

Title in the language of article (English/Spanish)

Note: The title should be self-explanatory, as it will serve as a guide for other research. It is recommended to avoid unnecessary words that only increase the length (method of..., the result of... experimental investigation of...) and to avoid abbreviations. It is also advisable not to exceed 12 words.

Full name of 1st author

Affiliation (name of university, city, country) and authorship data

Orcid: <http://>

2nd author's full name

Affiliation (name of university, city, country) and authorship data

Orcid: <http://>

Note: It is important to add the authors' information, the necessary data for each writer allow identification and differentiation concerning other research.

Abstract

APA recommends that the abstract be accurate and reflect the purpose or content of the article. The label should be "Abstract", centered and in bold. The text should be written without indentation and in the same paragraph, double-spaced. The word limit requested by *Diálogos* magazine should be between 150 and 250 words.

Keywords:

The list of words is separated by a comma and is written in lowercase, they do not need to have a specific order. It is requested to add five words including: topic, population, method, and conclusions.

Title in second language (Spanish/English)

Resumen

Palabras clave

1. Introduction

The introduction presents a specific problem and describes the research strategy. It starts on a new page, apart from the English section; after the introduction, it is no longer necessary to make interruptions for new pages or blank spaces, the headings and subheadings are continuous.

2. Development of the article (it is not necessary to add the title "development").

This section should include titles, subtitles, figures, graphs, and tables. The development of the paper includes the study method, results, discussions, and the various aspects to be presented (values, graphs, surveys, tables, etc.).

a) Tables

First, the table number should be added in bold and in the order in which they appear in the research. The title should be added below the table number, in italics; it is recommended that the headings that configure the table be centered. The body is added in single or 1.5 spacing, centered or aligned to the left. The typography or font should be the same, as in the rest of the document, it is recommended to avoid excessive use of lines in the design. For example:

Table 3

National writers

Name	Book
Ana Istarú	Hombres en escabeche
Yolanda Oreamuno	La ruta de su evasión
Anacristina Rossi	María la Noche
Camila Schumacher	Atrevidas: Relatos polifónicos de mujeres trans

Note: The years of production of the named authors are different, there is no temporal congruence.

- Citations inside the table:

Option 1: include parenthetical citations within the table next to the relevant information, just as you would with a standard in-text citation.

Option 2: add the cited sources in the "Table Note" (below) or in multiple specific notes connecting the citations that are connected by the use of a superscript; the citations, in this case, should be in lowercase letters.

b) Figures

Any type of visual element other than a table is considered a figure in APA style; for example, illustrations, infographics, photographs, line or bar graphs, flow charts, maps, etc. Tables and figures have the same general configuration, but information may be added at the bottom. For example:



Figure 1. *Closure of the Faculty of Letters by students.*

Note. The closure of the buildings occurred in 2019, university students were demonstrating against cuts to the student budget.

-How to cite figures in the text? (authorization for use of materials):

Images that are added within the body of the writing should be placed after referencing them. If the image belongs to someone else, **it is important and the author's**

responsibility to provide a copyright statement below the figure and include it in the bibliographic references; such copyright credits should be attached in the "Note" located below the figure. Graphic images from the web should not be freely reproduced, it is important to check permissions, accreditations, copyrights, and the respective reference.

If the figures are self-made, it is not necessary to add any type of copyright statement. The APA format allows readers to assume that any insertion that does not have a citation is authored by the author of the document in question.

c) Annexes (supplementary material):

Annexes are data that expand the information in the scholarly article; however, such information could distract from the central idea or be inappropriate for the body of the text. That is why it is usually included in a supplementary material section.

If a paper has more than one annex, each should be labeled with a capital letter (e.g., "Annex A," "Annex B") in the order in which it is mentioned in the text and at the top of the page. They are added after references, tables, figures, and notes, on a separate page. Their construction allows for the mixing of text, tables, and figures; like the main text, they may include headings and subheadings. U77

d) Citations

The citation method in the APA system employs the Date-Author method, in which every insertion requires information on the author's last name and the date of publication of the cited work; in addition, the reference list must include complete information on the source. This method separates citations into two categories, textual citations, and paraphrasing.

Textual quotes

Verbatim quotations are exact transcriptions of the author's words; depending on the size of the quotation, the format of its insertion varies. Another important aspect is that quotations vary by being narrative or parenthetical quotations, this is also known as "text-based quotations" and "author-based quotations".

- **Quotations longer than 40 words**

When the quotation reaches a length of more than 40 words it should be added in a block, part of the body of the text; also the entire quotation (the whole paragraph) should be indented half an inch (1.27cm) from the left margin and omit quotation marks and italics; the first line should also be indented. It is written with the same font type and size. At the end of the quotation, the period is placed before the data. For example:

Montoya (2013), states that

Levrerian work has something of a spider's web. It unfolds sticky universes in which the reader is trapped waiting to be inoculated with the poison of eagerness that transcends it, ending up by placing him in a personal search -spiritual, if you will- through paths that go beyond the book. (p. 3)

- **Quotations of less than 40 words**

This type of insertion should be added embedded in the text, between quotation marks, and without italics. In case the quotation is in the middle of a sentence, after closing it with quotation marks, immediately note the source in parentheses and continue with the sentence without any punctuation mark after the parentheses, unless the sentence requires it syntactically. If the quotation appears at the end of a sentence, give the closing quotation with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period outside the final parentheses. For example:

Uruguay is the physical space of the text, a country that in the period of 1973-1985, was led by a dictatorship, a military government that was ruled by oppressive positions, a period where "torture, prison or death are only consequences of the struggle" (Schelotto, 2015, p.12).

- **Narrative quotation (based on the author)**

This is when the quotation begins with the author's name, which is incorporated into the text as part of the sentence and the year follows in parentheses. If it is decided to start with the author's name and year, only the page or paragraph number should be added at the end of the quotation. For example:

Picking up on the same line, Beauvoir (2011) mentions that "In the most primitive societies, in the most ancient mythologies one always finds a dualism which is that of the Same and the Other (p.19)."

- **Parenthetical citation (text-based)**

In this type of citation, the author is not mentioned at the beginning, but the author's name and the date of publication are added after the textual citation -which is enclosed in quotation marks-. For example:

The second part of the book narrates how the protagonist settles in the city of Madrid; however, he maintains a pessimistic attitude "His spirit wanders avid and perplexed from one part to another: he has no plan for life: he is not capable of sustained effort: he butterflies around all ideas" (Azorín, 1902, p. 95).

- **Other valid ways of writing a quotation**

The Diálogos Journal and the APA format do not seek to limit or restrict the creativity of authors; quotation sentences can be written in multiple ways and still comply with the format. The only thing that cannot be omitted is the author's information, year, and the page number.

- **Paraphrased quotations**

Paraphrasing is recommended when the ideas of the quoted author are expressed using the writer's own words. For this, it is necessary to make use of summaries of the information, reorganize the order and change some words. The author's last name and the year of publication must always be included. It is not mandatory, as in the direct quotation, to provide the page or paragraph number.

A paraphrase can be of several sentences, in which case, the citation is indicated at the beginning; once the work has been cited, it is not necessary to repeat the citation.

- **Secondary citations and number of authors**

It is not recommended to cite secondary sources; however, if the citation is necessary, a reference to the secondary source should be provided. In the development of the writing, the primary source should be identified, and then a phrase similar to: "as cited in", finally

the secondary source is added; if the year of publication of the sources is known, it should also be added.

For example, if you want to cite Ramirez (1996), which appears in an article by Casanova (2011) and you do not have access to Ramirez's work directly, you should cite Ramirez's work as the source, followed by Casanova's work, as the secondary source. In the end, only Casanova's work should appear in the list of references.

Citation: as cited in Casanova (2014), Ramírez (1996) mentions that...

Reference: Casanova, G. (2011). Book title. Publisher: ABC

- **Citations with two authors.**

Only in this case should the name of the two authors be written whenever their work is cited. For example:

(Acuña and Beita, 1999)

- **Citations of three or more authors**

When there are 3 or more authors, the citation should be abbreviated using the word "et al" after the first author's name, unless surnames are repeated. This rule applies to citations and not to bibliographic references. For example, assuming the authors are: Cano, Arrieta, Gómez, Carballo, and Sánchez.

Cano et al. (2018)

- **Possible ambiguities**

If you want to cite the work of **López**, Hernández, Girón, and Fournier (2003) and the work of **López**, Montenegro, Núñez and Jiménez (2003), you cannot add López et al. (2003) as a citation, since there is no contrast in surnames and years, and the reader would not know which work is being referred to. It is necessary, then, to write the number of surnames necessary for the distinction.

López, Hernández et al. (2003) and López, Montenegro et al. (2003).

Note: if there are only three authors and two are specified, "et. al." cannot be used, since et. al. includes more than one subject. In this case, the three surnames are specified.

Lopez, Hernandez and Girott, (2020)

If the citation is paraphrased and has multiple influences from several articles in the same paragraph, all sources must be added to the citation, alphabetically ordered, and separated with semicolons. For example:

The above are justified by multiple studies (Alvarado and Matamoros, 2013; Acuña and Salazar, 2013; Brown, 1997) where it is postulated that the influenza virus can generate long-term harmful effects.

- **Order of works by the same author**

If two or more works by the same author are inserted, these should be organized by year of publication, only adding the last name once and then the dates. For example:

On the subject already discussed above (Jackson, 1993, 2001, 2001, 2006, in press).

3. Conclusions

The conclusions of the article should briefly recapitulate what has been exposed in previous sections: the findings after the research, key elements, arguments, etc. are emphasized. This is without falling into redundancy or repetition.

4. Notes

Notes complement or amplify the information substantially in the analysis. They can be added at the foot of the page or listed at the end of the document on a separate page located after the list of references. The font size of the footnote may be smaller than the text font; on the other hand, the footnote at the end of the document should preserve the same font and spacing.

5. References

References are a list of documents, journals, other articles, images, podcasts, videos, etc., that have been cited in the text and are included directly in the citations. Such a list should provide the information necessary to identify and retrieve each source. **No reference that is not cited in the document should be added.**

The list is arranged alphabetically. The four basic elements of a reference are the author's name, date of publication, the title of the work, the source for retrieval, and the alphabetical order of the names.

Prefixes and numbers must be taken into account in order. For example, MacAlly comes before McDonald and Louis II precedes Louis IV.

When there are multiple works by the same author, the author's name should be added to all references. If there are multiple works by the same author they should be ordered by year of publication, for example:

Delgado, M. (2001).

Delgado, M. (2003).

In references with more than one author, a number of 20 and more than 20 authors can be included.

- Up to twenty authors: The name of the 20 researchers should be added.
- More than twenty: The first 19 are listed and ellipses are added after the 19th and after the ellipsis, the last author is added.

What to do if any of the basic information is missing from the citations?

1. Absence of the author: replace the title with the author; then provide the date and source.
2. Absence of the date: add the author and replace the date with "(n.d.)", which means without date; then continue the normal reference.
3. Absence of the title: inform the author, the date and describe the type of document in square brackets.
4. Absence of author and date: the author is replaced by the title; add "(n.d.)" and the source report.
5. Absence of the author and title: the description of the document is added in square brackets in place of the author; then, the date and source are reported.
6. Absence of the date and title: add the author, "(n.d.)" and describe the document in square brackets.
7. Absence of the author, date, and title: in place of the author, write the description of the document in square brackets, then add "(n.d.)" and the source information.

8. Anonymous Authors: If the author's information is missing, it is not recommended to use the word "Anonymous" to replace the name and follow the above, unless the work is signed as "Anonymous".

EXAMPLES OF REFERENCES

-Printed book

Last name, N. (year). *Title of the work*. Publisher.

-Online book

Last name, N. & Last name, N. (year). *Title of book*. Publisher. DOI or URL

-Book with publisher

Last name, N. (Ed.). (year). *Title of the work*. Publisher.

-Chapter of a book

Last name, A. & Last name, B. (year). Title of the chapter. In N. Surname (Ed.), *Title of book* (pp.). Publisher.

-Audiobook

Last name, A. (Date). *Book title*. (A. Surname. narr.) [audiobook]. Ivoox. (Originally published in XX). <https://>

Notes: In classic books or books whose publisher appears in the book along with the author, the credit of the publisher and translators should be acknowledged. If there are several publishers responsible for the publication, these should be juxtaposed utilizing a semicolon. When referencing a classic or multiple-edition book, it is recommended that the year of first publication be written at the end of the reference.

Shakespeare, W. (2004). *Hamlet* (J. M. Valverde, ed. and transl.). Planeta; Paidós. (Originally published in 1609).

-Dictionaries

Creative organization. (2018). *Name of the dictionary* (edition). [https.](https://)

In some cases, in the reference source entry, the date of consultation should be added.

-Wikipedia

Title. (date of consultation). *In Wikipedia*. https

-Government reports

Author or organization name (date). *Title of the report* (Report or description) Publisher.

Https

-Fellowship

Last name, A. (principal investigator). (Date). *Title of the grant*. (code xxx.xxxx) [grant].

University of x and x place. http

-Press Release

Name of the organization issuing press release. (Date). *Title of release* [type of release].

http:

-Papers

Last name, A. (year, day month). *Title of the paper* [paper]. Location of the conference.

https

-Periodical publication, journal

Last name, A. (Date). Title of the specific article. *Title of the Journal*, Volume or publication (number of the journal), home page number - page number. https: DOI

-Thesis

Author, A. A. (date). *Title of thesis* [thesis of type of degree, name of granting institution].

Database or Repository. Https://

When the thesis has not been published, it is indicated in square brackets [unpublished master's/doctoral thesis or manuscript submitted for publication].

-Software, applications

Author, A (date). *Title of work or name of the device* (version 2.3) [computer software, mobile application, device]. Manufacturer. <https://>

-Audiovisual Media

Director or producer (clarify in parentheses). (date). *Title of the work* [description]. The production company, label, museum, department, university, or location. <http://>

Examples of audiovisuals:

-Film:

Eggers, R. (director). (2016). *The witch* [film]. Parts and Labor Rooks Nest Entertainment RT Features.

-YouTube video:

Las igualadas. (2018, April 17.) *Is gender ideology going to homosexualize children?* - Las Igualadas and La Pulla [video]. YouTube. <https://>

-Artworks.

Giacometti, A. (1961). *Caroline sur fond blanc* [painting]. Botero Museum, Bogota, Colombia. <https://>

-Maps

Agustín Codazzi Geographic Institute. (2012). *Official physical-political official map* [map]. Geoportal. [Http](http://)

-Podcast episode

Uribe, D. (presenter). (2019, August 20.) *What was the juntas movement?* [podcast episode]. In Diana Uribe's stories. Radio Nacional de Colombia. [http](http://).

The episode number should be included in parentheses after the title if possible.

-Song

Totó La Momposina. (2015). La acabación [song]. *In Tambolero*. MTM Ltda.

The same format of a classic book is handled with some songs considered as a classic; the year of the recording will be the main one.

-Online media

Author, A. [user] (date). *Content of the publication up to the first 20 words* [description of material]. Site. Date of consultation. Http://

-Web page with static content

Last name, A., Last name, B., & Last name, C. (May 20, 2020). *Title of the web page*. Name of the page. Http

-Web pages with frequent updates.

Last Name, A., Last Name, B., and Last Name, C. (May 20, 2020). *Title of the web page*. Name of the page. Retrieved day month year from https://url.com

-Social networks, specific publication (tweet, post, etc.).

Ordóñez, M. [@OrdóñezAndrés.M]. (2015, July 27). *Difficulties due to lack of water in the Buenos Aires community are extreme, with no basic services due to exploitation*. [comment] [publication]. Facebook. http:

-Page or profile:

Literature for all. (n. d.). *Home* [Facebook page]. Facebook. Accessed April 13, 2020. www.Facebook.literatura.

-Websites.

Self, A. or group name (Date). *Title of content*. Site. Date of consultation. https://

-Legal references

Legal materials are referenced under the model of "The bluebook: a uniform system of citation" (2015), a manual for referencing legal documents created in the United States. The reference should be added as follows:

Body enacting the standard. (year, day of month). *Full name of the standard*. A publication where it is hosted. <https://>

-Law

Congress of the United States of Colombia. (1873, May 26). *Law 84 of 1873*. Civil Code of the United States of Colombia. Official Gazette No. 2867. [Https](https://)

Parenthetical citation in the body of the text: (Law 84, 1873)

Narrative citation in the body of the text: Law 84 (1873)

-Sentence

Supreme Court of Justice (2014, August 20). Sentence C-593/14 (Jorge Ignacio Pretelt Chaljub, M. P.). [Https:](https://)

Parenthetical citation in the document: (Sentencia C-593/14, 2014).

Narrative citation in the document: Sentencia C-593/14 (2014).

References

Sanchez, C. (January 31, 2020). Introduction. APA Standards (7th ed.).
<https://normas-apa.org/introduccion/>.

Moreno, D., & Carrillo, J. (2019). Normas APA 7a. Ediciones Universidad Central.