PRELIMINARY EVALUATION

**EDITORIAL COMMITEE**

**CONCEPT**

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| 1. General Information
 |
| Title |  |
| Date of receipt |  | Date of evaluation |  |
| Article Nº |  | Language |  |
| Name of the author |  |

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| II. 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*Document resulting from completed research which analyzes, systematizes and integrates the results of published or unpublished research in a field in science or technology, to account for the advances and the development tendencies.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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| III. 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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| IV. 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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| V.    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
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| * Mailing Address﻿
 |  |  |
| * Nationality
 |  |  |
| * Country and date of birth
 |  |  |
| * Institutional filiation
 |  |  |
| * Studies: undergraduate and posgraduate degrees
 |  |  |
| * Start and end date of the last completed academic program
 |  |  |
| * University, city and country where the last completed academic program was done
 |  |  |
| * 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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| VI. Ethics |
| In the Letter of Statement to the journal Matices, the author indicates that: | Yes | No |
| * The article has been submitted to another publication or has been previously published
 |  |  |
| * The author cedes rights to the journal if accepted.
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| VII. 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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| 1. Final concept
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| Approved for publication |  | Not approved for publication |  |

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| 1. Comments
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| * Haga clic aquí para escribir texto.
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