

## Guidelines for Contributors

### PROFILE

Issues in Teachers' Professional Development

This journal is led by the PROFILE research group at Departamento de Lenguas Extranjeras - Universidad Nacional de Colombia, Bogotá campus. It is a publication for teachers of English interested in increasing their professional expertise. Starting from the assumption that our professional knowledge is enriched by different members of our academic community, the journal is mainly concerned with sharing the results of classroom research projects undertaken by primary and secondary school teachers as well as teachers of adults. It also includes articles written by teacher educators and guest teachers willing to disseminate innovations and research findings. *PROFILE* is registered in Ulrich's Periodicals Directory, Latindex, EBSCO, and the Directory of Open Access Journals –DOAJ. It is indexed in the MLA International Bibliography, Educational Research Abstracts online (ERA), Linguistics and Language Behavior Abstracts database (LLBA), Redalyc, SCIELO, and Publindex-Colciencias, classified in category A2.

#### **Our Purpose**

The *PROFILE* journal is published twice a year (April and October). Its main goal is to share the results of classroom research projects undertaken by primary and secondary school teachers as well as teachers of adults while taking part in the Professional Development Programmes carried out by the Foreign Languages Department at 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 to our email account. Articles can also be sent to the journal's email account if the authors do not live in Colombia.

The manuscript should be saved double-spaced as a Word document, Times-Roman 12, and have margins of at least three centimetres. Do not write your name or biodata within the article. Manuscripts should contain an abstract of no more than 120 words and should include key words. The abstract and the key words should be in both 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, 6th Edition (see some samples of references below).

*PROFILE* will reject papers which evidence plagiarism, and its decision will be final. Manuscripts by authors whose articles have been rejected because of plagiarism will not be considered for evaluation in future issues.

The length of your article will depend on the topic. Nonetheless, papers cannot exceed 25 pages

or 8,000 words, including the abstract, key words, references, appendixes, and footnotes (on the same page, not at the end of the document). All graphics in the article should be in black and white. Please avoid the use of colour and send each figure or table in a separate file, in a standard graphic format (e.g. JPEG or TIF). Figures can be sent as a graphic file; JPG is preferred. Tables should be created in Microsoft Word. Appendixes, figures and tables should include a title.

One of the requirements for the publication of articles about teaching or research experiences in which others 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 the format used to get them to the editor, together with your manuscript.

Please send the article and the consent form(s) –if applicable– together with a letter to the editor specifying the following: title of the article, author's(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 the document was written. If the paper presents initial or final results of a project, please indicate so. Include the name of the code number (if there is one) and the name of the institution that sponsored the project. Additionally, you should include a statement indicating that your article has not been submitted to another publication and that it has not already been published elsewhere.

## References

The following samples illustrate some common cases. For more examples, please check The Online Writing Lab (OWL) at Purdue University Web site: <http://owl.english.purdue.edu/owl/section/2/10/> or our latest issue, in their electronic version at

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### Journal Article

Poole, A. (2009). The reading strategies used by male and female Colombian university students. *PROFILE, Issues in Teachers' Professional Development*, 11(1), 29-40.

### Magazine or Journal Article from a Database

Nassaji, H., & Wells, G. (2000). What's the use of 'triadic dialogue'? An investigation of teacher-student interaction. *Applied Linguistics*, 21(3), 376-406. doi:10.1093/applin/21.3.376.

### Book

Schön, D. (1987). *Educating the reflective practitioner*. San Francisco: Jossey-Bass.

### Book Article or Chapter

Cots, J. & Diaz, J. (2005). Constructing social relationships and linguistic knowledge through non-native speaking teacher talk. In E. Llurda (Ed.), *Non-native language teachers: Perceptions, challenges and contributions to the profession* (pp. 85-106). New York: Springer.

### Unpublished Master's thesis

Ariza, A. (2004). *EFL undergraduate students' understanding of autonomy and their reflection in their learning process* (Unpublished master's thesis). Universidad Distrital Francisco José de Caldas, Bogotá.

### Website

Ministerio de Educación Nacional de Colombia [MEN]. (1994). *Ley General de Educación (Ley 115 del 8 de febrero de 1994)*. Retrieved from [http://www.mineducacion.gov.co/1621/articles-85906\\_archivo\\_pdf.pdf](http://www.mineducacion.gov.co/1621/articles-85906_archivo_pdf.pdf)

### Conference Proceedings

Schnase, J. L., & Cunniss, E. L. (Eds.). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

## Evaluation and Publication

All submissions go through a peer review process. If your article is accepted after having been read by at least two evaluators, you should

be ready to revise it if necessary. If major changes are required by the evaluators or the editor, 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 complimentary copies of the issue in which their articles appear (one or two copies, depending upon the number of authors).

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If you wish to use the article again in a publication written or edited by you, you may do so provided that its original publication in the *PROFILE* journal is acknowledged.

### **Sending Contributions**

We accept submissions all year round. However, papers authors expect to be published in the first issue of the year (April) should be sent no later than **July 1** of the previous year and those wishing to be included in the second issue (October), not later than **February 1**.

Manuscripts and letters to the editor should be sent to the following address:

Departamento de Lenguas Extranjeras, Grupo de Investigación *PROFILE*, Universidad Nacional de Colombia, Ciudad Universitaria. Carrera 30 # 45-03, Bogotá, Colombia, and to: rprofile\_fchbog@unal.edu.co.  
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