

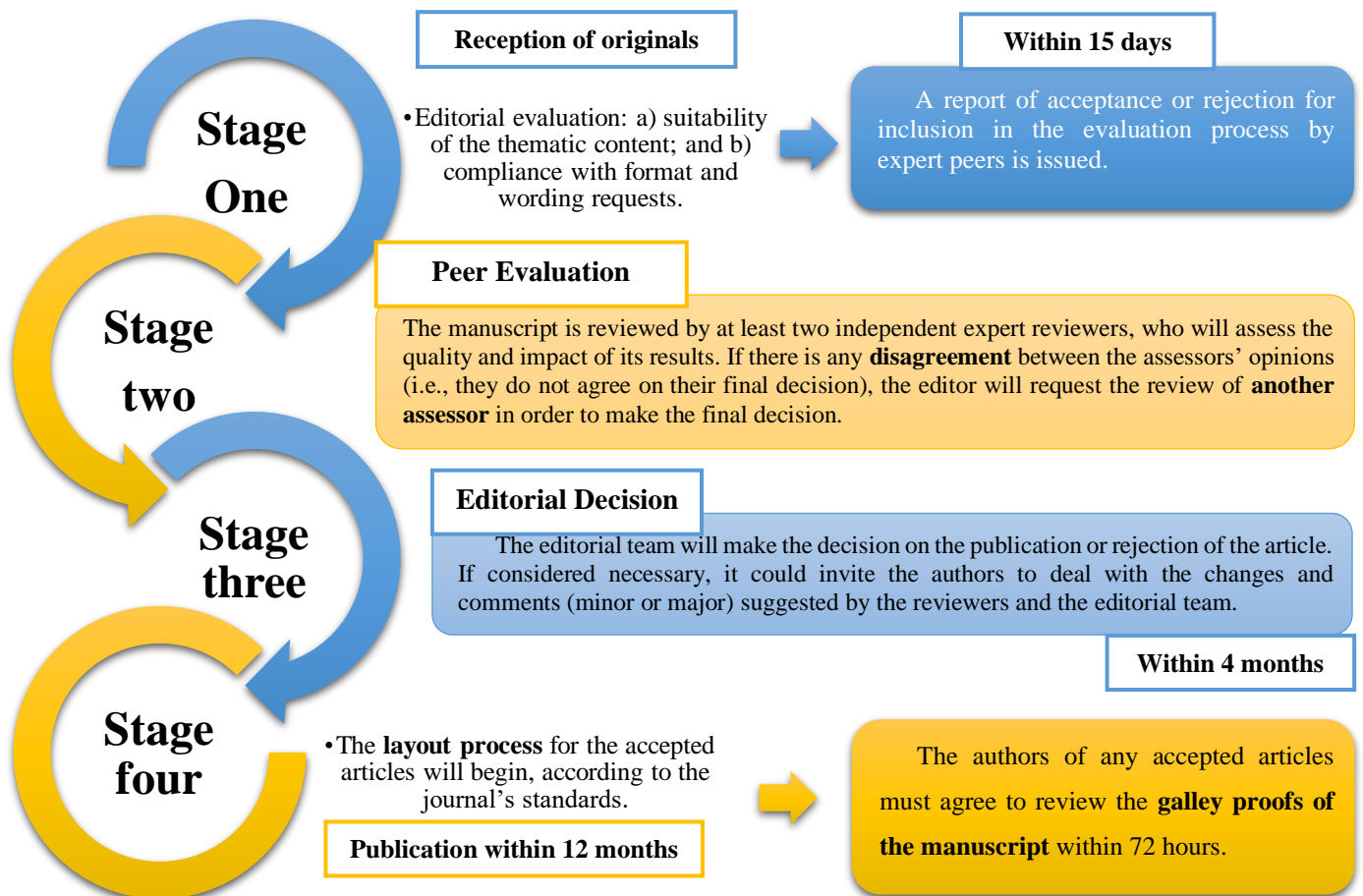


Authors guidelines

Psychology, Society & Education (PSE) publishes scientific works with a rigorous methodological grounding, in any field of Psychology and Education that has a proven impact on society. Papers may be submitted in **English or Spanish**. If the original manuscript is sent in Spanish, once accepted, it **must be translated into English** (this is mandatory for manuscripts received after **November 2022**) and then uploaded, in Word format, to the journal's website. Any possible costs originating from the translation into English must be covered by the author(s).

EDITORIAL PROCESS

The evaluation process for manuscripts sent to PSE is as follows:



The journal follows a policy of carrying out the academic peer (specialist) review using the **double-blind method**, which means that both authors and reviewers are anonymous in the review process. It is therefore essential for the authors to ensure that any information that could identify them is removed or sufficiently hidden. The list of authors, affiliations and acknowledgments must be removed from the main manuscript file, and included during the submission process as a separate file entitled *Main Page*.



A more detailed description of the exact origin of the sample and the project will be included during the editing process once the work is accepted for publication. In addition, references in the text to any work by the authors must be referred to in the third person (e.g., "In previous works **we have found** that... (Ortega, 2019)" should be written as "Previous works **show** that... (Ortega, 2019)"). Finally, authors must ensure that the documents themselves do not contain information about the authorship of the document in the [‘Properties’ tab](#).

SUBMITTING ORIGINALS

All manuscripts must be submitted **electronically** via the journal's online platform. Authors must [register](#) with the journal or, if already registered, they can [log in](#) to start the following **five-step process**:

First step: Starting the process

The language of the submitted work must be clearly marked, and it is important to **remember** that any works sent in Spanish, once accepted, must then be translated into English.

In the **‘section’** box, it should be marked if the manuscript is being sent for consideration for any of the journal's monographs, in which case it should have been preselected by the guest editors in charge of the relevant special issue. All other works should be marked in this section as *articles*.

You will then find a short checklist to check off: please read this carefully to ensure that the journal's format requirements are met. In the **‘comments for editors’** box, it is not necessary to include anything. Lastly, you will accept the Copyright Statement.

Second step: Uploading the file to be submitted

Authors must select the option “Add file”. Once the file is uploaded to the platform where “What type of file is it?” is indicated, you must click on “Article Text” if it is the main manuscript masked file and click on “Other” and indicate which kind of file has been included (see Figure 1). Remember that **three files** must be uploaded: *editorial team letter, main page and masked manuscript*.

The screenshot shows a web interface for submitting an article. At the top, there is a title 'Submit an Article' and a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Upload Submission' step is currently active. Below the progress bar, there is a 'Files' section. It shows a file named 'Manuscrito.docx' with a document icon. To the right of the file name are 'Add File', 'Edit', and 'Remove' buttons. Below the file name, there is a question 'What kind of file is this?' with two options: 'Article Text' and 'Other'. At the bottom of the 'Files' section, there are 'Save and continue' and 'Cancel' buttons.

Third step: Entering the metadata

This is an essential step, because later you will not be able to change them unless your work is accepted. Here, you must enter the title, abbreviated title, abstract and keywords, in both languages. In the **‘authors’** section, make sure you state the authors' first and last names in the way they want to be cited,



the affiliation (institution, city and country), and the ORCID persistent identifier of all the authors. Finally, remember to specify the source of funding, if it exists.

Fourth and fifth steps: Confirmation and monitoring of the process

The journal's review process may be monitored by the submitting author. Editorial decision emails will be sent to the corresponding author. Please note that when submitting revised versions of your manuscript, you will not receive a confirmation email from the platform indicating that the process has been completed.

PREPARING THE MANUSCRIPT

Documents and information required for each document

All manuscripts sent to the journal must include the following documents:

The title page, which must include:

- **Title:** this must be concise and informative, and not include formulas or abbreviations, with a length between **100 and 180 characters** including spaces, **avoiding** the use of formulas and abbreviations. The title must be given both in the language in which the manuscript is written, and in English. If the manuscript is in English, the Spanish title must also be given.
- **Abbreviated title:** this must not exceed 40 characters, including spaces. It must be included in both languages (English and Spanish. Please use Times New Roman font, size 9).
- **Name of the authors and their associated institution:** these should be given in the format they want to be cited. If both surnames are used, we recommend using a hyphen between them (e.g., López-Jiménez). Each author may include a maximum of two institutions which they are affiliated to. Each author must be specified using superscripts with Arabic numerals at the end of the last name, and this number must be used to introduce the data of the institution. For each institution, the following must be specified: **name, city and country**. In addition, the ORCID persistent identifiers of all the authors must be included.
- **Correspondence Author:** the name of the person responsible for receiving correspondence during and after the publishing process. The following information must be given: first name, surname, email and full, current address.
- **Acknowledgements:** these must be brief and should never be mentioned in the body of the manuscript submitted for evaluation. They should include, where relevant, those people who collaborated in carrying out the study (for example, by reviewing the writing or translating the manuscript). It should be concise and formal, avoiding personal assessments.

The authors of the paper must explicitly declare whether any Artificial Intelligence tools were used during the execution and development of their research study.



- **Sources of funding:** If the work has received funding for its completion or the data are part of a funded study or project, this should be indicated. The format for citing funding sources should be as follows:

Funding: This work was funded by NAME OF PROGRAM OR INSTITUTION [grant number XXXX, YEAR] (website link, if available).

There is no need to include detailed descriptions of the program or type of grants and awards. When funding is provided by a global grant or other resources available to a university, higher education institution, or other research organization, indicate the name of the institute or organization that provided the funding.

If no funding was received for the research, it should be stated as follows: "This research did not receive any specific grant from public, commercial, or non-profit funding agencies."

Letter to the editor, which must include the following information:

- Title of the manuscript.
- **A specific declaration that the manuscript has not been published, is original and is not being evaluated by any other scientific journal.**
- If any materials or resources with third-party rights are included or used, **the authors must declare that they have obtained the relevant permissions for** reproducing any material protected by copyright, and that this material has been cited and referenced correctly in the manuscript. The authors should be aware that if this is not the case, any conflict with the original publication will be their responsibility and the journal disclaims any responsibility in any conflict which may arise.
- An **express declaration** about the specific contribution made by each author to the conception, design and realization of the work, analysis and interpretation of data, as well as to the writing of the text and its subsequent revisions. In doing this, the CRediT Taxonomy must be followed: if you are not familiar with it, please see the following [link](#). It must also be stated that the submitted version of the work has been approved by all the authors and by the responsible authorities at the centre where the research was carried out, and that, if accepted, the work will not be published in another publication without the written consent of the owner of the copyright.
- An **express declaration by all the authors** that there is no conflict of interest.
- Declaration that the **ethical responsibilities of the journal** have been considered (see [link](#)).
- Suggestion of **three experts** considered suitable by authors to review your work, including their affiliation and email address.

Masked main manuscript file

The **format** of the main document of the manuscript must be OpenOffice, Microsoft Word or WordPerfect. The text must follow the format and rules of all scientific articles, as specified below:



Formal Aspects: *Structure, format and style*

All papers which are submitted must follow the format and writing guidelines established in the Publication Manual of the American Psychological Association (APA) 7th edition. They must be written in an impersonal style, taking special care about the use of non-sexist and inclusive language, in accordance with the principles of equality.

The maximum number of words is between 4,000 to 6,000, including the abstract in Spanish and English, references, tables and figures. The text must be presented with 2.54 cm (1 inch) margins on all sides. The font must be Times New Roman, size 12, double spaced. All pages must be numbered at the top right of the page. A 1.25 cm indentation must be used at the beginning of each paragraph. It is recommended that the text include cumulative line numbers to facilitate the review process. The abbreviated title will be used as the header for the entire manuscript (in Times New Roman, size 9). It should not exceed 40 characters, including spaces.

The section levels must follow the APA standards format:

Levels	Characteristics
Level 1	Centred, in bold
Level 2	On left, no justification, in bold
Level 3	On left, no justification, in bold and italics
Level 4	Indented, in bold, ending in a full stop.

Sections that every manuscript must include

Title of the manuscript in English and Spanish.

The title must be attractive and coherent, and should mention the variables and associations that will be presented in the manuscript. Its length should be between **100 and 180 characters**, including spaces, avoiding the use of formulas and abbreviations. It should be included in both English and Spanish languages.

Abstract in English and Spanish

The abstract should be concise, with a maximum of 250 words. It must have single spaces, without justification or indentation. It will briefly describe the theoretical-conceptual framework, in order to put the presented work in its context, the objective of the study, the basic characteristics of the methodology and analysis, the main results, the meaning of the discussion (regarding the problem addressed) and the key conclusions. The total number of participants, their numerical age, sex/gender, as well as any demographic information deemed relevant should also be included. The abstract must be written in the third person. The use of formulas and abbreviations is not allowed.

Keywords in Spanish and English



Five keywords should be included, taken from the thesaurus proposed by UNESCO (<https://vocabularies.unesco.org/browser/thesaurus/en/>). These words must show the essential topics of the study and which **are not included in the title**, in order to facilitate the search on the databases.

From the **second page** of the main document onwards, the body of the work should be presented. This must be organized into the following sections:

Introduction

This section will be organized into one or more subsections, depending on what the authors deem most appropriate for describing the state of art. In all works, a subsection titled “**The present study**’ should be included, summarizing the importance and necessity of the study, as well as the objectives and hypotheses based on the previously described literature. The objectives and hypotheses **should not be listed** but written as a paragraph.

Method

The method section will be organized into four subsections in the following order:

Participants: This subsection should include sociodemographic information about the participants, such as gender, age, socioeconomic level, or any other relevant sociodemographic data for the presented study.

Instruments used in the study: This should provide information about the authors of the instruments, reliability data (if applicable), etc.

Procedure: This should include information about the recruitment method for the participants, as well as the data collection process. The name of the ethics committee that approved the research and the date of approval should also be included, along with the date when the data was collected.

Data analysis: This should indicate the different types of analyses performed to address the objectives, as well as the statistical software packages used.

Results

Discussion

The section will be organized into one or more subsections as the authors see fit. However, all works should include the following subsections:

Limitations and future directions

Practical implications

Conclusions

References in the text



Bibliographic references **in the text** should include the author's surname and the year of publication (in parentheses, separated by a semicolon). If the name is part of the text, it should be followed by the year in parentheses (pe. Berger (2002)). If there are more than two authors, only the surname of the first author should be indicated, followed by 'et al.' and the year; in case of ambiguity, the surnames of the subsequent authors should be added until the work can be clearly identified. For citing multiple studies with the same authors and year, add letters (a, b, c) as necessary, repeating the year (e.g., Camacho et al., 2021a, 2021b). When citing different articles in the same parentheses, list them alphabetically.

The **list of references** at the end of the article must be alphabetical and must comply with APA 7th edition standards. The DOI must also be included, where available. Special attention must be paid to the manual's rules for citing papers presented at conferences, doctoral theses, and computer programs, as well as for the use of acronyms in both the text and the reference section. When the **original version of the cited work** (book, chapter or article) is not in English, cite the original title and give the English translation in square brackets (with no separation from the original and without using italics). For further information, please see the 7th edition of the APA manual or the following [page with examples](#).

Tables

All tables must be included using the Word 'table insert' function and not as images. They must be numbered consecutively according to their appearance in the text, and the design must follow the APA 7th edition standards. They must be positioned in their corresponding place in the text, **not at the end of the document**. Each table must be accompanied by notes below which make it easy to understand. Do not use line spaces or tabs within a table, as this will create layout problems and may lead to errors. Finally, the number of tables should be limited to the minimum necessary (no more than five) and you must check that the data presented does not duplicate results already described in the text.

Figures

Figures should be included in the manuscript only when essential. These must be numbered consecutively according to their appearance in the text, and their design must follow APA standards and include the information as you want it to appear in the publication. It is absolutely essential that the authors ensure that the axes are properly labelled. **All figures must have a minimum resolution of 150 dpi**. Figures must be positioned in their correct place in the text, **and not at the end of the document**. Each figure must have notes below it in order to make it easy to understand.

Footnotes

Footnotes may only be used in exceptional cases, and must be indicated in the text with a superscript number and placed in a section at the end before the references.

Appendices



These will only be accepted in exceptional circumstances and their need must be justified in the 'Letter to the editor'. They will be included in the main document at the end of the manuscript.

PUBLICATION OF ARTICLES

1. PSE is an **open access journal**. All published articles are free for those who wish to read or download them.
2. When a manuscript is accepted for publication, the contact person will receive an email including a revision of the content and format (in Word format), in which any issues that must be resolved are reported. The authors must review the document carefully, to ensure that the revised content matches the original accepted article and return it with the corrections within **72 hours** of receiving the email. **NO** other form of correction will be accepted. After that, the **PDF version with the final layout** will be sent for a final review of the format and possible errors: the return of these corrections must also be within a period of **72 hours** from the receipt of the email. Since the proofs are prepared from manuscripts already sent electronically and accepted, no substantial modifications or alterations will be accepted at this point - only the correction of proofs and citations, or the inclusion of suggestions made by the Editorial Team. Moreover, the data regarding the authors' names, their affiliations, and the funding of the study must be reviewed. After this review, no further changes will be made either to the manuscript document or to the information related to the authors' details. The editorial team of the journal reserves the right to modify the titles and abstracts of the articles to ensure the maximum suitability, impact and dissemination. **Important:** Authors are requested to look out for emails throughout the editing process, as it is common for emails sent from the OJS platform to arrive in the 'Spam' folder.
3. PSE does not permit the self-archiving of articles in their "**pre-print**" version, and pre-published articles must not be shared on a pre-print server, in repositories, or on any social networks or websites belonging to the authors. PSE provides a DOI, the international code which allows reliable, consistent access to content at all times.
4. Conditions for "**post-print**" **self-archiving**: The revised versions of the accepted articles will be available in PDF and HTML format on the journal's website in the "Previous issues" section; the latest issue can be found in the section "Current issue".
5. Authors are encouraged to share the post-print version, duly cited, on university and public servers (Mendeley, Cosis, etc.), social networks (Facebook, Twitter, LinkedIn, etc.), scientific social networks (ResearchGate, Academia.edu, Kudos, etc.), personal and institutional websites and blogs, Google Scholar, ORCID, Publons, ScopusID, etc.



6. Authors agree to reviewing at **least one paper per year** for the journal during **the three years following** the publication of their own paper. To do it, they must complete their details in the journal's external reviewers database (by clicking the following [link](#)).

RECOMMENDATIONS FOR THE USE OF INCLUSIVE AND NON-SEXIST LANGUAGE

The editorial team of the magazine is committed to guaranteeing the ethical and quality standards of all the articles it publishes, using as a reference the "Code of conduct and good practices" defined by the Committee on Publication Ethics (COPE) in the creation of its own [ethical code of good practice](#). For this reason, we are committed to promoting accurate, unbiased and intersectional research, which is sensitive to the complexity and breadth of cultural, biological, economic and social contexts. The use of inclusive language, free of any prejudices associated with race, functional diversity, gender, sexual orientation, beliefs, ideology or socioeconomic status is essential.

Recommendations on the use of inclusive language

Certain actions are considered inappropriate and must be avoided:

1. **Including information** about the participants or third parties which is irrelevant to the study, as well as ignoring the **differences and specific characteristics** of the participants, if these exist.
2. The **use of labels** to designate a group of people as if it were outside society, since these contribute to perpetuating stereotypes. Therefore, all expressions that imply the stigmatization or discrimination of groups of people must be avoided.
3. The **use of negative connotations** in expressions, as well as **condescending terminology** in the specific case of people with functional diversity.
4. Comparisons between groups, ethnic, race, or the reference to "minorities" as social groups burdened with stereotypes.

Recommendations about the use of non-sexist language

The magazine is committed to the policies and objectives of promoting the use of gender-inclusive language. This means it favours the use of language "without discriminating against a specific sex, social gender or gender identity and without perpetuating gender stereotypes" (United Nations objective). Therefore, the Editorial Team expects the authors to make correct use of the terms "**gender**" and "**sex**". The term "gender" refers to culture and should be used when referring to men and women as social groups. The word "sex" is a biological term and should be used to emphasize biological distinctions.

In addition, authors are expected to be careful in their use of language and content, and should always err on the side of equality, beyond mere morphological forms. Thus, although the **Royal Spanish Academy** recognizes the masculine as an unmarked gender for collective groups, [formulas are](#)



increasingly being demanded that make the role of women and non-binary people more visible. For this reason, at the magazine we are committed to using inclusive linguistic formulas, which can be used as long as they do not modify the meaning of the expression. The authors are **responsible** for the use of formulas and linguistic solutions that guarantee this objective. One useful rule to detect if a word or expression may imply sexism is to submit it to the **inversion rule**, which consists of substituting it for the opposite gender. If that looks inappropriate, **it should be replaced by a more inclusive term**. In addition, other rules which could be used to guarantee the correct use of the language are the following:

- ◆ When describing a collective, unless it is made up of a single gender, both the feminine and the masculine should be used. If the degree of participation is known, the majority gender may be used first. If the degree of participation is not known, either of the two forms can be used first, and then used alternately, or they can be used in alphabetical order (e.g., “*alumnas*” then “*alumnos*” in Spanish).

Using inclusive and non-sexist language: Specific recommendations in Spanish and English texts

(1) Spanish

- ◆ We recommend the use of **generic or epicene nouns** (e.g., person, subject, individual, character, member, etc.), **collective nouns** (e.g., citizens, students, team) and **abstract nouns** (e.g., ‘chair instead of ‘chairman/woman’), as in the following examples:

Instead of: “*El rendimiento íntegro deberá imputarse al titular o a la titular del derecho*”.

We could use: “*El rendimiento íntegro deberá imputarse a la persona titular del derecho*”.

Instead of: “*La normativa se dirigía a los alumnos y les explicaba los derechos y obligaciones de obligaciones de los mismos*”.

We could use: “*La normativa se dirigía al alumnado y les explicaba sus derechos y obligaciones*”.

- ◆ Try to use **periphrasis** to express more egalitarian formulas (e.g., use “*personal investigador*” instead of “*investigador/a*”; or “*titular de una beca*” instead of “*becario/a*”), as well as using **pronouns which are not gender-marked**: e.g., neutral forms (e.g., “*quien*” instead of “*el que*” or “*la que*”) and generic formulas (e.g., “*alguien*” or “*nadie*” instead of “*uno*” or “*una*”). **Adjectives which are not marked for gender** are also preferable (e.g., use “*diferente*” rather than “*distintos*” and “*distintas*”).
- ◆ Use **impersonal terms, omit the subject**, or use the imperative form of the verb. It is also advisable to replace passive verbs with active verbs or impersonal forms (e.g., “*analizamos los resultados*” rather than “*los resultados fueron analizados*”).
- ◆ In cases in which the particle that accompanies the noun determines the gender, we suggest deleting one of the two articles (the one marking the gender which comes second), although



this option cannot be applied if invariable nouns are used. Also, instead of doubling up the determiners, adjectives and participles which the noun agrees with, they can be made to agree with nearest noun.

- ◆ Doubling up (e.g., using “*los alumnos y las alumnas*” rather than “*los alumnos*”). Although this is the best-known solution, it must be applied with caution, since overusing it cause the language to lose its economy and ease of reading (e.g., “*los padres y las madres de los alumnos y las alumnas hablaron con los profesores y las profesoras*”). If masculine/feminine nouns are unavoidable, it is advisable to alternate the feminine and masculine forms throughout the text. **Do not use the @ symbol or slashes or hyphens** (e.g., ‘*person@s*’, ‘*person/s*’, ‘*person-s*’). Non-binary formulas such as ‘-e’ or ‘-x’ (e.g., ‘*personxs*’ or ‘*persones*’) are not acceptable grammatical forms in Spanish.
- ◆ **Explanatory additions.** In the case of an unavoidable use of a generic masculine noun, it is better to use an additional phrase to clarify that it applies to everyone.

(2) English

- ◆ Avoid unnecessary **pronouns** which are **gender-marked** (e.g., use “Each nurse determines the best way to treat a patient” rather than “Each nurse determines the best way she can treat a patient”).
- ◆ Use the **plural pronoun ‘their’** or the word **‘the’** to **avoid gender-marked singulars**: (e.g., use “The students had to fill in their/the questionnaires” rather than “Each student had to fill in his/her questionnaire”), although we do not recommend using ‘their’ to refer to a singular noun (e.g., use “If a nurse asks the patients...” instead of “If a nurse asks their patients...”).
- ◆ If **masculine and feminine pronouns** must be used, try to **alternate** them throughout the text: (e.g., use “The baby tries to put everything he finds in his mouth” followed by “The baby can also try to communicate her ideas”).
- ◆ Another solution is to use **both pronouns ‘his or her’**: if this is used, the order should be varied between ‘his or her’ and ‘her or his’.
- ◆ Use **job titles or descriptions** to avoid using ‘he’ or ‘she’: (e.g., use “The head of the research team contacted the university authorities” instead of “He contacted the university authorities”).
- ◆ Try to **avoid specific terms which stereotype women**: author > authoress; homemaker > housewife; domestic helper > maid; cleaner > cleaning lady; poet > poetess; sculptor > sculptress; usher > usherette; waiter > waitress; spouse > wife.
- ◆ Try to use **job titles which do not stereotype men and women**: businessperson > businessman/men; chair > chairman; head/head teacher > headmaster; police officer > policeman; firefighter > fireman; sales staff > salesman/men; nurse > male nurse; spokesperson



> spokesman; sportsman/woman > sportsmanship; senior politician > statesman; flight attendant > air stewardess/air hostess; worker > workmen.

- ◆ **Avoid generic terms** which include the word '**man**': humankind/ human beings > mankind; work force > man power; synthetic/artificial > manmade.
- ◆ **Avoid stereotypical adjectives and expressions** including unnecessary references to **men and women**: Dear Personnel Officer/Director/Executive/Manager > Dear Sir; homeland/native country > fatherland; tender/weak > effeminate; non-technical terms > layman's terms; birth name > maiden name; lifestyle/living section > woman's page.