Guidelines for Contributors

Our Purpose

The PROFILE Journal is mainly interested in sharing the results of classroom research projects undertaken by primary and secondary school teachers as well as adult teachers while taking part in the Professional Development Programmes carried out by the Foreign Languages Department at the Universidad Nacional de Colombia. It also includes articles written by teacher educators and guest teachers willing to disseminate innovations and research findings.

Submitting an Article

To be considered for publication, you should send three print copies of your manuscript and a magnetic copy. Articles should be sent or brought directly to the journal editor at the Universidad Nacional in Bogotá.

The manuscript should be saved as a Word document, double-spaced, Times Roman 12, and with margins of at least three centimetres. Do not write your name or biodata in the article. Manuscripts should contain an abstract of no more than 120 words and key words. The abstract and the key words should be both in Spanish and English. Likewise, the complete bibliographic information for each citation must be included in the list of references, following the American Psychological Association (APA) style, 5th Edition (see some samples of references afterwards).

The length of your article will depend on the topic. Nonetheless, papers cannot exceed 25 pages or 8000 words, including the abstract, key words, footnotes, references, and appendices.

One of the requirements for the publication of articles about teaching or research experiences in which subjects have participated is to have a consent form signed by them in order to authorize the use of the information in the publication. If your article contains information provided by participants, please obtain consent forms and send them to the editor together with your manuscript.

Please send the article and the consent forms—if applicable—together with a letter to the editor specifying: title of the article, the author(s) name(s), institution, address, a short biographical statement (biodata) of no more than 50 words per author, and the date or period of time when the document was written. Additionally, you should include a statement indicating that your article has not been submitted to another publication and that it has not been published elsewhere.

Manuscripts and letters to the editor should be sent to:

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References

The following samples were retrieved on January 18, 2008 from http://www.lesley.edu/library/guides/citation/apa.html


Publication

If your article is accepted, after having been read by members of the Editorial Committee and the Advisory Board, you should be ready to revise it if necessary.

If major changes are required, either the article will be returned to you for amending or the edited version will be sent to you for approval. Authors should expect approximately four months until notification of decision from the editor.

Upon publication, authors will receive one complimentary copy of the issue in which their articles appear.

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Next Issue

Deadline for contributions for the next edition: October 30, 2008