General Information

Experience, Coverage and Content

Revista de Educación is an arbitrated scientific journal published by the Spanish Ministry of Education, Culture and Sport, whose papers, both received and commissioned, are all subject to external assessment. Published every four months, Revista de Educación was founded in 1940 with the title Revista Nacional de Educación, and it has borne its current title since 1952. It publishes primarily original basic and applied research, as well as accounts of experiences in systematised innovation, essays, reports and reviews of recent publications of educational interest. Its objective is to disseminate specialised knowledge for the improvement of education management, practice and research. Its target audience is the scientific community specialising in education, administrators and teachers. The journal has five sections: a) Monographs; b) Research Projects and Studies; c) Reports and Essays; d) Experiences in Education (Innovation); e) Reviews. Original papers in Spanish and English are accepted.

General Rules for the Submission of Original Manuscripts

I. Submission Channel

Articles, each accompanied by an introductory letter and transfer of intellectual property rights, are to be submitted only over the Science and Technology Foundation's RECYT Journal Management Platform (http://recyt.fecyt.es/index.php/index/login).

There is a tutorial for new users (authors and reviewers) on the Revista de Educación web page, which will help users register with the platform correctly.

All articles are to be sent in Microsoft Word format for PC.

Authors may send their introductory letter and transfer of intellectual property rights in PDF format.

II. Presentation

To enable our editors to manage articles more efficiently, authors are to observe the following rules on original manuscript data, content, structure and style:

A. Letter of Authorship, Introduction, Declaration of Conflicts of Interest and Transfer of Intellectual Property Rights

The author or authors are to send this letter in a file named 'cesion_submitter's first surname_submitter's second surname' (Example: cesion_ortega_jimenez). The letter form is provided in Appendix I.

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1 Important notice for authors: To ensure that your article will be indexed correctly in international databases, we recommend you take a pen name. If your surnames are uncommon, use your one-word (non-compound) first name and one of your surnames; if your surnames are common, use your one-word first name and both surnames, joined in hyphenated form (Example: María Clein-Acosta).
B. Article


1. **File Name for Use with the Platform.** Articles are to be uploaded to the platform in a file named ‘articulo_submitter’s first surname_submitter’s second surname’ (Example: articulo_ortega_jimenez). Make sure this version of the article does not contain the name of the author or authors or any references to their credentials.

2. **Format.** The article must follow the format rules given in Appendix III.

3. **Title.** The title should be as illustrative and concise as possible, written first in Spanish and then in English. It is to be made up of eight to nine significant key words, drawn from the Education Resources Information Center’s [ERIC Thesaurus](http://www.ERICThesaurus.org) if possible.

4. **Abstract.** An abstract is to be provided in Spanish (300 words), followed by the English translation. The abstract is to be structured according to the IMRYD format: *Introduction*, stating the research’s objective or purpose; *Methodology*, outlining the basic procedures used (design, sample or case selection, methods and techniques of experimentation/observation and analysis); *Results*, reporting the main findings (give specific data and their statistical significance when appropriate); and *Discussion or Conclusions*.

5. **Key Words.** After the abstract, include five to ten key words or descriptors, in Spanish and in English. Use key words or terms that are internationally accepted in the field of education to express concepts and contents.

6. **Length.** Research projects or studies should not exceed 8,000 words. Accounts of educational experiences, essays and reports should not exceed 4,000 words. The lengths stipulated here include title, key words, abstract (Spanish and English), the body of the article, notes, bibliographic references and illustrations.

7. **Structure.** For papers reporting research projects and studies, it is recommended to include at least the following points: description of the problem or subject matter at issue, prior work and theoretical foundations, design and methodology, results, discussion of results, conclusions, limitations of the study and any further developments.

8. **Names, Symbols and Nomenclature.** Authors are to use each discipline’s standard names, symbols and nomenclature.

9. **Diagrams, Sketches, Charts, Tables, Equations, Etc.** Figures are to be numbered consecutively by type (table 1, table 2; chart 1, chart 2) and inserted in the appropriate place within the body of the article’s text. Do not insert charts, diagrams and tables in image format; instead, use a format that will facilitate any changes that need to be made during the layout process.

10. **Footnotes.** Footnotes are to be numbered consecutively and placed at the foot of the page. They are to be restricted to the necessary minimum. Bibliographic references will not be accepted as footnotes.

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2 An appropriate title and a well-written abstract are important, because potential readers base their decision to read the entire paper largely on what they find in the title and abstract (especially in web searches).
11. **Bibliographic References.** A list entitled ‘Bibliographic References’ is to be included at the end of the paper. The author or authors of the article will be responsible for the accuracy of bibliographic citations. References are to be listed in alphabetical order and are to follow APA criteria (Appendix II). All bibliographic citations included in the article’s text must refer to works included in the bibliographic references.

**III. Editorial Process**

1. **Reception of Papers.** All submissions are subjected to editorial review to ensure that articles meet the topicality guidelines, that they are of interest according to the journal’s editorial criteria and that they meet the requirements of formal presentation set in the publication rules. Reception does not imply acceptance of an article.

2. **Peer Review System.** Two or more external experts will be assigned in a double-blind arrangement to review the article confidentially and anonymously. To do so, the reviewers will use the assessment protocol included with these rules (Appendix IV). In order for a manuscript to be accepted definitively, the authors must include any and all changes and suggestions the reviewers propose and return the new version within 30 days. Authors will be able to check the assessment reports summary via the journal platform.

3. **Reviewer Selection Criteria.** Reviewers are selected by the journal’s editors, who take account of candidates’ academic and scientific merits and professional experience. Members of the Domestic and International Advisory Board may occasionally act as reviewers.

4. **Editorial Decision.** The criteria used to accept or reject papers are: a) presentation: composition, organisation (logical train of thought and presentation on the page); b) originality; c) relevance for solving specific problems; d) relevance to current events and new developments; e) significance: for progress in scientific knowledge; f) soundness and scientific validity: tested methodological quality. When the assessment process has ended, the primary author will be notified if the paper is accepted or rejected.

**IV. Copyright**

1. **Permission To Reprint Published Material.** Papers may be reprinted in full or partial form, in which case the paper’s first printing will be credited and written authorisation must be secured from *Revista de Educación* before the reprinted material is published.

2. **References to Papers Published in Revista de Educación.** The following information is to be included always: *Revista de Educación*, issue number, page numbers and year of publication.

**V. Ethical Responsibilities**

1. *Revista de Educación* is under obligation to detect and report the following types of scientific fraud: a) data fabrication, data forgery, data omission and plagiarism; b) duplicated publication; c) false authorship and conflicts of interest.

2. *Revista de Educación* does not accept material that has already been published. The authors are responsible for securing permission to reproduce portions of material (text, tables or figures) from other publications and correctly crediting their source. Permission must be secured from both the author of the reproduced material and the original publisher.

3. The list of the paper’s authors must include only those people who made an intellectual contribution to the work.
4. *Revista de Educación* expects authors to declare any commercial associations that might suppose a conflict of interests in connection with a submitted article.

5. In the section on methods, authors must state that informed consent was secured before the procedures used in sampling and controls were implemented.

Appendix I. LETTER OF AUTHORSHIP, INTRODUCTION, DECLARATION OF CONFLICTS OF INTEREST AND TRANSFER OF INTELLECTUAL PROPERTY RIGHTS

Appendix II. SHORT EXAMPLE OF APA RULES (6th edition)

Appendix III. ARTICLE FORMAT

Appendix IV. ASSESSMENT PROTOCOL FOR REVIEWERS’ USE

TUTORIAL TO REGISTER WITH RECYT JOURNAL MANAGEMENT PLATFORM

*Compliance with these rules is mandatory.*