**Template 1: Submission Letter**

City Haga clic aquí para escribir texto. Date Haga clic aquí para escribir una fecha.

**Editorial Committee**

Revista Matices en Lenguas Extranjeras

Department of Foreign Languages

Universidad Nacional de Colombia

I submit my article Haga clic aquí para escribir texto., with the following files:

* 1 Article with the data of the author
* 1 Article without the data of the author
* 1 Personal and article information form
* 1 Letter of Declaration to the journal Matices signed by the author
* Tables, graphs, figures, and other items in their original format

I certify that all documents sent comply with the guidelines of the journal:<http://revistas.unal.edu.co/index.php/male/about/submissions#authorGuidelines>

Check-List

|  |  |
| --- | --- |
| I. Type of article | |
| Article of scientific and technological research: *A document that presents, in detail, the original results of completed research projects. The structure generally used contains four major sections: introduction, methodology, results and conclusions.* |  |
| Article of reflection: *A document that presents the results of completed research from an analytical, interpretative or critical perspective of the author, on a specific issue, using original sources.* |  |
| Article of review: *Document resulting from completed research which analyzes, systematizes and integrates the results of published or unpublished research in a field in science or technology, to account for the advances and the development tendencies. It presents a detailed bibliographical review of at least 50 references.* |  |
| Case study: *Document that presents the results of a study of a specific case to consider the technical and methodological experiences. It includes a commented systematic review of the literature on analogous cases.* |  |

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| II. Editorial Policy | | |
|  | Yes | No |
| The article complies with the editorial policy of the Journal |  |  |
| The topic of the article is original, innovative and relevant in the field of foreign languages. |  |  |

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| --- | --- | --- |
| III. Presentation | | |
|  | Yes | No |
| The article is written in Times New Roman 12 font. |  |  |
| Font sizes: title of the article in its original language 16, title of the article in Spanish and English and section titles 14, subtitles 12 footnotes 10. |  |  |
| The text is justified, with line spacing of 1.0. |  |  |
| The margins of the format of the article are 3.0 cm for each side. |  |  |
| The maximum length of the article is 10,000 words, minimum 5,000, including abstract, keywords, references and annexes. |  |  |
| The title is in the language in which the article was written as well as Spanish and English. |  |  |
| The bibliographical references and citations within the article follow the style format of the American Psychological Association (APA), seventh edition. |  |  |
| Indentation is used for citations more than 40 words. |  |  |
| The web page links are active. |  |  |
| The graphs, figures, tables and other elements are included within the body of the article. |  |  |
| The article has been saved on one of the most up-to-date released versions of Microsoft Word, that is to say, from version 11 (year 2003) to the latest. |  |  |
| The file is in two copies in format .doc:   * without the data of the author * with the data of the author |  |  |

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| IV.    Personal and Article Information | | |
| The personal information is included in the presentation form independent of the article, with: | Yes | No |
| * Full name of the Author |  |  |
| * Profession |  |  |
| * Mailing Address﻿ |  |  |
| * Nationality |  |  |
| * Country and date of birth |  |  |
| * Institutional affiliation |  |  |
| * Studies: undergraduate and graduate degrees |  |  |
| * Start and end date of the last completed academic program |  |  |
| * University, city and country where the last completed academic program was done |  |  |
| * ORCID |  |  |
| * Brief personal summary (maximum 100 words) |  |  |
| * Description of my contribution to development of the article |  |  |
| The article information is included in the presentation form independent of the article, with: |  | |
| * Title of article. |  |  |
| * Date or period in which the article was written |  |  |
| * Date of submission |  |  |
| * Abstract in the language in which the article was written as well as Spanish and English. |  |  |
| * Keywords in the language in which the article was written as well as Spanish and English. |  |  |
| * Academic discipline |  |  |
| * Coverage |  |  |
| * Type of article |  |  |
| * Related project or research |  |  |
| * Complete metadata in the OJS platform |  |  |

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| --- | --- | --- |
| V. Ethics | | |
| In the Letter of Statement to the journal Matices, the author indicates that: | Yes | No |
| * The article has not been submitted to another publication or has not been previously published |  |  |
| * The author cedes rights to the journal if accepted. |  |  |

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| --- | --- | --- |
| VI. Abstract and keywords | | |
| * Abstract | Yes | No |
| Succinctly presents the most relevant objectives, participants, methodology, results and conclusions. |  |  |
| Awakens the interest of the reader. |  |  |
| Repetition of the content of the abstract is avoided in the introduction of the article. |  |  |
| The keywords are used in the abstract. |  |  |
| The abstract contains tables, figures or references. |  |  |
| The abstract is in the language in which the article was written as well as Spanish and English. |  |  |
| The length of the Abstract is 250 words maximum. |  |  |
| * Keywords |  | |
| The article has between four and ten keywords. |  |  |
| Keywords are in the language in which the article was written as well as Spanish and English. |  |  |

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| --- | --- | --- |
| V     VII.  Article | | |
|  | Yes | No |
| Title.  *Does the title clearly reflect the topic of the article?* |  |  |
| Abstract  *Does the Abstract include methodology, results and conclusions?* |  |  |
| Keywords  *Do these clearly reflect the topic of the article?*  *Are these selected from international data bases?* |  |  |
| Relevance of the topic  *Does the article comply with the editorial policy of the Journal?*  *Is the topic of the article original, innovative and relevant in the field of foreign languages?* |  |  |
| Approach to the topic  *Is the research topic treated in a clear and identifiable manner?*  *Is the research topic introduced in the first paragraphs so that the reader can readily identify the topic and focus?*  *Is the research topic treated with pertinent theoretical vocabulary?* |  |  |
| Introduction  *Does the Introduction clearly state the topic of the article and why it is important?*  *Does it mention previous studies or facts from which the problem is derived?*  *Does it refer to the hypothesis or question of the study and how the debate is organized?* |  |  |
| Objectives  *Are the objectives written precisely and clearly?*  *Do they indicate the aims of the investigation?*  *Do they respond to the problem raised in the investigation?* |  |  |
| Organization  *Does the author pose a clear argument?*  *Is that argument the central axis?*  *Is the article structured so as to facilitate its reading and comprehension?*  *Are the parts of the article logically structured?*  *Are the ideas clear and consistent?* |  |  |
| Methodology  *Does the author explicitly describe the analytical method and techniques used?*  *Do the hypotheses and/or methodological guides explicitly and clearly state what has been specifically studied?*  *Were the method and the techniques used objectively and correctly?* |  |  |
| Results - Discussion:  *Do the results respond to the purpose or question of the investigation?*  *Are they coherent with the development of the article?*  *Does the discussion compare this study to others?* |  |  |
| Conclusion  *Do the conclusions synthesize the most relevant elements?*  *Are the conclusions consistent with the development of the document?*  *Are future investigations or reflections on the subject suggested?* |  |  |
| Bibliography  *Does the article include a recent, broad, and renowned bibliography related to the subject of research?*  *Are references in the document properly handled?* |  |  |
| Writing  *Is the article written in the language register of the related discipline?*  *Is form (punctuation, spelling, syntax, grammar) correct?*  *Does the article use an academic, coherent and cohesive discourse?* |  |  |

Sincerely,

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# Template 2: Declaration

City Haga clic aquí para escribir texto. Date Haga clic aquí para escribir una fecha.

**Editorial Committee**

Matices en Lenguas Extranjeras Journal

Department of Foreign Languages

Universidad Nacional de Colombia

I, Haga clic aquí para escribir texto., author of the article Haga clic aquí para escribir texto.   
declare that I have not submitted it to another journal or publication media and that this article has not been published in any other media. If this article is approved to start the content evaluation stage, I undertake not to withdraw the article submission either at this stage or in the subsequent stages, under penalty of sanction of two years, period in which I will not be able to submit articles to the journal Matices en Lenguas Extranjeras.

Sincerely,

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**Template 3: Personal and document information**

|  |  |  |
| --- | --- | --- |
| PERSONAL INFORMATION  *Multiply this form for each author* | | |
| Names/Last Names |  | |
| Nationality |  | |
| Country and date of birth |  | |
| Profession |  | |
| Mailing Address﻿ | Address |  |
| Email |  |
| Institutional Affiliation | Country |  |
| City |  |
| Institution |  |
| Area(s) of knowledge |  |
| Position |  |
| Studies | Undergraduate degree |  |
| Postgraduate degree |  |
| Start and end date of the last completed academic program |  |
| University |  |
| City and country |  |
| H - Index | Google Scholar |  |
| Publish or Perish |  |
| ORCID Code  (Open Researcher and Contribution ID) |  | |
| CvLAC (Only for researchers working in Colombia) |  | |
| How did you hear about the journal? |  | |
| Brief personal background  (Maximum 100 words) |  | |
| Description of my contribution to development of the article |  | |
| Would you like to leave a message for the editor? |  | |

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| --- | --- | --- | --- |
| DOCUMENT INFORMATION | | | |
| Title of the document | Title of the document in the language in which the article was written |  | |
| Title in Spanish |  | |
| Title in English |  | |
| Dates | Date in which the article was written |  | |
| Date of submission |  | |
| Abstract | Abstract in the language in which the article was written |  | |
| Abstract in Spanish |  | |
| Abstract in English |  | |
| Keywords | Keywords in the language in which the article was written |  | |
| Keywords in Spanish |  | |
| Keywords in English |  | |
| Academic discipline | Discipline |  | |
| Sub-disciplines |  | |
| Coverage | C. Geospatial |  | |
| C. Historical |  | |
| Type of article | Articles of scientific and technological research | |  |
| Articles of reflection | |  |
| Articles of review | |  |
| Case studies | |  |
| Characteristics of research  *(e.g., age; gender; ethnic group; etc.)* |  | | |
| Type, method or approach  *(e.g., historical consultations; quasi-experimental; literary analysis; survey/interview)* |  | | |
| Related project or research  *(e.g., doctoral thesis; graduation research project; private project) Add project’s name and its financial or academic contributors* |  | | |