Madrid, España: Fundación Infancia y Aprendizaje.

**Chapter of a book in electronic versión.** Last name, initial(s) of the first name. (year of publication). Title of the work. Initial of the name of the editor, last name, between parentheses it is abbreviated Ed. If it is an editor or Eds. if there are more than two editors, or if they are compilers write Comp. Title of the book in italics, page numbers of the book, DOI or if it does not exist use URL.

Ejemplo:

Jaramillo, J. (2005). Prácticas de enseñanza. En R. Campo, G. Gaitán, L. García, L.F. Granados, J. Jaramillo & J. Panqueva (Eds.) *Prácticas educativas y procesos de formación en la educación superior* (pp. 24-33). Recuperado de <http://www.ugc.edu.co/webmaster/intranet/documentos/EstadoDelArteUltimaVersion.pdf>

## Theses of a master and doctorate:

**Printed Theses.** Last name, initial(s) of the first name. Year between parentheses. Title in italics, doctoral Thesis or Master's Thesis between parentheses. Name of the Institution, place.

Example:

Onrubia, J. (1992). *Análisis de la interacción educativa en la enseñanza y el aprendizaje de un procesador de texto* (Tesis doctoral). Universidad Autónoma de Barcelona, Barcelona, España.

**Unpublished Theses.** When the doctoral dissertation is unpublished, it should be indicated in this way: Last Name, initial(s) of the first name, title in italics. Unpublished doctoral Thesis or unpublished master's Thesis written between parentheses. Name of the institution, place.

Example:

Romero, C. (2012). *Las prácticas pedagógicas en la constitución del sujeto-profesor: una arqueología y genealogía en la universidad colombiana, 1990-2005*. (Tesis doctoral inédita). RUDECOLOMBIA-Universidad de Caldas, Manizales, Colombia.

**Theses on internet.** Last name, initial(s) of the first name. Year between parenthesis. Title in italics. Doctoral Thesis or Master's Thesis between parentheses. Taken from [http:// www.xxx...](http://www.xxx...)

Example:

Angulo, F. (2002). *Aprender a enseñar ciencias: análisis de la aplicación de una propuesta basada en la autorregulación de los aprendizajes*. (Tesis doctoral). Recuperada de <http://www.tdx.cat/handle/10803/4693>

**Theses in Databases.** Doctoral and Master's theses that were read, are kept as databases such as: *ProQuest Digital Dissertations* y *Dissertation Abstracts*, de UMI. In the same way, they are found in webpages in which different participant institutions show catalogues of theses, such as: De igual manera, se encuentran en páginas de redes en las que distintas instituciones participantes presentan catálogos de tesis, tal como: *Networked Digital Library of Theses and Dissertations*.

They are referenced in the following way: Last name, initial(s) of the first name. Year between parentheses. Title in italics. Doctoral thesis or Master's thesis between parentheses. Taken from the name of the database. (Access number.)

Example:

Robinson, L. (2012). *Expanding the description of facilitators of adult learning: Workplace facilitator teaching styles, theories of action, and perspectives of teaching* (Tesis doctoral). De la base de datos de Disertation Express (Acceso UMI No. 3530870).