CONTENT GUIDE

This document aims to support the writing process of authors submitting articles to the online journal Matices. It takes into account the Publication Manual of the American Psychological Association (2010) and the indexing parameters for an online scientific-academic journal in international databases.

The author will find a guide to choose keywords and write the abstract as well as the form and style to reference tables, figures, and bibliography, with examples.

For Matices, it is important that the author understands the format requirements for his/her article. We invite you to consult this document as well as the original source: the Publication Manual of the American Psychological Association, 6th Edition.

GENERAL CONSIDERATIONS

- The margins of the document are 3.0 cm for each side.
- Font type for all documents is Times New Roman.
- The font size for the document is 12 with some exceptions included in the corresponding sections.
- The indent for the first line of each paragraph is 1.0 cm.
- The item must be justified with some exceptions to be mentioned in the appropriate sections.
- The sections of the article are not numbered.
- The pages of the article are not numbered.
- According to APA 6th edition norms, the title “Introduction” is not written.
- Bullet points must be a black dot (•) with 1.0 cm indent.
- Sub-bullet points must be a hollow dot (○) with 2.0 cm indent.

TITLES AND SUBTITLES

- The title of the article in its original language is size 16, black and centered.
- The titles of the article in Spanish and English are size 14, black and centered.

Heading levels

- Level 1: Level 1 heading is centered, boldfaced in 14 pt. It is an uppercase and lowercase heading. The paragraph begins below and it is indented. There should be a space between the heading, the preceding and following paragraphs.

- Level 2: Level 2 heading is flushed left, boldfaced in 12 pt. The paragraph begins below and it is indented. There should be a space between the heading, the preceding and following paragraphs.

1 Updated 13/09/2017
• Level 3: Level 3 heading is indented 1.0 cm (0.39 in). It is boldfaced in 12 pt. It is a lowercase heading ending with a period. The paragraph begins after the heading.

• Level 4: Level 4 heading is indented 1.0 cm. (0.39 in.) It is boldfaced and italicized. It is a lowercase heading ending with a period. The paragraph begins after the heading.

• Level 5: Level 5 heading is indented 1.0 cm (0.39 in.) and italicized. It is a lowercase heading ending with a period. The paragraph begins after the heading.

AUTHOR PRESENTATION

This presentation is located after the title of the article in its original language, justified, in font Times New Roman, size 10. The following data must be included:

• Name of the author
• E-mail
• Undergraduate and postgraduate studies
• Position
• University City, Country.

Example:

Laura Gómez lgomez@unal.edu.co
P.h.D Applied Linguistics
Professor, Department of Foreign Languages. Member of the ILE research group of investigation. Universidad Nacional. Bogotá, Colombia.

For articles with more than one author, the author data should be in order of contribution.

If the research has been sponsored or financed by an entity, this information must be indicated in the original language with a footnote to the title of the article.

KEYWORDS

These must clearly reflect the topic of the article. Keywords must comply with the following guidelines:

• There must be at least four keywords.
• They must be located below the article abstract.
• They must be used in the text of the abstract.
• Keywords must be in the language in which the article was written as well as Spanish and English.

Keywords must be chosen well; they are the basis for entry into international data bases to facilitate search and classification of the article.
ABSTRACT

This is a brief presentation of the content of the article and serves to awaken the interest of the reader. It succinctly presents the most relevant objectives, participants, methodology, results and conclusions.

- The length of the abstract should not be more than 250 words.
- Repetition of the content of the abstract must be avoided in the introduction of the article.
- Keywords are important in the search for the article in databases such as Scielo, Scopus, Latindex, Web of Sciences, etc. Therefore, the keywords must appear in the body of the abstract to facilitate the search.
- The abstract must not contain tables, figures or references.

FIGURES AND TABLES

Theses aid in better understanding the information and present extensive and complicated data in a concentrated and concrete manner.

Relation of the tables and figures with the text

References to the figure, graph, table, etc. in the article should be the same as the title. For example, if the illustration has the title: Table 1, the author must use “table 1” in the text.

All the tables and figures must be mentioned in the text and the reader must be told what to look for when referred to a figure or table.

- Reference in the text to the table or figure: Always mention the table and corresponding number; avoid expressions like “in the previous table or table of page 3”. In addition, focus on the central point. Do not explain all the variables of the tables, only what is necessary.

  Example: as can be seen in Table 3, the number of children affected is 60%, which signifies an increase in the issue from the prior year.

Figures

Types of figures. This category includes:

- Graphs
- Diagrams
- Drawings
- Photographs


1. The figure must not exceed the margins of the page.
2. The figure note must be below the figure:

  - Figure and the figure number (1,2,3…) is in italics.
• Title in Times New Roman, 10
• After the period, the description of the figure or important information in Times New Roman, size 10. Indicate source if necessary.
• If the figure is not the author’s, the original author or the publication must be indicated in the note. Example: Retrieved from “A Dimensional Model of Personality Disorder,” by J.L. Tackett, A. L. Silberschmidt, 2008, Journal of Abnormal Psychology, 177, p. 457. Copyright 2008 by the American Psychological Association.

![Figure 1](image)

*Figure 1.* Title. Description or important information. Font type: Times New Roman, size 10. Indicate source.

### Tables


• The number of the table is placed above the table and the name; “Table” and the number of the table are indicated. Example: “Table 1”.

• The name of the table corresponds to the title of the table, it must be short, simple and descriptive. It is written in italics and is placed below the number of the table.

• The table must be organized in three horizontal lines, upper, lower and one that separates the first row of the data. Each column must have a title at the top that describes the data.

• The table note is located below the lower line. Here a brief description of the table or explanation of abbreviations or important information is given.

• If the table is not the author’s, the original author or the publication must be indicated in the note. Example: *Note.* IC = intervalo de confidencia. Adapted from “A Dimensional Model of Personality Disorder,” by J.L. Tackett, A. L. Silberschmidt, 2008, Journal of Abnormal Psychology, 177, p. 457. Copyright 2008 by the American Psychological Association.
The word “Note” must be in italics, followed by a period.

BIBLIOGRAPHICAL REFERENCES AND CITATIONS

- Credit must be given to authors to avoid plagiarism and self-plagiarism; appropriate citation must be made following APA sixth edition norms.

- Citations are made when the ideas, theories or research of other authors contribute to the work and are incorporated in it. Works of the author are also cited.

Direct or Indirect Citations

The direct citation is exact information taken from the source document; it is textual information exactly as written or said by the corresponding author.

- Brief citations are less than 40 words based on the text; quotation marks are used and the citation must not be italicized. The author(s) last name, year and page follow the citation (Author, Year, p.).
  Example: “El concepto literacidad (literacy en inglés) incluye un amplio abanico de conocimientos, prácticas sociales, valores y actitudes relacionados con el uso social de los textos escritos en cada comunidad” (Cassany y Castellà, 2010, p. 354).

- Citations less than 40 words based on the author are inserted within the text with quotation marks and must not be italicized. The author’s last name and date are placed before the quotation, and the page number after.
  Example: Cassany and Castellà (2010) states that “El concepto literacidad (literacy en inglés)
incluye un amplio abanico de conocimientos, prácticas sociales, valores y actitudes relacionados con el uso social de los textos escritos en cada comunidad” (p.354).

- Extensive citations are more than 40 words and must be placed in a block independent of the text; left margins of 2.54 cm are applied; no quotation marks are used and the citation must not be italicized.

In citations based on the text, the author’s last name, year and page number are placed after the citation (Author, Year, p.). Example:

> Hay una interpretación del texto que es la canónica y sólo los lectores expertos pueden llegar a ella. Los factores sociales e históricos están en función de la interpretación de la intención original del autor en su época; las interpretaciones alternativas deben demostrarse; de lo contrario, se consideran erróneas. Lo crítico aquí se confunde con los niveles superiores de comprensión: conseguir la interpretación canónica e identificar el propósito original del autor (Cassany and Castellà, 2010, pp. 361-362).

In citations based on the author, the author’s last name and year are placed within the text and the page number after the cited text. Example:

As stated by Cassany and Castellà (2010):

> Hay una interpretación del texto que es la canónica y sólo los lectores expertos pueden llegar a ella. Los factores sociales e históricos están en función de la interpretación de la intención original del autor en su época; las interpretaciones alternativas deben demostrarse; de lo contrario, se consideran erróneas. Lo crítico aquí se confunde con los niveles superiores de comprensión: conseguir la interpretación canónica e identificar el propósito original del autor (pp. 361-362).

**Indirect Citations or Paraphrasing**

The indirect citation is the synthesis of information; the information is not presented exactly as it was written or said but rephrased.

- This indirect citation is paraphrasing or summarizing the information.
- This paraphrasing can begin with: According to Garcia (2010), followed by the summarized or paraphrased information.
- Another way to write a paraphrased citation is to write the paraphrased information followed by the author’s last name and the year in parenthesis. (García, 2010).

**Reference List**
This is an alphabetical\textsuperscript{2} list of authors and sources consulted for the article that have been cited in the work. It includes print and electronic sources\textsuperscript{3}. This list must have double line spacing with 1.27 indentation.

Reference function, APA style of Microsoft Word should be used to organize the citations in the body of the document and in the list of References.

This list follows the body of the article and precedes the annexes, with the following citation formats according to the source:

- Complete printed book. \textit{All links must be active.}

  Author, A.A. (year). Title of the book or work. Place: Publisher\textsuperscript{4}


- Various authors. \textit{All links must be active.}

  Author, A.A., & Author, B.B. (year). Title of the book or work. Place: Publisher


  If the consulted book is in electronic version or it is presented only in this version, the Web address must be given (generally these books are in pdf version, reason why the exact address must be indicated to find the book).

- Articles published in Web sites journals: \textit{All links must be active.}


- Articles with DOI

  Author, (year). Title of article. \textit{Title of Journal, Vol (No.)}, page numbers. doi: number


\textsuperscript{2} The Reference List must be in Latin alphabet. No other types of alphabet such as Cyrillic etc. are accepted.

\textsuperscript{3} Dates of consultation of links must not be included.

\textsuperscript{4} For publications outside the United States, the city and country must be indicated, followed by the publisher. Ex London, United Kingdom: Routledge.
Information in Internet without author or date of publication: The title of the section s.f. (in Spanish) n.d. (in English), title of the page and link are indicated. All links must be active.

Title. (s.f.). In Title of the page. Retrieved from http: web address


References

