

REVISTA FT FRANZ TAMAYO



SUBMISSION GUIDELINES

PRELIMINARY CONSIDERATIONS

Franz Tamayo Journal's submission guidelines reflect a commitment to quality and ethical standards aligned with the Adventist University of Bolivia research policies. The preliminary guidelines—covering everything from manuscript submission to dissemination—are an essential part of this process, providing a clear roadmap for authors, reviewers, and readers. These considerations foster quality in research presentation and promote transparency and integrity in academic publishing.

Authors can trust their manuscripts professional and rigorous treatment; ensuring readers have access to high-quality research and analyses that contribute to the development of the educational field.

This expansion of knowledge is possible because Franz Tamayo is a peer-reviewed journal published every four months ruled by the American Psychological Association (APA 7.0) guidelines. Following these requirements, the journal optimizes indexing in prestigious international databases, thereby increasing the visibility of authors' publications and their affiliated institutions. All articles are assigned a DOI (Digital Object Identifier).

PURPOSE

The purpose of Franz Tamayo is to disseminate research in Spanish and promote reflection on topics and issues related to education and its various inter- and transdisciplinary areas, such as philosophy and pedagogy. The journal is focused on researchers, educators, and professionals involved in educational activities and related disciplines.

- **Aims and Policy**
- **Theme:** Education
- **Section policies:**

- **Research articles:** Original research that has not been previously published. Authors commit to exclusivity for this publication. Length: 5,500 to 6,500 words, including figures, notes, and references.
- **Review articles:** Aimed at contributing to the update and recapitulation of new knowledge by providing a critical review of the literature, appropriately citing between 80 and 100 works, and presenting a reasoned assessment of the conclusions validity. Length: 6,000 to 7,000 words, including figures and references.
- **Essays:** In this type of study, the author critically reflects on current theories and approaches to open new dialogues within the community. This research will have a length between 5,500 and 6,000 words, including notes and references.

Franz Tamayo is published three times a year (twenty-one articles per year). Each issue includes the following sections: 1. Editorial: A space for reflecting on socio-educational issues usually authored by the journal's Editor-in-Chief. 2. Research: A section for diverse contributions within the general scope of the publication. 3. Essays.

- To register, authors must access the following link: <https://revistafranztamayo.org/index.php/franztamayo/user/register>
- As part of the submission process, authors must ensure that their work complies with the following requirements:
 - The submitted article is original and has not been previously published, adhering to all citation standards.
 - It has not been submitted to other journals, and no additional explanations have been provided to the editor.
 - Upon approval, authors grant permission for publication and distribution at both national and international levels across various media.
 - The submitted file is in Word format and maintains anonymity.
- Authors submit their work using Franz Tamayo Journal OJS platform.
- Once a manuscript is received, the Editorial Board will respond within a maximum of 30 days, indicating whether the work has been accepted for evaluation or rejected. Manuscripts that do not comply with the submission guidelines or that do not align with the journal's theme will be rejected. In cases of minor errors, the manuscript will be returned to the author for correction. To accelerate the process, authors are encouraged to thoroughly review their manuscripts before submission. The evaluation process will only officially start upon reception of the corrected manuscript.
- The editor will send the work to specialized reviewers in the relevant subject matter or line of research, utilizing a double-blind peer review process to ensure mutual anonymity.

The scientific evaluation of the works, following initial approval, has a maximum duration of 45 days. On average, peer review is completed within 60 days, with a final decision communicated within 15 days. Manuscripts submitted in response to specific calls for papers will enter the evaluation process once the submission deadline has passed. The evaluation criteria used by the Editorial Board to make a decision, based on the opinions of external experts, are as follows:

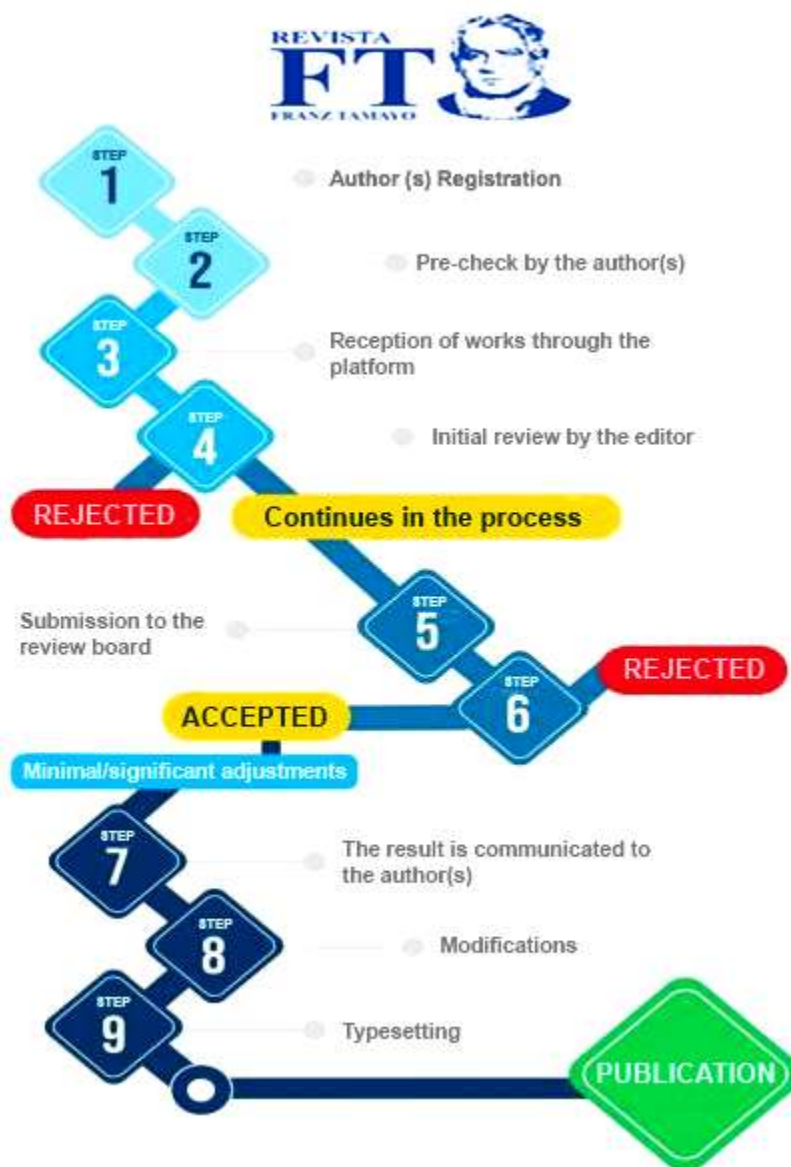
- a) Application and novelty.
- b) Relevance and significance.
- c) Originality.
- d) Reliability and scientific validity.

- e) Coherence.
- f) External support and public/private funding.
- g) Co-authorship and internationalization team degree.
- h) Writing quality.

Based on the evaluators' reports, the editor will make one of the following decisions, which will be communicated to the author:

• Grading System	
0 to 50 points	Rejected
51 to 66 points	Reassessable with major modifications
67 to 86 points	Publishable with minor modifications
From 87 points	Accepted

- The author is notified of the final decision and is invited to suggest any potential corrections. In cases of rejection, the author is informed, and the editorial process is concluded.
 - If modifications have been suggested, a final review is conducted.
 - The process moves from the editorial stage to the layout phase.
 - Finally, the work is published in the OJS system, and the corresponding dissemination is carried out.
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- **Process diagram**



Articles structure, review and essays

The formatting guidelines for manuscripts are as follows: use Arial font in size 12, set single line spacing, justify the text on both margins, and avoid the use of tabulators and additional spaces between paragraphs. Only one blank space is permitted to separate important sections, such as the title, authors' names, abstracts, keywords, acknowledgments, and headings. Additionally, it is essential to establish margins of three centimeters on all page edges. Submissions must be made in Microsoft Word format, consisting of two files: one for the cover letter and another for the manuscript.

Covers for all works

The title in both Spanish and English must not exceed 15 words and should be clear, concise, and easy to understand.

Abstract (Spanish) and **Abstract** (English): This component is crucial in the article and is organized according to the subject matter covered in the research. It must include the objective, methodology (including type, design, technique, and instruments), results, and conclusions. Its length should be between 150 and 160 words, and references should not be included.

Keywords (Spanish) and **Keywords** (English): The keywords should be closely related to the research. Only from five (5) to six (6) words should be used. Consulting a thesaurus is advisable, as this resource facilitates the selection of appropriate terminology.

IMDRC structure for research and review articles: It is essential that research follows rigorously the IMDRC structure, and it is imperative to incorporate bibliographical references.

Introduction: This section includes the opening of the article, where the rationale behind the research is presented. The problem is identified, relevant background information on the topic is provided, and a brief contextualization supported by bibliographical references is included. Moreover, the objectives and justification for the research are established. This is the section where the author outlines the content to be addressed.

Method: This section describes the research process clearly and narratively, along with the reasons for choosing the type of research, design, population, sample, technique, and instruments used. If an innovative methodology is employed, it is essential to explain the justification for its choice and to highlight its limitations.

Results: This section presents the main study findings, which may include models, strategies, theoretical constructs, or other significant contributions. Relevant tables and figures are presented in an orderly and consecutive manner, with a maximum of five.

Discussion: In this section, a critical and reflective analysis is conducted, comparing the obtained results with the theoretical bases supporting the research. The contributions of the study are highlighted, and its limitations are discussed.

Conclusions: This section includes the closing of the article and relates to the achievements and scope of the research objectives. The conclusions must be supported by the data collected in the study.

Footnotes, considered exceptional, should be located at the end of the article, before the references section.

Bibliographical references: Only citations that follow the current APA guidelines are included, and they are organized in alphabetical order.

Essay structure

Introduction: This section formulates the thesis, states the essay purpose, and presents the conceptual perspective that will be used throughout the text.

Development: Here, the thesis is explained and supported through arguments and evidence.

Conclusions: This part synthesizes the essay arguments and highlights the reflections reached.

References: A list is provided that enumerates all sources cited in the text, following APA standards.

Support: The Council of Science Editors recommends that authors of articles and essays specify the source of funding for the research.

Standards for references of all works

Periodical:

Reference to a journal publication (One author):

Díaz, J. (2024). Gestión del conocimiento dirigido a docentes de educación universitaria, desde la perspectiva humanista y transdisciplinaria. *Aula Virtual*, 5(11), 13-28.

Reference to a journal publication (More than one author):

Amaro Meza, M. P., & Jiménez de Najul, V. Y. (2024). Educación Universitaria: proyecciones en tiempo de pandemia. *Aula Virtual*, 5(11), 87-107.

Reference to a Book:

Puiggrós, A. (2024). De Simón Rodríguez a Paulo Freire: educación para la integración iberoamericana. Siglo XXI Editores.
https://books.google.es/books?hl=es&lr=&id=p7cKEQAAQBAJ&oi=fnd&pg=PA3&dq=+libro+%2B+educacion+latinoamericana&ots=puXOQxQC9D&sig=un-fyFKA7tJJOIkyqWib3H_J_I#v=onepage&q=libro%20%2B%20educacion%20latinoamericana&f=false

Reference to a book chapter:

Lukin, F. (1993). Los contenidos curriculares. En H. Hernández (Ed.), *La escuela a examen* (pp. 32-60). Bilbao: Nervión.

Doctoral theses:

Pereira Gomes, G. E. (2021). La implicación de la familia y su importancia para el éxito del aprendizaje de niños y niñas en una escuela pública en la ciudad de Manaos, Brasil [Tesis de doctorado, Universidad de Málaga]. RIUMA.
https://riuma.uma.es/xmlui/bitstream/handle/10630/23765/TD_PEREIRA_GOMES_Greice_Elaine.pdf?sequence=1&isAllowed=y

Master's thesis:

Maguiña, A. F. M., Montaña, C. E., & Cabrera, D. (2015). Plan de negocio: creación de nido “Kusi Wawa” para el nivel socioeconómico “B” en el distrito de Los Olivos [Tesis de maestría, Universidad Peruana de Ciencias Aplicadas]. Repositorio Académico UPC. <http://hdl.handle.net/10757/583811>

Electronic media:

Organización Mundial de la Salud. (2021, 17 de noviembre). Salud mental del adolescente. Organización Mundial de la Salud. <https://www.who.int/es/news-room/fact-sheets/detail/adolescent-mental-health>

Software and mobile applications:

Argosy Publishing. (2021). *Human Anatomy Atlas 2021* (version 2021.2) [Mobile application]. Visible Body. <https://biblioteca.upc.edu.pe/visiblebody>

AI tools:

OpenAI. (2023). ChatGPT (Versión del 24 de mayo) [Modelo grande de lenguaje]. <https://chat.openai.com/cha>

It is recommended to review our AI policy.

Both journals and books with a DOI (available at <https://search.crossref.org/>) and those without a DOI but with an online version must be referenced correctly, including the corresponding link.

Tables and Figures presentation for all works:

- Tables and figures are numbered with Arabic numerals and must be in bold.
- Abbreviations should be avoided in table titles or figures, although acronyms may be used.
- It is necessary to include a note below the figure indicating the source. Example: "Source: Last Name, Year, Page Number."
- The information presented in tables or figures must be accurate, logical, and comprehensible to the reader.
- Maximum number of tables or figures: five (5).

Fees and APC:

Franz Tamayo is an Open Access journal that offers its complete production free of charge online to the entire scientific community. It is important to highlight that during the entire editorial process, which involves scientific review, design, and articles translation, the journal does not charge any fees or economic charges, neither to authors nor to readers. No publication fees or article processing charges (APC) are required in relation to this journal. It is noteworthy that all expenses, resources, and funding for Franz Tamayo are supported by contributions from the Adventist University of Bolivia.

Ethical policy and best practices:

Franz Tamayo Educational Journal will ensure that the editorial team and the reviewers, as well as the authors, adhere to the required ethical guidelines during the publication process. To achieve this, it is supported by the following international standards: the Best Practice Guidelines for Journal Editors and the International Standards for Editors and Authors established by the Committee on Publication Ethics (COPE).

Author guidelines: Author commitments

Multiple publications: Authors should not replicate their results in multiple scientific journals or any other type of publication, regardless of whether these are academic or not. The simultaneous submission of the same contribution to multiple scientific journals is considered ethically inappropriate.

Veracity and accuracy of information: Authors submitting their work to "Franz Tamayo" guarantee the originality of their contributions and confirm that they have not been previously published in any other source. They also certify that they have not incorporated excerpts from the works of other authors or altered empirical data to support their hypotheses.

Conflict of interest and declaration: Authors must make an explicit declaration if they have no conflicts of interest that could impact their work results or interpretations. They must also disclose any funding provided by agencies or projects that supported the research.

Attribution, citation, and references: Authors must always ensure that they include appropriate references to the sources and contributions mentioned in their article.

Authorship participation: Authors commit to listing individuals who have made substantial scientific and intellectual contributions to the conception, planning, interpretation of results, and work writing. Additionally, they must determine the order of authorship based on their degree of responsibility and contribution.

Availability and preservation: If deemed appropriate by the Editorial Board, authors must provide access to the sources or data used in their research. These data should remain available for a reasonable time after publication and should be accessible if possible.

Error correction in already published articles: If authors detect a substantial error or inaccuracy in their already published article, they must immediately notify the journal editors and provide the necessary information to correct the error through a footnote, without modifying the original version of the article.

Responsibility: Authors are the only responsible for the content of articles published in "Franz Tamayo." Furthermore, authors are expected to conduct a comprehensive review of the most recent and relevant scientific literature related to the topic addressed, considering diverse perspectives and streams of knowledge.

Promotion and dissemination of published research

Authors commit to enhancing their articles and Franz Tamayo journal visibility by promoting the link to Franz Tamayo website and its social media platforms. They are encouraged to incorporate the DOI link whenever possible. Furthermore, they are advised to disseminate their articles through institutional repositories, Google Scholar, ORCID, their own websites or blogs, as well as through mailing lists, research groups, and personal contacts. Franz Tamayo journal employs alternative metric systems to assess compliance with this commitment and also considers the impact of authors' previous work when evaluating future articles.