

## 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 (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 annexes.

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:

Departamento de Lenguas Extranjeras - Universidad Nacional de Colombia

Ciudad Universitaria. Carrera 30 No. 45-03, Bogotá, Colombia

Phone: 57(1) 3165000 Ext. 16780 Fax: 57(1) 3165000 Ext. 16780/16773

E-mail: rprofile\_fchbog@unal.edu.co

### REFERENCES

- Footnotes should only be used to clarify ideas, to include further comments or to call the reader's attention towards particular aspects.

- Citations and references in the article should follow the APA system.

Jones (1998) compared student performance...

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... which offered a theoretical backdrop for a number of innovative behaviour modification approaches (Skinner, 1969).

Even some psychologists have expressed the fear that "psychology is in danger of losing its status as an independent body of knowledge" (Peele, 1981, p. 807).

- References are included at the end of the document and before annexes.

#### **A book:**

Cochran-Smith, M., & Lytle, S. L. (1993). *Inside outside. Teacher research and knowledge*. New York: Teachers College Press.

#### **Chapter in a book:**

Harlow, H. F. (1958). Biological and biochemical basis of behavior. In D. C. Spencer (Ed.), *Symposium on interdisciplinary research* (pp. 239- 252). Madison: University of Wisconsin Press.

#### **Article:**

Peele, S. (1981). Reductionism in the psychology of the eighties: Can biochemistry eliminate addiction, mental illness, and pain? *American Psychologist*, 36, 807- 818.

#### **Internet source:**

When citing anything from the Web, you still use the Basic APA Format for Citing Print Materials and Media -including author, date, title, and publication information -followed by a Retrieval Statement that tells where and when you found it on the World Wide Web. The author may not be readily apparent. It may be an organization rather than a person.

Massachusetts Department of Education. (2001, June). *Massachusetts English language curriculum framework*. Retrieved June 12, 2002, from <http://www.doe.mass.edu/frameworks/0601ela.pdf>

Shackelford, W. (2000). The six stages of cultural competence. In *Diversity Central -- Learning*. Retrieved April 16, 2000, from [http://www.diversityhotwire.com/learning/cultural\\_insights.html](http://www.diversityhotwire.com/learning/cultural_insights.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 three complimentary copies of the issue in which their articles appear.

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### **NEXT ISSUE**

Deadline for contributions for the next edition: **March 31, 2007**