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ADAPTED TO APA STANDARDS 7TH EDITION

1. General

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 The Journal ENCUESTRO EDUCACIONAL will consider unpublished works related to the educational area, which are the product of research or innovation experiences for publication (**maximum three authors**).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a) Unpublished original articles, with a maximum of twenty-five (25) pages and a minimum of fifteen (15) (including text, tables, charts, graphs, figures and references).

b) Technical reports, with a maximum of fifteen (15) pages.

c) Presentation of experiences and update articles, with a maximum of twenty-five (25) pages.

d) Essays, with a maximum of fifteen (15) 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 1-inch (2.54 cm) margins on all sides of the page, on letter size paper, on one side only, double-spaced, except for the abstract and references.

1.5. The works will be sent to the journal's email address:

reehddesluz@gmail.com, in Word for Windows file, extension **.docx**.

2. Presentation

2.1. Heading: Title in Spanish, concise and self-explanatory, with a maximum of 15 words, in bold, with title capitalization; that is, all main words begin with capital letters. It should not begin with a grammatical article and avoid using abbreviations. 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 emails and the respective ORCID codes. 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, methodology, results and conclusions. At the end of the summary and the abstract, in a new paragraph indented ½ inch (1.27 cm), write *Keywords*: (in italics), then write 3 to 5 words in lowercase (proper nouns in capital letters) and separated by a comma (,) (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 The body of work (unpublished articles, presentation of experiences and update articles) will consist of the following parts: introduction, theoretical foundation, methodology, results and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 and references. In the case of technical reports and essays, the structure of the body of the work will be: introduction, development, conclusions and 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 body text of the work will be indented ½ inch (1.27 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**, numerical values, information in text format, or a combination of these, arranged in orderly columns and rows, are aligned to the left, preferably occupying the entire width of the page; they are placed within the text after their first citation, in a format that allows for editing according to the subsequent layout of the journal. They are identified with Arabic numerals (without using symbols such as numbers), in consecutive order, with their respective note at the bottom aligned to the left. The content of the tables will be single (1) spaced, in size 10 or 11, and the same font. **Use a period (.) for decimal numbers.** Limit the use of borders in tables. Do not use vertical borders. Horizontal borders are used at the top and bottom, below headings and above totals.

2.6. **Figures**, any expression of graphics, images, photographs, drawings, diagrams, or maps, are aligned to the left, preferably occupying the entire width of the page, placed within the text after their first citation, in a format that allows for editing. They are identified with Arabic numerals in consecutive order, with their respective *Note* at the bottom aligned to the left

2.7. Tables and figures (cited in the text) are titled at the top, aligned to the left. The table or figure number is in bold, and below it is the title in italics (brief but explanatory), for example:

Table 1

Mobile devices and their applications

At the end, a *Note* is placed to add any relevant information, references, author credits or sources.

2.8. 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. References

3.1. Quotations can be of two types, **direct (textual) and paraphrased**. Direct quotations can be of two types: (a) **Narrative or based on the author**, they are enclosed in quotation marks without italics; if they are up to 40 words long, they are inserted within the text, for example: Pirela and Arrieta (2020) point out that “Pedagogy is important” (p. 25). (b) **Parenthetical/parenthetical quotations or based on the text**, they are enclosed in quotation marks without italics; if they are up to 40 words long, they are inserted within the text, for example: “Pedagogy is important” (Pirela & Arrieta, 2020, p. 25). Direct quotations with more than 40 words are written separately from the main text, in block, with a ½ inch (1.27 cm) indentation, without quotation marks or italics, double-spaced, and using the same font. The source will be identified as in the previous case. **Paraphrased quotes** express the author's ideas in their own words, without quotation marks, but crediting the source.

3.2. If the quotation corresponds to three or more authors, only the surname of the first author is written, followed by the Latin phrase *et al.*; for example: (Pirela et al., 2020).

3.3. References should appear at the end of the work in alphabetical order by last name, double-spaced, using hanging indents (½ inch or 1.27 cm); each should include four basic elements: Author(s), date of publication, title of the work, and source; use an ampersand (&) before the final author's name. **If the work (regardless of type) is in another language, the Spanish translation should be written in brackets**. References should be prepared as follows:

- **Book:** Author (s) (surname, initials of first name., separated by commas between authors). Year (in parentheses). *Title in italics* (Edition). Publisher. Web address (if available online); for example:

Hernández, R., Fernández, C., & Baptista, P. (2014). *Research methodology* (6th ed.). McGraw Hill Education.

De Houwer, J., & Hughes, S. (2020). *The psychology of learning: An introduction from a functional-cognitive perspective* [La psicología del aprendizaje: Una introducción desde una perspectiva funcional-cognitiva]. MIT Press.

- **Book chapter with editor or coordinator:** Author(s) (last name, initials of first name.). Year (in parentheses). Chapter title. In Initial of first name. Last name Editor or Coordinator (Ed. or Coord.). *Title of the book in italics* (xx ed., Vol. xx, pp. xx-xx). Publisher. Web address (if available online); for example:

Plata de Plata, D., & Arrieta, X. (2014). Environmental education and sociocultural episodes: A cultural learning for the community. In A. Inciarte (Coord.). *Research in Human Sciences. Postdoctoral studies* (Vol. 5, pp. 248-260). Astro Data, S.A.

- **Journal article:** Author(s) (last name, initials of first name). Year (in parentheses). Article title. *Journal name in italics, volume*(journal issue), page numbers (start and end). Web address (if available online); for example:

Uzcátegui, C., & Arrieta, X. (2023). Learning and knowledge technologies for critical meaningful learning of optical analysis methods. *Encuentro Educacional*, 30(1), 140-160.

<https://produccioncientificaluz.org/index.php/encuentro/article/view/40371>

- **Institution or Organization:** Name of institution or organization. Year (in parentheses). *Title in italics*. Document type and number (if available) and name of editor or publisher. Web address (if available online); for example:

UNESCO. (2024). *World Meeting on Education 2024. Concept Note*. UNESCO.

https://www.unesco.org/sdg4education2030/sites/default/files/medias/fichiers/2024/10/ES_Annex_GEM%202024_Concept%20Note%20%26%20Provisional%20Programme.pdf

- **Laws or other Legal Documents:** Name of the institution or organization that publishes as the author. Year (in parentheses). *Title in italics*. Official bulletin where it was published, publication date, number. Web address (if available online); for example:

National Assembly of the Bolivarian Republic of Venezuela. (2009). *Organic Law on Education*. Official Gazette of the Bolivarian Republic of Venezuela, August 15, 2009, No. 5.929 Extraordinary.

<https://www.asambleanacional.gob.ve/storage/documentos/leyes/ley-organica-20220131130620.pdf>

- **Unpublished thesis or dissertation:** Author(s) (last name, initials of first name.). Year (in parentheses). *Title of the thesis or dissertation in italics* [Promotion work, Undergraduate work, Specialist or Master's thesis, Doctoral dissertation]. Institution name; for example:

Delgado, M. (2014). *Model for the construction of scientific concepts in physics, based on conceptual fields theory* [Unpublished doctoral dissertation]. Universidad del Zulia.

- **Published thesis or dissertation:** Author(s) (last name, initials of first name.). Year (in parentheses). *Title of the thesis or dissertation in italics* [Promotion work, Undergraduate work, Specialist or Master's thesis, Doctoral dissertation, Institution name]. Web address; for example:

Rodríguez, M. (2017). *Analysis of television pedagogy in university education in Venezuela* [Doctoral dissertation, Universidad Central de Venezuela].

<http://hdl.handle.net/10872/19299>

- **Conference, Symposium, Lecture or other event:** Author(s) (last name, initials of first name.). Full event date (in parentheses). *Title of the paper in italics* [Type of participation]. Event name. Institution name, City, Country, Web address; for example:

Marqués, N. (October 18-20, 2023). *Artificial intelligence and education* [Presentation]. VII International Congress of Educators, University of Zaragoza, Zaragoza, Spain.

<https://zaguan.unizar.es/record/127848/files/LibroActas%20CINAIC23.pdf>

- **Website:** Author(s) (last name, initials of first name.). Full date (in parentheses). *Title of the article in italics*. Web address; for example:

Peñas, J. (February 2, 2024). *Thermal expansion of a ring*.

<https://www.educaplus.org/game/expansion-termica-de-un-anillo>

- **Blog post:** Author(s) (last name, initials of first name.). Full date (in parentheses). Post title. *Blog name in italics*. Web address; for example:

Alonso, O. (May 4, 2017). *The measurement units staircase*. *La Eduteca*.

<https://laeduteca.blogspot.com/2017/05/club-de-ideas-la-escalera-de-las.html>

3.4. Articles from indexed journals, articles in peer-reviewed proceedings, and web documents, such as blogs, must be at least 50% updated; that is, they do not exceed five (5) to seven (7) years of publication, except in cases such as historical or evolutionary studies; avoid excessive use of self-citations; citations of citations should be avoided; every reference must be cited in the text and every reference that appears in the text must be in the references.

4. Final instructions

4.1. The article must be accompanied by a communication requesting the evaluation and also the originality and contribution format of authors where the authorization of publication, the originality, not being subject to arbitration in another journal, curriculum summary, among other aspects, signed by all the authors.

4.2. The work received by the editorial team will be sent to the referees for evaluation (double-blind peer review). If comments are received, these will be sent to the authors for correction.

4.3. Once the work is accepted, the authors will be informed of the approximate publication date. The editorial team may make any necessary corrections to the writing and style.

4.4. Each author may only publish once a year. Submissions will be received throughout the 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