Guidelines for authors

Focus and scope of the Journal

Revista Panamericana de Pedagogía. Saberes y quehaceres del pedagogo, is a scientific, biannual, indexed and double-blind peer reviewed journal. It is edited since 2000 by the Pedagogy School of Universidad Panamericana, campus Mexico City. It publishes specialized and unpublished contributions, both national and international, that may contribute to the advance in the knowledge of the field of education and pedagogy through the study of paradigms, scopes, theories, models and educational expressions. The topics centered in the following issues are particularly relevant:

1) Educational theory and thought, concerning the critical study of human formation, from the perspective of the different schools of thought that may philosophically, historically, psychologically and sociologically base this critical study.

2) Educational actos, processes and institutions referring to the analysis of problems related to diverse educational systems and subsystems., as well as other social spaces interrelated to education.

The journal has a biannual periodicity (January and July). Since it's 31st. number, the journal is only published in the digital format.

Types of contributions

- The **Section <<Knowledges>>** receives papers that may be reflections and dissertations on the educational thought.

- **Section <<To do´s>>** receives papers on research from perspectives and designs that may involve field work with qualitative, quantitative or mixed scopes. Section **<<Notes>>** receives reflections on the teaching work and classroom life.

- **Section <<Critical Book Reviews>>** accepts texts that describe books from the pedagogical and education field, that may be no more than 3 years old since their publication.

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Code of Ethics

It is considered to be among the good practices of research and the professional ethics of research that the authors of Revista Panamericana de Pedagogía. Saberes y quehaceres del pedagogo, must have into consideration these aspects:

1. The text must be unpublished. Texts previously sent to the journal or that are currently under review in other journals will not be accepted.

2. The text must explicitly include the research sources from which any information is extracted. The list of sources must include their complete data. DOI number and URL of sources must be given when available.

3. Every paper will be submitted to an anti plagiarism software check.

4. The author or authors of the paper must be acquainted and must agree with the copyright policy. This is, in case of the publication of the paper this supposes the yielding of the copyright to the Universidad Panamericana, which reserves the right to distribute the published version of the paper, or its review, on the Internet, according to the current laws.

5. The editorial staff of the journal commits itself to manage the received papers for its possible publication in a just, impartial and confidential way.

6. The submitted papers that meet the mentioned requirements in the "Instructions for authors section" will be submitted to a double-blind peer reviewed process, in which anonymity among authors and reviewers will be kept. Critical reviews will not be submitted to a double-blind peer reviewed process, but will be considered by the editorial staff.

7. The final publishing decision will be communicated to the authors and is not appealable. **The final publishing decision may be: publishable, publishable with minor corrections, publishable with major corrections, and not publishable**. In the case of needed corrections, these must be given back in a two weeks time.

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Submissions requirements

1. The authors must check in at the Revista Panamericana de Pedagogía. Saberes y quehaceres del pedagogo OJS web site: https://revistas.up.edu.mx/RPP and upload their submissions in the reserved space.

2. Articles written in Spanish or English are welcome to be submitted.

3. In order to properly be sent to double-blind review, the submitted contributions must accomplish the following requirements:

3.1. The submitted text for any of the Journal sections: "Knowledges", "To do´s", "Notes", and "Critical book reviews", must adjust to the focus and range of the Journal, already established in the web site.

3.2. The submitted text must adjust to the ethical code mentioned in these guidelines and in the Journal website.

3.3. The length of the submitted texts for the sections "Knowledges", "To do´s", and "Notes", must be between five thousand and eight thousand (5000-8000) words. The critical book reviews must have a maximum length of three thousand (3000) words.

3.4. The paper or critical book review must be submitted as a Word archive (.doc, .docx), with a Times New Roman typography, 12 points size, with 1.5 line spacing, and subtitles in bold letters. Every paragraph beginning must have a first line indentation of half an inch (1, 27cm) on the left margin. The author must make sure to remove from the text all the mentions that may identify him/her/them. This is in order to guarantee the anomacy of the author(s).

3.5. Along with the text, the author(s) must upload the following documents;:

a) Author data sheet (Word format, .doc, .docx)

b) Original and inedit authorship declaration, and review application, which must be properly filled-in and signed by all the authors. (PDF format, .pdf)

3.6. Quotes and references must follow the APA ,seventh edition rules. As well as the formats of charts and figures.

3.7. The charts and figures must be numbered in order of appearance and in the place of the text where they belong. They must not be inserted as an image.

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3.8. Footnotes are to be avoided, unless they are absolutely necessary to make clear something that could not be incorporated to the main text.

4. All texts must include the following sections:

4.1. Titles in English and Spanish (15 words, maximum).

4.2. Abstract in English and Spanish (between 150 and 250 words.) which must integrate the aim of study of the text, the theoretical bases, the methodology, and the main results or findings.

4.3. Keywords in English and Spanish (Between 4 and 6 words) in alphabetical order and following the UNESCO Thesaurus.

4.4. The complete development of the text, with the proper sections of a scientific article, with coherence between title and content; and between the aims, the development, the discussion and the conclusions. Theorical foundation, methodological rigour and critical interpretation of results and conclusions are considered to be important criteria; not to mention the contributions to the fields of education and pedagogy.

4.5. Reference sources must be presented as a list in alphabetical order and following APA 7 rules. Each source must have a hanging indentation of half an inch (1, 27 cm) on the left margin. izquierdo. All the quoted references must appear in the final list.

Quotes and references

If the quote is less than 40 words long, then it must be incorporated in the text using semicolons (""), and the references must appear within brackets (Author's name, year, page).

If the quote is more than 40 words long, then it must be written apart from the text, with indentation, without semicolons (""), without italics, and with a single line spacing. At the end of the quote, the reference source comes within brackets (Author's name, year, page).

At the end of the article, the list of all the source references must appear. The following examples are offered to show how to quote the most common sources.

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One author books

Surname, Names's first letter. (year). *Title in italics*. Publisher.

Example:

Bain, K. (2007). *Lo que hacen los mejores profesores de la universidad*. Publicacions de Univèrsitat de València.

Many authors book

Surname, Names's first letter, and, Surname, Names's first letter (year). *Title in italics*. Publisher.

Example:

Merriam, S. y Tisdell, E. (2016). *Qualitative Research: a guide to design and implementation*. Jossey-Bass.

Note: With the online books, the URL must be included at the end of the reference.

Book chapter

Surname, Names's first letter. (year). Title of the chapter, in Name's first letter, Surname (comp.) *Title of the book in italics*, beginning page-end page, Publisher.

Example:

Editorial. Meza, M. (2017). La dialéctica del amor pedagógico. En R. Casales y N. Blancas (comps.), *La esencia del amor*, 151-161. Tirant Humanidades/UPAEP.

Journal article

Surname, Names's first letter. (year). Title or the article. *Title of the journal in italics*, volume in italics, (Number of the journal) , beginning page-end page.

Example:

Inciarte, A., Bozo, A. y Parra, M. (2012). Reconceptualización de la calidad universitaria: un reto para América Latina. *Avaliação Campinas*, *17*(3), 637-660. https://doi.org/10.1590/S1414-40772012000300005

Note: The DOI or URL of the article must be included if available.

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Note on a web site

Web site title. (day, month, year). *Title of the note in italics.* URL.

Example:

Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura. (1 de octubre de 2018). *Nuevos datos revelan que en el mundo uno de cada tres adolescentes sufre acoso escolar.* https://es.unesco.org/news/nuevos-datos revelan-que-mundo-cada-tres-adolescentes-sufre-acoso-escolar.

Doctoral dissertation

Surname, Names's first letter. (year). *Title of the dissertation in italics. [Non published doctoral dissertation]* Name of the academic institution.

Example:

Galbán, S. (2006). *La enseñanza reflexiva de la didáctica en la formación de pedagogos [Tesis de doctorado no publicada].* Universidad de Barcelona.

Steps of the peer- reviewed process

1. First editorial review of the article, in order to determine it fulfills all the requirements established in the Guidelines for authors.
2. Analysis of the text with an anti-plagiarism software.
3. Submission of the article to a couple of expert peers on the topic for a double blind review. Should there be a disagreement between the reviewers, the article will be submitted to a third peer.
4. Answer to the authors with the reviewers results, the final publishing decision and, given the case, the modification requirements.