

Objective and Scope

Trabajo Social is an annual, thematic, and peer-reviewed publication. The journal welcomes both original, unpublished research and innovation articles that are the result of research, reflection, or review processes, and translations and bibliographic reviews dealing with theoretical and methodological advances in the discipline of Social Work, as well as analyses related to social problems, social policy, and intervention strategies. *Trabajo Social* is specifically targeted at scholars, students, and professionals in the field of Social Work and the Human, Social, and Health Sciences.

In 1998, the Social Work Department of the Universidad Nacional de Colombia created the journal in order to strengthen the discipline's academic community by gathering the developments, reflections, debates, and national and international critical perspectives provided by the research and social intervention experiences of scholars and researchers.

Guidelines for the Presentation of Articles and Publication Procedure

Peer-review Process

Original, unpublished articles should correspond to the specific topic defined in the call for papers, which is published in the latest issue of the journal and on the website <http://www.revistas.unal.edu.co/index.php/tsocial/information/authors>, and should not be concurrently assessed by other journals.

Every submitted text shall be reviewed by the Editorial Committee to verify its pertinence and compliance with the requirements for presentation. Once compliance with those requirements has been verified, the article shall be evaluated anonymously by two academic reviewers, preferably external to the

academic institution editing the journal, who shall provide their opinion on the relevance of the topic, the structuring of the contents, the argumentation, and the adequate citation of bibliographic sources. In case of divergence between the two evaluations, the article shall be submitted to a third reviewer.

On the basis of the reviewers' opinions, the Editor shall, in a timely manner, notify the author whether the article has been accepted, accepted subject to the modifications requested by the reviewers, or rejected, in which case the article shall be returned to the author. Once an article has been approved, the author shall be notified and asked to sign a license authorizing the Universidad Nacional de Colombia to reproduce, publish, communicate, and disseminate the text in printed or digital media that allow for public access to its contents.

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Formal Characteristics and Presentation of Articles

Articles should not exceed 30 letter-size pages and they should use Times New Roman 12 point font and 1.5 spacing. They must include the following, in both Spanish and English: title; an abstract (not to exceed 100 words); 6 keywords; and a list of references that includes the bibliographic sources cited.

If the article is the result of a research project or of a Master's or PhD project, the name of the financing institution and the project code must be included in a footnote.

Authors must submit their academic profile on a separate page: *nom de plume* (full name normally

used to sign academic production), academic background, institutional affiliation including country, current position, and ongoing research projects e-mail, street address, and telephone numbers.

Texts should be submitted to *Trabajo Social* at the following e-mail addresses revtrasoc_bog@unal.edu.co, or deptras_bog@unal.edu.co, in (.doc) format, together with a digital folder containing the original files of the graphic component to be published (image files in Excel, Corel, Photoshop, among others).

The following basic guidelines should be taken into account:

- Use italics for titles of books or serial publications, foreign words, or words that need to be highlighted.
- Use quotation marks for titles of articles or chapters, textual citations, or to emphasize a word or expression. *Trabajo Social* does not employ single quotation marks or angular quotation marks.
- Duly cite and number graphic material consecutively (maps, graphs, tables, photographs, etc.) throughout the body of the text.
- Use a maximum of three heading levels to subordinate sections.
- Original quotations should not be changed. However, use an ellipsis enclosed in square brackets [...] when omitting a word or fragment from the original quotation, as follows: “This distribution and this redistribution [...] form what I call the distribution of the perceptible” (Ranci ere 2011, 4), or when omitting the beginning of the original sentence: Political activity “[...] introduces new objects and subjects onto the common stage” (Ranci ere 2011, 4).
- When an acronym that recurs in the text appears for the first time, it should be accompanied by the full name, as follows: Instituto Colombiano de Bienestar Familiar —hereinafter, ICBF—.
- Footnotes should be used exclusively for comments or to provide substantial clarifying or conceptual information.
- When a source is cited several times in the same paragraph, use *Ibid.* along with the page number in parentheses.

- The indication “see” is used only to refer the reader to a specific work by an author and not to clarify a concept: See Carballeda, Alfredo 2006 and 2007.

Bibliographic Referencing System

Citation and referencing of bibliographic sources should follow the guidelines of the *Chicago Manual of Style*, 15th ed. available at <http://www.chicagomanualofstyle.org/>

Every bibliographic source cited in the body of the text must be listed alphabetically at the end of the article. The list of references should include the following divisions: books, periodicals or serial publications, online documents, and public or legal documents.

We recommend that the fields of information be complete and duly organized. Some examples of citation and referencing are provided below. (T) refers to citations in the body of the text and (R) to the list of bibliographic references.

Book

T: (Netto 1992, 48)

R: Netto, Jos e Paulo. 1992. *Capitalismo monopolista y servicio social*. S ao Paulo: Editora Cortez.

Chapter in a Book

T: (Arias 2006, 326)

R: Arias Trujillo, Ricardo. 2006. “Del Frente Nacional a nuestros d as”. *Historia de Colombia. Todo lo que hay que saber*, 311-362. Bogot a: Editora Aguilar, Altea, Taurus, Alfaguara S.A.

Article in Periodicals or Serial Publications

T: (Abad 2002, 230)

R: Abad, Luis Vicente. 2002. “Contradicciones de la globalizaci n: migraciones y convivencia inter nica tras el 11 de septiembre”. *Revista Migraciones* 11 (3): 225-268. Madrid: Instituto Universitario de Estudios sobre Migraci n, Universidad de Comillas.

Note: It is essential to include volume and issue numbers (in parentheses) in the case of journals, as well as the page numbers of the article or chapter in a book. Any additional information that facilitates the

location of the document may be included according to the *Chicago Manual of Style*, 15th ed. Guidelines.

Two or more authors:

T: (Cárdenas y Rodríguez 2004)

R: Cárdenas, Martha y Manuel Rodríguez. 2004. *Guerra, sociedad y medio ambiente*. Bogotá: Foro Nacional Ambiental.

T: (Mosquera, León y Rodríguez 2009)

R: Mosquera Rosero-Labbé, Claudia, Ruby Esther León Díaz y Margarita María Rodríguez Morales. 2009. *Escenarios post-Durban para pueblos y personas negras, afrocolombianas, raizales y palenqueras*. Bogotá: Universidad Nacional de Colombia.

Note: In the case of three or more authors, the first one is mentioned, followed by *et al.*, both in the body of the text and in the list of bibliographic references.

In the case of books with a translator, editor, or the like, include the information in the list of references (ed., coord., comp., org., trans.), after the title of the book, without inverting the person's name.

Multiple Works Published in the Same Year by an Author:

In the case of multiple works published by an author in the same year, differentiate them as follows:

T: (Habermas 1998a, 1998b)

R: Habermas, Jürgen. 1998a. *Conciencia moral y acción comunicativa*. Barcelona: Edición en Historia, Ciencia y Sociedad, Península S.A.

R: Habermas, Jürgen. 1998b. *Facticidad y validez. Sobre el derecho y el Estado democrático de derecho en términos de la teoría del discurso*. Madrid: Editorial Trotta.

Unpublished Academic Documents (theses or dissertations)

T: (Ramírez 1996)

R: Ramírez, María Himelda. 1996. "Las mujeres y la sociedad de Santa Fe de Bogotá a finales de la Colonia, 1750-1810" (Tesis de Maestría en Historia, Universidad Nacional de Colombia).

Note: It is essential to include the date of approval, as well as the type of text, the level of studies, and the institution at which it was submitted).

Online Material (books or periodicals)

R: De Miguel Álvarez, Ana. 2005. "La construcción de un marco feminista de interpretación: la violencia de género". *Cuadernos de Trabajo Social*, (18). www.ucm.es/BUCM/revistas/trs/02140314/articulos/CUTSO505110231A.PDF (15 de septiembre del 2009).

Note: In addition to the basic information, the following must be included: date document was written or date when it was published on line, title of both the document and the publication in which it is found, URL, and date of access in parentheses.

Law, Decree, or Draft Bill

R: Congreso de la República de Colombia. Senado de la República. 31 de agosto de 1993. *Ley 70 de 1993*. "Por la cual se desarrolla el artículo transitorio 55 de la Constitución Política". Diario Oficial 41.013.

Note: It is essential to include the information regarding the government agency and subdivision issuing the law, as well as the year it was issued, the name of the law, its general provisions (in regular type and double quotes), and any additional information regarding the location of the public document (place of publication, publishing house or agency issuing the law, and date of access in case of an online document).

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Please address any questions, comments, and suggestions to the Editorial Committee of *Trabajo Social* at:

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