

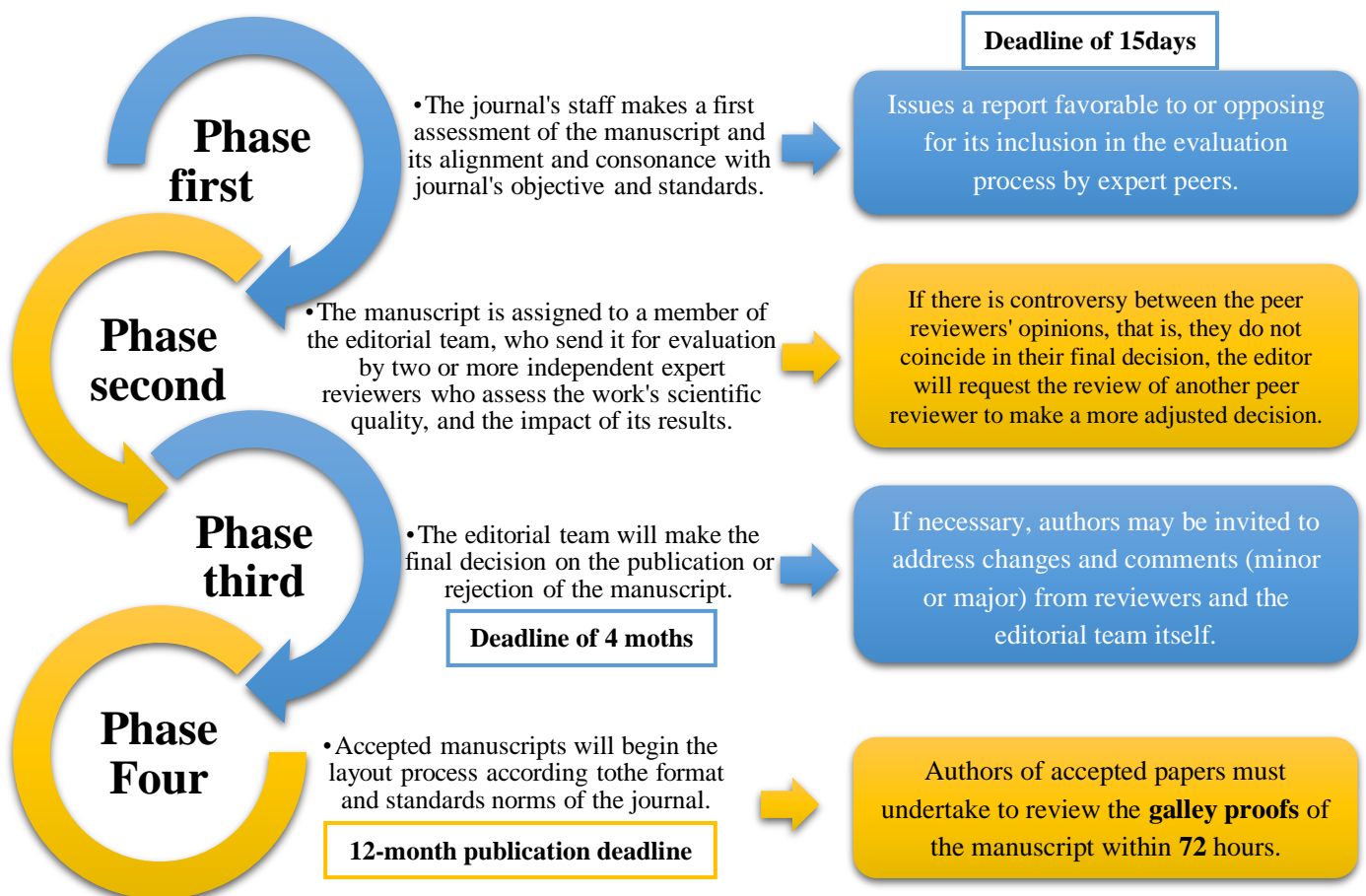


## Rules for Authors

*Psychology, Society & Education* publishes works of a scientific nature carried out with methodological rigor in any field of Psychology and Education that show their impact on society. Papers may be written in **either English or Spanish**. If the original manuscript is submitted in Spanish, once accepted it **must be translated into English** (this would be mandatory for manuscripts received **after November 2022**) and uploaded, in word format, to the journal's website. Regarding the English translation, any possible cost of the translation will be covered by the author(s).

### EDITORIAL PROCESS

The evaluation process of manuscripts sent to *Psychology, Society & Education* is as follows:





*Psychology, Society & Education* follows a policy of peer review by academics (specialists) according to a **double-blind system**, which means that both authors and reviewers are anonymous in the review process. Therefore, it is very important that the authors ensure that any information that could identify them is removed or sufficiently hidden. Information such as lists of authors, affiliations, acknowledgments, etc., should be removed from the manuscript document and included as a separate file entitled *Cover Letter* when submitting. In addition, references in the text to any work by the authors should be referred to in the third person to mask the authors' identity (for example: "In previous work we found that... (Ortega, 2019)" should be written as "Previous works show that... (Ortega, 2019)"). Moreover, the authors must ensure that no information related to them is included in the properties of the documents themselves.

## **SUBMISSION OF MANUSCRIPTS TO *PSYCHOLOGY, SOCIETY & EDUCATION***

Manuscripts are to be submitted **electronically** through the OJS platform. Authors should **register** in the journal before publishing or, if they are already registered, they can simply log in and begin the **five-step process**.

### **Documents and information required in each file**

All manuscripts submitted to *Psychology, Society & Education* must include the following documentation:

#### **Title page, which will include:**

- **Title:** which should be concise and informative, avoiding the use of formulas and abbreviations. It must be in both the language in which the manuscript is written and in English. In the case of manuscripts written in English, the title will also be indicated in Spanish.
- **Abbreviated title:** not to exceed 40 characters, including spaces. This will be used as the header throughout the manuscript (in Times New Roman, size 9).
- **Name of the author(s) and their associated institution:** the use of long names (e.g. María Inmaculada del Sagrado Corazón López-Jiménez) is discouraged, so as to make the author's name easily recognizable in the international sphere. The name of the institution with which each author is affiliated will be indicated by means of superscripts with Arabic numerals at the end of the surname. The same number must precede the institution's data.
- **Corresponding author:** clearly indicate who will be responsible for receiving the correspondence throughout the manuscript evaluation and publication process, as well as after



its publication (the corresponding author must include name, surnames, email address, and complete and updated address).

- **Acknowledgments** should be brief and should never appear in the body of the manuscript sent for evaluation. They should include, if relevant, those people who collaborated in the completion of the study (e.g., reviewing the writing or translation of the manuscript).

- **Funding sources:** if the work sent to *Psychology, Society & Education* for publication has received funding for its completion, the funding sources shall be made explicit through a simple description including the reference code of the project funded and the funding agency (details on the type of program, award, grants, etc. are not necessary). If the financing comes from a university or institute, only its official name should be indicated.

## A letter to the editor, which must include the following information:

- Title of the manuscript.
- Full name of authors, affiliation and ORCID if available.
- **Express statement that the manuscript is original and is not in the process of being evaluated by any other scientific journal.**
- In the case of including or using materials or resources with rights of third parties, the **authors declare that they have the pertinent permissions for the reproduction of material protected by copyright**, and that these have been cited and referenced correctly in the manuscript. Authors must state that if this is not the case, any conflict with the original publication will be their responsibility and *Psychology, Society & Education* considers itself to be unaffected by such conflict.
- **Express declaration that all authors** have contributed to the conception, design and performance of the analysis and interpretation of data, as well as to the writing of the text and its subsequent revisions. **Indicating that the submission and future publication of the manuscript have been approved by all of them** and by the responsible authorities where the research was conducted, and that, if accepted, it will not be published elsewhere without the written consent of the copyright holder.
- **Express statement none of the authors are involved in any conflict of interest.**
- Statement that authors have considered **journal's ethical responsibilities** (see [link](#) here).
- Specify the source of funding for the study, initially in the Cover Letter, and later in the final manuscript.



## Main document

The format of the main manuscript file should be OpenOffice, Microsoft Word and WordPerfect. The text should follow the format and standards of all scientific articles, as specified below:

### Structure, format, and style

The manuscript presented should follow the format and writing guidelines established in the 7th edition of the *Publication Manual of the American Psychological Association* (APA), being written in an impersonal style, and taking special care regarding the use of non-sexist language.

The maximum number of words will be 6,000, including a summary in Spanish and English, references, tables, and figures. The text is to feature 2.54 cm (1 inch) margins on all sides. The font shall be Times New Roman, size 12, double-spaced. All pages should be numbered in the top right-hand corner. A 1.25 cm indentation should be used at the beginning of each paragraph. It is recommended that the text include cumulative line numbers to facilitate the review process.

The levels of sections should follow APA standards:

Levels	Characteristics
First level	Centered in bold
Second level	Left unjustified in bold
Third level	<i>Left unjustified in bold and italic</i>
Fourth level	Indented in bold, ending with a period and continuing the next paragraph in the same heading line.

### Sections:

**The title of the manuscript in English and Spanish.**

**Abstract in English and Spanish.**

The abstract should be concise, with a maximum of 250 words, single-spaced and not justified or indented. It is to briefly describe the theoretical/conceptual framework contextualizing the work presented, the objective of the study, the basic characteristics of the methodology and analysis, the main results, the discussion (the problem addressed) and the most important conclusions. The total number of participants, their age and sex/gender, and demographic information should be included, if relevant. The abstract must be written in the third person and not include a self-referenced assessment in the first or second person.



## **Keywords in Spanish and English.**

Between 3-5 keywords should be included, reflecting the essential topics of the study, and **not included in the title**, with the aim of facilitating database searches.

The body of the paper will be included starting on the second page, organized in the following sections:

### **Introduction**

### **Method**

The Method section is to be organized into four subsections:

**Participants** This section should include demographic information about them, such as gender, socioeconomic level, or any other demographic data relevant to the work being presented.

**Instruments** used in the study, with information about their authors, reliability data (if applicable), etc.

**Procedure**, which will include information on the method used to recruit participants, as well as the data collection process. Also, to be included is the name of the ethics committee that approved the study and the date on which said authorization was obtained.

**Analysis of the data**, indicating the different types of analysis carried out to meet the objectives, as well as the statistical packages used.

### **Results**

### **Discussion**

### **References**

The format for the references will be that established in the APA standards, 7th edition. The DOI will also be included, when available. They will be included at the end of the manuscript on a separate page, following alphabetical order by the last name of the authors (the authors must have checked the details: each reference listed must be cited in the text, and each citation in the text must be listed in the References section).

### **Tables**

Tables should be included using Word's "Insert Table" feature, not as images. They are to be numbered consecutively according to their appearance in the text, their design is to follow APA standards, and they are to include the information just as it is to appear in the publication. They should be placed in the correct place in the main manuscript text and **not at the end of**



**the text.** The necessary notes for the proper understanding of the table are to be included under each. Using spaces or tabs in the table could create problems when the table is formatted, and may lead to errors. Finally, the number of tables should be limited to those necessary (no more than five), and the data presented in them should not duplicate results already presented in the text.

## **Figures**

Figures will be included in the manuscript only when essential. They are to be numbered consecutively according to their appearance in the text, their design is to follow APA standards, and they are to include the information just as it is to appear in the publication. It is of great importance that authors make sure that the axes are properly named. They should be placed in the correct place in the main manuscript text and **not at the end of the text. All figures must have a minimum resolution of 150 dpi.**

## **Footnotes**

Footnotes are to be used only **very exceptionally**, indicated in the text with a superscript mark and placed in a separate section at the end of the manuscript, just before the references.

## **Annexes**

Annexes will be accepted exceptionally and with justification of their necessity in the Cover Letter. They will be included at the end of the text in the main manuscript file.