

## **Journal *Encuentros***

### **Guide for Authors**

#### **Publication Frequency**

Each issue, two volumes in one year, comes in a printed (ISSN: 16925858) and electronic format (e-ISSN: 2216135X) (<http://ojs.uac.edu.co/index.php/encuentros/index>). The abstracts are in Portuguese, English, and Spanish. Each article is identified with a DOI number.

#### **Open Access Policy**

The journal Encuentros from Universidad Autonoma del Caribe, Colombia, is an open access journal. Hence, authors may reuse published works; deposit them in institutional repositories or in personal web pages. This journal is under creative commons, Colombia. This is the link: <http://ojs.uac.edu.co/index.php/encuentros/index>

#### **General Aspects**

Submission of Articles:

Articles for Submission should be directed to the Editorial Committee ENCUENTROS. Universidad Autonoma del Caribe - Faculty of Social Sciences and Humanities. UNIVERSIDAD AUTONOMA DEL CRIBE; CALLE 90 # 46-112 BLOQUE 4 H, Barranquilla, Colombia. E-mail: [rencuentros@uac.edu.co](mailto:rencuentros@uac.edu.co)

Articles should be submitted electronically to [rencuentros@uac.edu.co](mailto:rencuentros@uac.edu.co). They should be double spaced, preferably in Microsoft Word. Formatting should be kept to the minimum. Articles should be between 5,000-8,000 words; commentary pieces between 2,000-4,000. Please, include a brief, two- or three-line author description, and an abstract in English and Spanish accompanied by 3-5 key words. Moreover, please attach to every submission a letter confirming that all authors have agreed to the submission, and that the article is not currently being considered for publication by any other print or electronic journal. Please, provide the following materials with the aforementioned: Complete name, nationality, educational level, current employment, recent publications, summary resume, employment affiliation, telephone, and e-mail address.

## Publication Type

The Editorial Committee will accept articles whose topics are related to scientific research and technology, reflections, reviews, short articles, case reports, review of issues, translations, discussion papers not derived from research, literature reviews, and others (according to the National Bibliographic Index PUBLINDEX).

1. **Article of Scientific and Technological Research:** A document that presents, in detail, the original results of research projects. The structure generally used contains four main elements: introduction, methodology, results, and conclusions.
2. **Reflection articles:** A document that presents research results from an analytical, interpretive, or critical analysis on a specific topic, using original sources.
3. **Review article:** Documents that result from research, analysis, and that integrate research findings published or unpublished, on a field in science or technology, in order to account for the progress and development of trends. They are characterized by a careful review of the literature of at least 50 references.

## Peer Review Process

Encuentros operates a strictly anonymous peer review process in which the reviewer's name is, on the one hand, withheld from the author, and, on the other, the author's name, withheld from the reviewer. Reviewers may, at their own discretion, opt to reveal their name to the author in their review, but our standard policy practice is for both identities to remain concealed. Each manuscript is reviewed by at least two referees. All submissions are reviewed as rapidly as possible, and an editorial decision is generally reached within 6 - 8 weeks of submission. Authors are welcome to make suggestions for relevant reviewers, confirming that there are no conflicts of interest (e.g., it would not be appropriate to nominate close colleagues, relatives, or persons with whom they have worked as supervisor/ supervisee).

Before publication, Encuentros requires the author, as the rights holder, to sign a Journal Contributor's Publishing Agreement. The Encuentros Journal Contributor's Publishing Agreement is an exclusive license agreement, which means that the author retains copyrights of the work, but it grants Encuentros the sole and exclusive right and license to publish for the duration of the full legal term of copyright.

## Instructions for submitting articles

Any item proposed to be published in Encuentros should be structured as follows:

Articles must be between 5,000 and 8,000 words in length, including footnotes and references. It must include a word count of the main article (the count including all notes and references), and it must be put in the same document as the abstract (see below). Articles of more than 8,000 words will not be accepted for the reviewing process, and will be returned to the author.

Two additional separate documents must be sent:

- a) An abstract of up to 150 words, accompanied by up to five keywords, and a word count of the main article (the count including all notes and references)
- b) Your full contact details (postal address, institutional affiliation, e-mail address) and a brief (no more than 100 word) biography.

## **Style Guide**

Text should be thoroughly proof-read before submission. Text should be in Arial or Times New Roman, 12 point, justified throughout, and double-spaced.

For all publications, one of two manual styles is to be followed. Either the style of the American Psychological Association (APA), or the MLA Style (Modern Language Association).

## **References**

The American Psychological Association (APA) citation style requires parentheses within the text, rather than footnotes or endnote page. The citation in the text provides information, usually the author's name and date of publication, which takes the reader to the entry of the bibliographic reference. Complete information about each source cited in the text is provided in a list called "references," located at the end of the report of the investigation.

Quotations of less than 40 words are incorporated into the text enclosed in quotation marks and the appropriate source (author name, year and page).

Quotations over 40 words are written out of the text, with indented blocks of five spaces to the right, or a tab. At the end of quotation, in parentheses, there should be the author's surname, year of publication, and number of pages. It is also possible to announce the quotation in the text, and then to end with the page number or year. At the author's discretion, it is possible to write the following elements: author surname, year and page number.

When the author's name is part of the narrative of the article, only the year of publication of the document cited in parentheses is included. Example: Jiménez Gómez, (1998).

If both, the author and publication dates are part of the narrative of the document, none should be enclosed in parentheses. Example: In 1998, Jiménez felt that expeditious route...

If there are two authors, both should be cited if they are referenced in the article. Example: Jiménez Gómez & Hernández (1998) or (Jiménez G. & Hernández, 1998)

When a document has more than two, but less than six authors, they all should be quoted the first time in the article. If the document needs to be re-quoted, only the first author's surname should be provided. It should be followed by the word or phrase *et al.* united through the symbol & in italics and a period at the end of *et al.* plus the year of publication. For example, Jimenez, Hernandez & Gutierrez (2009) determined that expeditious way to achieve ... (first time used). Jiménez & others (2009) determined that expeditious way to achieve ... or Jiménez *et al.* (2009) determined that expeditious way to achieve ... (Next citations).

When in doubt, the current APA manual should be consulted.

Here are some examples:

### **Books**

Author, A. (Year). Title. City, Country: Name of the publisher.

### **Journals**

Author, A. (Year). Title. Journal title, volume, # - # pages

### **Two authors**

Cone, J., & Foster, S. (1993). Thesis and Dissertations From Start to Finish:

Psychology and Related Fields. Washington, DC: American Psychological Association.

### **Posted by a government agency**

Australian Bureau of Statistics. (1991). Residents Estimated Population by Age and Sex in Statistical Local Areas, New South Wales, (No. 3209.1) Canberra, Australian Capital Territory: Author.

### **Several editors and new edition**

Robbinson, J., & Oquendo, R. (Eds.). (1996). *Interventions With Minority Youth* (6th Ed.) San Diego, California: Jossey-Bass.

### **Chapters in books**

Bailey, J. (1989). Mexico in the U.S. media. In J. Coatsworth and C. Rico (Eds.), *Images of Mexico in the United States* (pp. 37-78). Mexico: Fondo de Cultura Economica.

### **Articles in academic journals (journals)**

Last name, first name initials. (Year of publication). Item Title in letters easily and without stress. Title, volume number (all scursiva), # - # of pages.

### **Journal article, a single author**

Bekerian, D.A. (1993). In Search of the Typical Eyewitness. *American Psychologist*, 48, 574-576.

### **Popular journal article, a single author**

Posner, M.I. (1993, October 29). Seeing the Mind. *Science*, 262, 673-674.

In journals where the volume is not indicated, but the number of copies, putting it in brackets

Perez, M. (1997). The case of the Cuban boat people from the viewpoint of the newspaper El Norte of Monterrey. *Journal of Humanities*, (2), 191-212.

### **Newspaper**

Last Name, First Name Initial. (Year of publication). Item Title in letters easily and without stress. Periodical Title pp. # - #.

### **Monthly newspaper article, letter to the editor**

Markovitz, M.C. (1993, May). Impatient vs. Outpatient [Letter to Editor]. *APA Monitor*, p.3.

### **Unpublished master's thesis**

Rocafort, C., Sterenberg, C., & Vargas, M. (1990). The importance of effective communication in the process of merging master bancaria. Thesis unpublished Sacred Heart University, Santurce, Puerto Rico.

### **Film Tape**

Scorsese, M. (Producer), & Lonergan, K. (Writer / Director). (2000). You Can Count On Me [film tape]. USA: Paramount Pictures.

### **TV Series**

Millar, R. (Producer). (1989). The Mind [TV Series]. New York, NY, USA:WNET.

### **Music Recording**

Composer, A. (Date of Copyright). Title of song [Recorded by the artist, if not also the composer]. In Title of album [Medium of recording: compact disc, cassette, etc.]. Location: Marca. (Recording date if different from those in the literary property)

### **Periodic online publication**

Last name, first name initials. (Year of publication). Title of the article in simple letter. Title of the publication in italics, volume number. Retrieved month day, year, <http://www.direcciónelectrónica.com>

### **Online Document**

Last name, first name initials. (Year of publication). Document title in italics,. Retrieved month day, year, <http://www.direcciónelectrónica.com>

### **Articles accessed through Internet from paper publications**

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of Elements in the Reference Selection of Resources by Psychology undergraduate. Journal of Bibliographic Research, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

### **Journal articles published online only**

Fredrickson, B. (2000, March 7). Cultivating Positive Emotions to Optimize Health and Wellbeing. *Prevention & Treatment*, 3, Article 0,001th. Retrieved on November 20, 2000, from [http:// journals. apa.org/prevention/volume3/ pre0030001a.html](http://journals.apa.org/prevention/volume3/pre0030001a.html)

**Document online only, no author or date identified**

Unsigned. (N.F.). Retrieved on August 8, 2000, from [http://www. cc.gatech.edu/gvu/usersurveys/ survey1997-10/](http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/)

**Document available on the website of a university**

Chou, L., McClintock, R., Moretti, F., Nix, D. (1993). Technology and Education: New Wine in New Bottles: Choosing Pasts and Imagining Educational Futures. Retrieved on August 24, 2000, the website of Columbia University, Institute for Learning Technologies: [http:// www.ilt.columbia.edu/publications/ papers/newwine1.html](http://www.ilt.columbia.edu/publications/papers/newwine1.html)

**Article retrieved from a database**

Borman, W., Hanson, M., Oppler, S., Pulak, E., & White, L. (1993). Supervisory Role of Early Experience in Supervisor Performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Finally, the links that are used inside the text as articles, books, paragraphs, etc. must coincide with the references. Also, at clicking on them, they must send directly to the Internet article referenced in the text with the purpose to be able to do a follow-up of the original documents.