Appendix III

ARTICLE FORMAT

GENERAL CONSIDERATIONS AND TEMPLATE

Length: between 5.000 and 8.000 words.

Font: Times New Roman 12 point.

Spacing: Single space; do not include blank returns between paragraphs. The ¶ symbol in the template indicates a return.

Margins: 2 cm; justified, flush left and right.

Indent: Do not indent the first paragraph of each section. Do indent the rest.

Section headings: Do not number section headings or subsection headings.

Numbering: Use a bullet point ■ to mark the first level of specificity and a dash to mark the second.

Footnotes: Number footnotes consecutively, and place them at the bottom of the page. Restrict footnotes to the necessary minimum. No bibliographic citations or references (including electronic sources) are allowed in footnotes.

Tables, Charts and Similar Graphics:
- Number all figures consecutively by type (tables, charts, etc.) with Roman numerals.
- All text inside figures must be clearly legible.
- Titles must make the figure's contents sufficiently clear. Place titles at the top of the figure.
- Diagrams, sketches, charts, tables and equations must be given in a format that can be edited, not an image format. Copy them from Microsoft Office Excel and paste them into the article in Word format as "Microsoft Office Excel graphic object" or as "Microsoft Office graphic object". These options are on the menu bar under "Paste special".
- If the diagram or chart is not in Excel format, you must create it directly in Word format.

Equations:
- Centre equations, separated from the main text by blank returns.
- Number equations with Arabic numerals between parenthesis, set flush with the right-hand margin.
- Refer to equations in the text by indicating the number of the equation to which you are referring.

Article Title in Spanish (17 point, bold, right flush)[1]

¶ (12 point)
¶

Article Title in English (17 point, bold, right flush)

¶
¶
¶
¶

Abstract in Spanish (10 point, bold, indent)

Body of the abstract (10 point, not bold, indent first line) in Spanish, 300 words in IMRAD format (Introduction, Method, Results and conclusions or Discussion).

¶

Key words (10 point, cursive): word, word, word, word, word (10 point, no cursive). Include five to ten key words (descriptors). Use key words that are internationally accepted in the field of education.

¶
¶

Abstract (10 point, bold, indent)

Body of the abstract in English (10 point, no bold, indent first line).

¶

Key words (10 point, cursive): word, word, word, word, word (10 point, no cursive). The English equivalents of your key words.

¶
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¶
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Introduction (14 point, bold)

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Text
¶
¶
¶
¶

Method (14 point, bold)

¶
Text[2]
¶
¶

Sample (13 point, bold)

¶
Describe the population, the sample used in the study and the variables selected for the study.
¶

Instruments (13 point, bold)

¶
Describe the instruments used and the areas and factors involved.
¶

Procedure (13 point, bold)

¶
Describe how tests were administered and what kind of statistical analysis was performed.
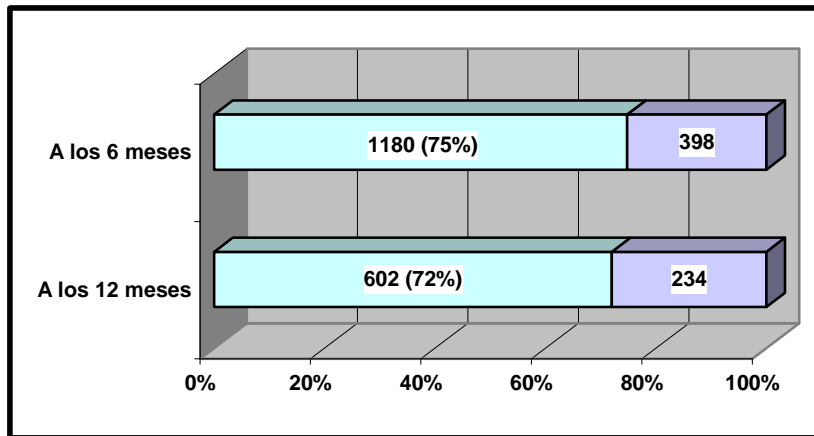
[2] Footnote

Subheading (12 point, bold)

Text under the subheading

Lesser subheading (12 point)

Text under the lesser subheading

Results (14 point, bold)

Present the results of data analysis.

CHART I. (bold) Title (12 point)

A los 6 meses — 1180 (75%) — 398

A los 12 meses — 602 (72%) — 234

0% 20% 40% 60% 80% 100%

Source: Surname, year or Compiled by author (8 point)

TABLE I. (bold) Title (12 point)

All text in tables must be in a 9-point font.

	Heading	Heading	Heading	Heading
Heading	data	data	data	data
Heading	data	data	data	data
Heading	data	data	data	data

Source: Surname, year or Compiled by author (8 point)

TABLE II. (bold) Title (12 point)

PRIMARY HEADING			PRIMARY HEADING		
Heading	**Heading**	**Heading**	**Heading**	**Heading**	**Heading**
data	data	data	data	data	data
data	data	data	data	data	data

Source: Surname, year or Compiled by author (8 point)

$$F = \int (A, B, C) \tag{1}$$

Numbering:
- Level 1
  - Level 2: equation (1)

Discussion (14 point, bold)

Text

<div align="center">

Bibliographic References
(14 point, bold, centred)

</div>

Surname Surname, A. A. (year). *Title*. City: Publisher.

Surname Surname, A. A. (year). *Title*. City: Publisher. Recovered from http://xxxxx

Surname Surname, A. A. (year). Chapter Title. In Surname Surname, A. A. (Ed.), *Book Title* (pp. xx-xx). City: Publisher.

Surname Surname, A. A., Surname Surname, A. A. and Surname Surname, A. A. (year). *Title*. City: Publisher. Recovered from http://xxxxx

Surname Surname, A. A. (year). Chapter Title. In Surname Surname, A. A. (Ed.), *Book Title* (pp. xx-xx). City: Publisher. Recovered from http://xxxxx

Surname Surname, A. A., Surname Surname, A. A. and Surname Surname, A. A. (year). *Title*. City: Publisher.

Page break

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Appendix
(14 point, bold, centred)

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