

STANDARDS FOR ARTICLE

PREPARATIONS

SCOPE

Perspectiva Educacional is a transdisciplinary scientific journal aimed at researchers, teachers, and professionals in education and related disciplines. Its objective is to contribute to teacher training and development, disseminate up-to-date research and promote the exchange of investigations and ideas on the different spheres of education, centered on four key areas: Teacher Training and Development; Teaching and Learning Ecosystems; and recently, the journal has opened to studies in Citizenship, Inclusion, and Diversity; and Educational Policies, Management, and Institutional Leadership

GENERAL BACKGROUND

1. GENERAL FORMAL ASPECTS

The papers must be exclusively sent on a Word format through the OJS (Open Journal System) platform to www.perspectivaeducacional.cl. These must be unpublished, written in either English or Spanish, submitted in letter size, Arial font size 11, half-spaced, with standard margins (2,5 cm top and bottom and 3 cm left and right), and justified. Must present a summary and abstract of 150 words and between 3 and 5 key words within Thesaurus. The title must be written in both Spanish and English.

The article must not exceed the 8,000 words, including the abstract and the bibliographical references list. Both quotes and references must follow the APA 7 format, which can be found on the APA Guidelines vignette on the journal's website. The use of footnotes must be avoided. If used, they ought to be brief and clarifying.

To comply with the requested format, it is recommended to use the [Reference Template](#), available on the journal's website.

1.1 Title page

The first page should contain the following aspects:

Title: It should be concise but informative, presenting its corresponding translation into English or Spanish, as appropriate. It must be centered, in Arial 14.

Abstract in Spanish: With a maximum of 150 words, it briefly describes the work using the following structure: justification and objectives, methodology used, results and conclusions.

Abstract in English: It follows the same criteria as the abstract in Spanish. It is strictly recommended to take care of the quality of both the writing and the translation of this text.

Keywords: Under both abstracts, a minimum of 3 and a maximum of 5 keywords covering the main topics of the study must be added. To this end, the [ERIC Thesaurus](#) and the [UNESCO Thesaurus](#) must be used. New terms are allowed only in exceptional cases.

1.2. Types of article

- a. **Research articles:** those based on empirical research or an original systematic review in the field, which are based on a methodology and research design that are appropriate to the questions and objectives posed in the study.

Recommendations for this type of articles:

- In view of the relevance of the articles in each field of research, it is recommended to avoid using limited studies of institutional analysis as the empirical basis of the article. A study of this nature can be reviewed to the extent that it is duly justified in relation to its relevance in the field, while applying high methodological rigor.
- For systematic reviews it is recommended to carry out bibliographic revisions related to a specific research objective with a search parameter of at least 10 years old, and

ideally based on bibliography that includes papers in Spanish and English. Reviews of shorter temporal scope will be accepted only in those cases in which the topic studied is patently new in the field, or the review is based on a particular milestone that implies a turning point in the field of study. In any of these cases, a literature review of less than 10 years must be duly justified. Systematic reviews should be carried out according to the criteria of the [PRISMA](#) statement.

- b. **Articles on experiences, innovations or reflections on education:** those that address and illustrate either an educational experience, an analysis of a policy or innovative educational device, or a rigorous reflection on a topic specific to the field of education. The format in these cases can be diverse (nevertheless, we recommend using the article structure proposed below as a reference), but it is recommended to ensure the highest argumentative rigors in the text, as well as a thorough review of the empirical and/or theoretical background of the topic. The length of these articles must be between 5000 and 7000 words.

1.3. Structure

Articles published by PED may present different forms and strategies for the presentation of the studies carried out, as well as the sections that support them. However, and particularly for research articles, it is recommended that, regardless of their section structure, the following elements or areas of research writing be presented:

Abstract: It Includes the subject matter and objectives of the study, the research design, the results and its main conclusions.

Introduction: It presents the objectives, justification and problematization of the study on which the article is based, the purpose of the study and the foundations of the subject matter.

Literature review: It shows the relevance and updated state of art of the topic. This type of review makes it possible to situate the originality of the study within a body of research that precedes it in that field. Therefore, the literature review must be pertinent and exhaustive within the framework of the article's area of study. It may be included in the introduction or in a separate section, according to the article's relevance.

Theoretical or conceptual references: These allude to the theoretical or conceptual elements of analytical reference used in the article, which allow the understanding of relevant aspects of the object of study of the research and/or its main findings.

Methodology: It must be sufficiently detailed for the reader to understand its context, as well as to comprehend and validate the empirical support of the research. It should be specific in the description of the participants, justification of the samples, sampling strategies, research instruments applied and the type of analysis used.

Results: The results are presented in a clear and rigorous manner. Tables and/or figures may be used in accordance with APA 7 standards, making sure that they form a logical sequence in the text and that they are a contribution and not a redundancy of data. Analyses that go beyond the purely descriptive will be positively valued.

Discussion: Whether in a section of its own, in the analysis of the results themselves or as a substantive part of the conclusions, the article should explore the significance and importance of the results, not repeat them, contrasting them with the theory and the state of art previously presented.

Conclusions: Projections and limitations should be included, linking the findings to the

objectives proposed in the article. All conclusions should be supported by the results obtained, avoiding unfounded assertions.

References: Must follow the APA 7 format, ordered alphabetically by the last name of the first author and year of publication, starting on a separate page and used as a reference to the text, not including bibliography not cited during the discursive thread.

The number of references should be sufficient to support the study, providing a good basis for the literature, the theoretical framework, the methodology and the analysis of the results.

The use of the APA 7 format and the correct construction of each reference according to the type of document to which it corresponds are considered fundamental. DOI or retrieval URL should be added in all references to journal articles and documents available in a digital format.

At least 50% of the bibliography must be updated, considering references from the last 10 years.

Other formal aspects:

1.4. Tables

Tables must be incorporated in an editable text format, not as an image. They are used to clarify important data and not to duplicate the information. The elaboration of tables should strictly follow the APA 7 format and comply with the following aspects:

1. Above it, and aligned to the left, "Table" should be indicated in bold, plus the numeration in Arabic according to order of appearance.
2. Under the numeration, the title of the table should be in italics.
3. Both the numeration and the title of the table should be double-spaced. The information in the table should be single-spaced.
4. The same font size as the full text should be used (Arial 11).
5. Under the table goes a note, which complements or clarifies some information in the body of the text. Not all tables must include notes.
6. The note must also include information on the authorship of the table: if it was quoted, adapted or if it was created by the author.

* If the table is cited, write: From

* If the table is adapted, write: Adapted from

* If the table is created by the author themselves: do not include any type of note or clarification, since the author is assumed to be the creator.

7. All the text in the body of the table must be horizontal and only the horizontal fillets must be marked.
8. Tables on horizontal sheets are not allowed.

1.5. Figures

Everything that does not correspond to a table, i.e., graphs, diagrams, diagrams, images or photographs, should be indicated as a figure. It should be evaluated if it does not duplicate the information of the document and that it substantially helps the understanding of the same, otherwise, it should not be included.

The figures presented must be edited as follows:

1. Above it, and aligned to the left, "Figure" should be indicated in bold, plus the numbering in arabic according to order of appearance.
2. Under the numeration, the title of the figure should be in italics.
3. Both the numeration and the title of the figure should be double-spaced.
4. The same font size as the full text should be used (Arial 11).
5. The figure should be aligned to the left.
6. Under the figure goes a note, which complements or clarifies some of the figure. Not all figures must include notes.
7. The note must also include information on the authorship of the figure: if it was quoted, adapted or if it was created by the author.
 - * If the figure is cited, write: From
 - * If the figure is adapted, write: Adapted from
 - * If the figure is created by the author themselves: do not include any type of note or clarification, since the author is assumed to be the creator.
8. Figures must have a minimum resolution of 300 dpi, must be inserted in the text and, later, in the production phase, sent as TIF or JPG files.

If the article does not comply with the Perspectiva Educacional's editorial guidelines as described above, the article will be immediately rejected.

2. STANDARDIZATION OF ACKNOWLEDGMENTS

2.1 Standardization of acknowledgments of ANID funds

The standardization must be applied as it is shown down below:

ANID/FONDECYT/Regular 1161504
Funding agency/ Instrument Acronym / Code of the Project

Special cases:

- a. **Document financed by more than one ANID fund:** For these cases, the above example should be replicated for each fund. For example, if the document was financed by FONDECYT No. 1170893, 1171463, 1201734, 11180987 and 1160800, these should be recorded as follows in the document:

ANID/FONDECYT/Regular 1170893
ANID/FONDECYT/Regular 1171463
ANID/FONDECYT/Regular 1201734

ANID/FONDECYT/Iniciación 11180987

ANID/FONDECYT/Regular 1160800

- b. **Acknowledgements:** If the funding is incorporated in the acknowledgement, it should explicitly describe the funding agency, instrument and code.

This research has been supported by the following grants:

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ANID/Millennium

Science Initiative/Grant NCS17_062 "Millennium Nucleus for the Study of the Life

Course

and Vulnerability (MLIV).

Nota: It is suggested to unify the contract number, either as: N., No., No or simply use the number.

3. EDITORIAL PROCESS

3.1 Article reception

Papers will only be received through the journal's OJS platform. For this purpose, it is necessary to create a profile as an author, from which you will be guided and indicated the steps in www.perspectivaeducacional.cl

In addition, in the Authors Guidelines, you must download the following forms: **curriculum summary, letter of rights assignment, declaration of originality, and the reviewers' suggestion**. These must be uploaded in step 4 of the article submission process. The documents must be signed by all authors.

Once the submission has been completed, you will receive a notification from Perspectiva Educacional that the manuscript has been received.

3.2 Initial review

Once the manuscript is received, this is sent to the editorial team for a first revision of the compliance of the Perspectiva Educacional's guidelines, the editorial profile, and quality and originality of the article. If the editorial team determines that the manuscript meets the minimum criteria it is sent to the blind external peer review, otherwise, the article will be rejected.

In addition, in order to maintain the originality of the papers, if the article complies with the above, it will be submitted to iThenticate, an anti-plagiarism software, capable of recognizing non-original documents, indicating their corresponding source of origin.

3.3 Blind peer review

Once the editing team has decided that the article can be sent to an external evaluation, two blind evaluators are assigned to undertake the evaluation process. These evaluators will fill the assessment pattern through the journal's platform, either for a research or

theoretical article. La revista utiliza una doble revisión ciega, lo que significa que la identidad y procedencia de los autores es desconocida para los evaluadores y viceversa. The journal uses double-blind review, which means that the identity and origin of the authors is unknown to the reviewers and vice versa.

The assessment concludes with the opinion of an expert, indicating that the manuscript has been: Accepted, Accepted with minor modifications, Accepted with major modifications, or Rejected. If the evaluators do not agree, the manuscript is sent to a third evaluator in order to take the final decision, and with this third judgement the editorial committee makes the decision to reject or to send the article for modification.

This decision will be informed through a letter sent through the platform to the authors' e-mail address.

If the work was positively evaluated, either with minor or major modifications, the authors have a period of two weeks to send a new version, including the modifications indicated by the evaluators.

The evaluators are academic experts on the subject, external to the editing committee, and, preferably, of nationalities different to the authors.

3.4 Second Round of Review

Once the editor receives a new version of the article, this version is then anonymously referred to the evaluators of the first version, with the purpose of checking if the suggestions were considered or not. To do so, the first version, the first assessment, and the new version are sent. Based on this, each evaluator reviews the new manuscript and indicates to the editor if new modifications are needed, or if they consider the article to be publishable.

3.5 Final Decision

Once the editor receives the new assessments from the peer reviewers, they will, with the help of the editing team, conduct a global assessment of the article. Then, the final decision is made. If the evaluators consider that new adjustments are still needed, the editor prepares a document with the new assessments, paying attention to the anonymity of the evaluators. This document is then sent to the authors. The previous process is repeated until the evaluator considers the article ready to be published.

Once the manuscript is finally accepted, the authors are sent a letter of acceptance of their article.

3.6 Editing of formal aspects

Once the article is accepted, it is evaluated in terms of its formal aspects: spelling, writing, full compliance with the APA 7 format and correct translation of the title and abstract. After that, it is sent to diagramming to generate a version for publication.

Prior to publication, the articles will be available to the public, with their corresponding DOI, in the articles in press section of the journal's web page.

4. PUBLICATION ETHICS AND DECLARATION OF NEGLIGENCE

The Perspectiva Educacional journal publishes articles according to the highest standards of quality and ethics. We maintain these standards of ethical behavior in all the publishing stages and with all the members of our magazine, among them: the authors, the journal editor and the publisher. Plagiarism or any other kind of unethical behavior is strictly forbidden. The journal adheres to the ethical standards of the Committee on Publication Ethics (COPE).

Among the most important aspects are the following:

4.1 Editor's responsibilities

Publication selection: The editor of the journal is responsible for the selection of articles that will be published. The editor must comply with the ethical standards of the journal and with all the legal guidelines, including, but not limited to, those that do not allow defamation, copyright infringement and plagiarism. The editor has the liberty to discuss the decisions regarding the article selection with the editorial board, the academic committee or the evaluator.

Non-discrimination clause: The editor will review the manuscripts and make decisions about the articles, regardless of race, gender, sexual orientation, religious beliefs, ethnicity, nationality or political ideology.

Confidentiality agreement: The editor and any member of the editorial team are prohibited from disclosing any information about the manuscript sent to people other than the corresponding author, reviewers, potential reviewers, other editorial counselors or the publisher.

Transparency and interests: The editing team is prohibited from using the unpublished material in their own research unless they had obtained written consent from the author. The editor must refrain from manuscripts that represent conflict of interest as a result of any possible connection, whether competitive or mutual, with institutions, companies, authors, etc.

4.2 Reviewers' Responsibilities

Confidentiality: Any manuscript submitted for review should be considered a confidential document. This manuscript should not be discussed or presented to third parties or individuals.

Timeliness: Due to the sensibility at the time of reviewing the articles, the reviewers should inform the editor and reject the review of an article in case they know they won't be able to review the material in a timely manner, or if they don't have enough knowledge on the article's subject.

Objectivity: Criticisms must be made in a neutral way and opinions should be articulated in a way that the criticisms are based on reasonable arguments.

Entry into the editorial evaluation: The evaluations provide critical information for the editor for the decision-making process. The reviewers can also help the editors through

communication with the authors and offer suggestions to improve the article through the editorial.

Recognition of sources: the reviewers should consider relevant published material that is not quoted by the author and if there is any significant similarity between the manuscript and already published articles.

Transparency and interests: private information and ideas collected through the peer review should remain private and not be used for the benefit of the reviewer. The evaluators must refrain from reviewing manuscripts that represent a conflict of interest as a result of any possible connection, whether competitive or mutual, with institutions, companies, authors, etc.

4.3 Authors' Responsibilities

Principles of the research: The authors are responsible of presenting the original research, a truthful description of the work needed for an article, and an objective discussion of the importance of the results. Key data should be openly explained in the article. The written report must include enough details and references so others can repeat the research. Deliberately false or incorrect statements constitute unethical activity and will not be tolerated.

Redundant, numerous or simultaneous publication: Generally speaking, an author shouldn't try to publish identical materials outlining the research in more than one journal and/or other primary publication. The presentation of the same subject in several journals and/or the publication of the same work in several journals imply unethical publishing behavior and will not be tolerated.

Authenticity and plagiarism: The authors must guarantee that they will submit entirely original works, and that the text or material that the authors have used are referenced correctly. Plagiarism in any form is unethical publishing behavior and will not be tolerated.

Authorship: The authorship belongs to those individuals that contribute considerably to the formation, design, execution or understanding of the article. All the individuals that contributed significantly to the article must be mentioned as co-authors. Other people that contributed significantly in other parts of the research must be acknowledged or recognized as contributors. The lead author has the responsibility to include all the co-authors and collaborators in the article and guarantee that all the co-authors have reviewed and approved the final version of the document and agreed on its submission for publication.

Recognition of sources: The proper recognition of the work of other authors in the article is required. The authors must include the publications of those who influenced the substance of their work. Private research, such as conversations, communications or dialogue with third parties is forbidden, except in the cases where there is explicit written permission from those individuals. The information collected through confidential methods, such as the review of manuscripts or grant applications is forbidden, except in the cases where there is explicit written permission from those authors that provide such services.

Transparency and interests: All authors must disclose in their final manuscript any financial or other type of conflict that could interfere with the results and interpretations in their research. All the funding of the project must be disclosed.

Fundamental errors in published the research: When authors realize there is a fundamental lack of inaccuracy in their own published research, they must notify the journal director or publisher immediately and help to recover or correct the article. When done after

marking, it cannot be modified. This is why the review process by the authors is fundamental.

Use of Artificial Intelligence (AI): When authors use artificial intelligence (AI) and AI-assisted technologies in the writing process, they should only do so to improve the readability of the text. The application of technology should be done with human oversight and control, and the authors should carefully review and edit the output, as AI may generate results that appear permitted but may be incorrect, incomplete or biased.

AI and AI-assisted technologies should not be listed as author or co-author, nor cited as author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans. Authors should mention the use of AI and AI-assisted technologies in the process of writing their manuscript in the letter of authenticity. In case of publication, the journal will include a note to this effect.

4.4 Unethical Conduct Management Methods

When misconduct and unethical actions are identified, they must be reported to the editor. Misconduct and unethical actions include, but are not limited to, the examples described above, such as plagiarism or falsification of research.

The informant of unethical conduct must provide information and evidence to begin an investigation. All complaints must be considered seriously and treated in a similar manner, until a corresponding outcome or agreement is achieved.

In case of unethical conducts, the editor is responsible for choosing the appropriate form of research and may seek the advice of the writing committee, the academic committee or the reviewer in making this choice.

Statement based on COPE Best Practice Guidelines for Journal Editors (<http://publicationethics.org/resources/guidelines>) and recommendations of Elsevier.

5. PUBLICATION FEES

The Perspectiva Educacional journal doesn't have any publication fees for authors and all the contents are freely accessible and usable under the Creative Commons license.

6. SUBMISSIONS

Submissions are made through this platform. First, at least one of the authors must register and complete all the information requested below:

Step 1: Start

a. Journal section

Select the section that relates to the submission:

- Editorial
- Research articles
- Articles on experiences, innovations or reflections on education

b. Submission checklist

Download the letters of authenticity and assignment of rights, as well as the curriculum resume format and the reviewer's suggestion to upload the files in the next step.

c. State originality and novelty of the article

Indicate the importance of the manuscript's publication in relation to the originality and novelty of the subject matter.

Step 2: Uploading the manuscript

Select the file you will send to submit your manuscript for review in Word format. Remember to ensure and corroborate that the submission is blind, i.e., it should not contain the identity of the authors. To do this, perform the following steps related to both the text and the file properties.

Delete the names of the authors in the text. In the case of a reference indicated in the text, replace it with "Author" accompanied by the year of publication of the reference (e.g., Author, 2019). For this version, author references should be omitted from the list of references at the end of the manuscript.

With Microsoft Office documents, the author's identity should also be removed from the file properties (see under File in Word) by clicking on the following, starting with File in the main menu of the Microsoft application: File > Save As > Tools (or Options on a Mac) > Security > Remove personal information from file properties on save > Save.

Step 3: Introducing the manuscript metadata (author(s), title, keywords, abstract)

Complete the requested information:

- a. **Language of the form.** The journal accepts articles in Spanish or English.
- b. **Authors.** In case of 2 or more authors, add by [Add author].
- c. **Title and abstract.** Enter the title and abstract of your manuscript. Remember that the abstract must not exceed 150 words.
- d. **Keywords.** Write the key concepts (no more than 5) separated by semicolons. Example: Term 1; term 2; term 3. These must be present in the [Thesaurus Unesco](#).
- e. **Select the language.**
- f. **Supporting agencies, sponsorships, projects, etc.** Indicate the agents that financed or provided support for the work presented in the submission. If there is no sponsorship, leave the section blank.
- g. **Quotes.** Identify the bibliographical references of the work.

Step 4: Uploading of additional files

In this step, upload the letter of authenticity and assignment of rights, as well as your curriculum resume. Do not forget that this information is of vital importance in the submission process. If these documents are not attached or if the author information is omitted, your submission will be automatically rejected.

You may also upload optional files such as images, tables, spreadsheets, programs or other materials that are not included in the article and that may serve for complementing the information.

Step 5: Confirming the submission

Complete the submission of your article by clicking [Finish Submission].

If you have any questions, please contact Geraldina Pozo (geraldina.pozo@pucv.cl) or perspectiva.educacional.epe@pucv.cl

