I. Experience, Coverage and Content

Revista de Educación, edited by the Spanish Ministry of Education, is an arbitrated scientific publication whose papers, both received and commissioned to, are all subject to external assessment. Four monthly published, it was founded in 1940 with the title Revista Nacional de Educación. The current Revista de Educación, in continuation with that one, is published with this title since 1952. It publishes basic and applied research, as well as systematized innovation experiences, essays and reports and reviews of recent publications of educational interest. Its main objective is the dissemination of knowledge in this area for the improvement of research and educational policy and practice. Its target is the scientific community in education, administrators and teachers. The main sections of the Journal are the following: a) Monographic; b) Research Projects and Studies; c) Reports and Essays; d) Educational Experiences (innovation); e) Reviews. Original papers in Spanish and English are accepted.

II. Submissions of Manuscripts and Style of Presentation

Manuscripts will be sent exclusively via the platform RECYT to the Fundación de Ciencia y Tecnología (http://re cyt.fecyt.es/index.php/revistaeducacion/index).


Typography: The articles will be presented in the font "Times New Roman", size 12, simple line spacing and in Microsoft Word format for PC.

1. Presentation

In terms of article's data, content, structure and style the authors will observe the following standards in order to achieve greater editorial efficiency and management of the articles:

A. Authorship data and, when appropriate, research funding data. In the attachment entitled “author first surname_author second surname” (e.g. ortega_jimenez) the following details must be included:

- Details of the author or authors: author or authors forename and first surname, highest university degree/s and full institutional affiliation, i.e. name of the Faculty and the Department and/or subordinate institution to which the authors belong to, as well as full name, telephone number, full postal address and email address of the author responsible for correspondence.
- If it is the case, authors have to declare any grant or financial support received for the carrying out of the research intended to be published, as well as those research projects or funding contracts from which it results from. Authors are requested to acknowledge the grants or financial support received in a footer included at the beginning of the paper.

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1 Important notice to authors: It is advisable to adopt a writing name for the correct indexing of papers according to internacional bases. It should consists of the first and last name for not very common names and surnames, or the name and two surnames connected by a hyphen for not very common names (Ex. María Klein-Acosta). For further information see www.accesowok.fecyt.es (link «¿Sabes qué tienes que hacer para identificar tus publicaciones científicas?» (Do you know what you have to do to identify your scientific papers?).
B. Article: With the manuscript will be sent a second document entitled: Article_author first surname_second surname. (e.g. Articulo_ortega_jimenez)

Any reference to the author(s) will be omitted from the paper. The paper should be headed by:

- **The title.** It should be concise but illustrative. Written first in Spanish and then in English, composed of 8-9 relevant key words and, if it is possible, taken from the ERIC Thesaurus (Education Resources Information Centre), which is available in the following email address: www.eric.es.gov/thesaurus.

- **An abstract in Spanish,** which must contain 300 words, followed by the its translation into English. Both, Spanish and English abstracts will be published in the printed and electronic versions of the journal. The summary should be structured in the following way (IMRYD format): **Introduction,** which should include the main objective of the research; **methodology,** which should include basic procedures (design, selection of samples or cases, methods and observation/ experimental and analysis techniques); **results:** Main finds (essential data and their statistical relevance should be provided, as appropriate); and **main conclusions and discussion**.

- **5-10 key words** or short sentences (lexemes or descriptors) should be provided immediately after the summary, which will also be written both in Spanish and English. Key words or internationally accepted words in the educational field to express concepts and contents (see ERIC Thesaurus) will be used.

- **Length:** Research projects or studies should not exceed 8,000 words. Educational experiences, essays and reports should not exceed 4,000 words. In all cases, notes, references, bibliography and graphic elements will be included in the aforementioned length. The full version of the paper will be published in the electronic edition of *Revista de Educación.*

- **Structure:** In the case of research projects and studies it is recommended that the paper should include, at least, the following aspects: Description of the problem or subject matter under analysis, prior work and theoretical bases, organization and methodology, results, limitations, conclusions and further developments, if appropriate.

- **Names, symbols and nomenclature:** Authors should use those normalized for every discipline.

- **Direct citations:** They should be distinguished from the rest by means of inverted commas, and followed by the author's last name and first name initials, year of publication and pages from where the text has been extracted; all of which should appear in brackets.

- **Diagrams, pictures, figures, tables, photographs,** etc. should be those necessary to complete or clarify the text. They should be numbered consecutively depending on the type (table, graphic…); they will be inserted in a suitable place within the body of the text of the article and must be submitted in black and white. Graphics, diagrams and tables should not be images, so that further changes, if needed, may be possible.

- **Notes** should be numbered consecutively and the information corresponding to them should be printed at the bottom of each page, restricted until maximum. Simple bibliography references have to be avoided; in that case they will be inserted in the text mentioning the author and the year of publication in brackets. Then, the complete reference will be included in the bibliography.

- At the end of the paper, a list called ‘Bibliographical References’ will be included. The veracity of bibliographical citations will be the author or authors’ responsibility. They will be presented alphabetically and they should adjust to APA criteria (a summary of these criteria is provided in Annex I). References in the article should have their correspondence in the ‘Bibliographical References’.

C. Presentation and transmission of author’s rights letter: The author or authors will send a file called: cession author first surname_author second surname. (e.g. ortega_jimenez). The form is the Annex II where they should include the following data:

- Full title of the paper.
- Author(s)’ name(s).
- Full postal address of the author responsible for correspondence.
- Request for the review of the paper.
- Justification of the selection by the *Revista de Educación.*
- Statement of Authorship: In the case of work developed by more than one author, all authors must certify that the signatories have directly contributed to the work's intellectual content; they are

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2 The importance of writing an appropriate title and summary lies in the fact that its reading will depend, to a great extent, on the possibility that potential readers decide to read the full paper (especially as regards electronic searches).

3 Further information in [www.revistaeducacion.educacion.es](http://www.revistaeducacion.educacion.es) or in [www.apastyle.org](http://www.apastyle.org).
responsible for it; they approve it; and agree that their name appears as co-author. Signatures must be scanned. Additionally, authors must send by regular mail (not fax) the document agreeing to the transfer of intellectual rights to the Revista de Educación to the following address:

Revista de Educación (Instituto de Evaluación)
C/ San Fernando del Jarama, 14
28002 Madrid

- Declaration that the article is unpublished and it is not being assessed by any other publication.
- Section of the journal where the paper should be published, according to its nature: a) Research projects or Studies; b) Essays or Reports; or c) Educational experiences (innovation).
- Transmission of author’s rights (copyright) to Revista de Educación.
- Declaration of possible conflicting interest: The Journal expects authors to declare any financial relationship that might suppose a conflict of interests connected to the results of the article submitted.

2. Sending of papers

The three files (details of authorship, the article and letter of introduction and the transfer of intellectual rights) shall be submitted in Word (the letter and transfer for intellectual rights may be sent in PDF) via the platform «Gestión de Revistas RECYT» of the «Fundación de Ciencia y Tecnología (FECYT)»:

Before sending their articles, the authors will verify that the presented documentation is complete in accordance with the established rules regarding:

- Authorship details.
- Article.
- Letter of introduction and transfer of intellectual rights (refer to previous section).

III. Editorial Process

- Reception of papers. Receipt of papers will be acknowledged. Then, the Secretarial Department of Revista de Educación will carry out a first editorial assessment consisting of: Checking a) their adequacy to the corresponding thematic field and the interest of the paper according to the editorial criteria of the Journal; and b) fulfilling of style presentation requirements stated in publication guidelines. The reception of the paper implies its acceptance.
- Review System peer review. Once the fulfilling of formal requirements and the adequacy to the corresponding thematic field of the Journal have been checked, the paper is confidentially and anonymously reviewed by two experts (external or belonging to the Editorial Advisory Board); this is be done according to the double blind method. These experts will provide a report on the convenience or not for the publication of the paper, which will be taken into consideration by the Secretarial Department of the Journal. The assessment protocol used by experts is made public as an annex to these Guidelines (Annex III) in the Journal website. In case the two reviewers provide different assessment, the paper will be sent to a third expert. Then, those papers which are considered as worth publishing, conditional on the inclusion of modifications, will be corrected and returned to the Journal in one month, both if major or minor corrections are requested. If it is the case, the new version will be sent again to external correctors, and this procedure will be followed until its definite acceptance by the Journal. Authors will be sent the assessment report issued by experts in an anonymous way, so that they can make in any case the corresponding corrections.
- Selection criteria of experts. The editors of the Journal are responsible for the selection of experts, and they take into account their academic and scientific merits, and their professional experience, including both national and international specialists. As an exceptional case, members of the Journal’s Advisory Council will occasionally act as experts. The Journal has experts to verify the methodological procedures used in papers.
- Editorial policy criteria. The factors which influence the decision on the acceptance-rejection of papers by the editors of the Journal are the following: a) Originality: Totally original, valuable information, repetition of known results; b) Topicality and innovation; c) Relevance: Applicability of results for the solution of specific problems; Significance: For the advance of scientific knowledge; e) Scientific reliability and validity:
Contrasted methodological quality; f) Presentation: Good writing, organization (logical coherence and material presentation).

- **Publication process.** Once the assessment process has come to an end, the paper’s main author will receive a formal notification stating the acceptance or rejection of its publication. Likewise, s/he will be informed about the carrying out of the first proofs/ galley proofs so as to facilitate its revision within the deadline established by the Journal.

- **Permission to reprint the published material.** The content of papers may be total or partially reprinted. For this purpose, the origin of the paper will be specified and the Editor in Chief will be provided a written permission by the author before the paper is published.

- **Ethical principles as regards research and publication.** It is the Revista de Educación obligation to detect and report the following dishonest practices concerning the several assumptions on scientific fraud: a) Fabrication, forging or omission of data and plagiarism; b) duplicated publication; c) authorship and conflicting interest (see section 4 of these guidelines).

- When citing the papers published in this Journal, the following information should be included: Revista de Educación, number of the journal, paper/s and year of publication.

**IV. Ethical Responsibilities**

- The journal does not accept previously published material. Authors are responsible for obtaining the appropriate permission for partial reproductions of material (text, tables or figures) from other publications. This permission must be sought from both author and publisher of the material.

- Only those persons who have contributed intellectually to the development of the study can appear on the list of authors.

- The journal expects authors to declare any personal or financial relationship that might suppose a conflict of interests connected to the article submitted.

- Authors should indicate in the section devoted to methods that the procedures used in the sampling and controls have been carried out after the obtaining of an informed permission.


Thanks in advance are extended to authors for complying with these guidelines, which will speed the review and publishing process.
Norms and Criteria for Submitting Reviews

1. With regard to the work reviewed:
   - Preferably scientific publications or outstanding innovations in the field of education.
   - Relevance of the work’s subject.
   - Specialization and prestige of the author or authors and of the publishing house.
   - Topicality (year in which it was published).
   - Due to the scientific nature of the journal, all the reviews related to works spreading information, textbooks and didactic materials are excluded, together with those connected with any work that defends or supports principles which go against democratic values.

2. With regard to the review:
   - Quality of the text and specialization of the reviewer in the subject.
   - It cannot exceed 700 words.
   - It must be headed by the details of the reviewed work (strictly following the norms of the journal).
   - The reviewer’s name must be written at the end of the text.

The review must be sent to the following electronic address revistaeducacion@educacion.es. The author must also send on a different piece of paper the following personal details: Postal address, telephone number and e-mail address.

Please, in case you have been sent the work to be reviewed, you should send it back to the Revista de Educación, since it belongs to the list of titles of the Ministry of Education.