

Educational Proposals Submission Guidelines

PRELIMINARY CONSIDERATIONS

The submission guidelines in the Journal of Educational Proposals demonstrate a commitment to quality and ethical standards aligned with the research policies of the Adventist University of Bolivia (See: <https://revistas.uab.edu.bo/view/reglamentos/reglamento.html>). To promote academic excellence and the dissemination of rigorous research, detailed guidelines have been established to manage the entire editorial process, from manuscript submission to publication. These guidelines aim to ensure the quality and coherence of publications, as well as facilitate access and understanding by the scientific community.

Authors can be assured that their research will be treated with seriousness and detailed attention, and readers will have access to high-quality research and analyses that offer new alternatives in the field of education.

The Journal of Educational Proposals is published every four months (January-April, May-August, and September-December). It is a peer-reviewed journal, following the APA 7th Edition (American Psychological Association) guidelines. Compliance with these criteria is related to indexing criteria in recognized international databases, which in turn increases the visibility of authors' publications and the institutions to which they are affiliated. All articles are assigned a DOI (Digital Object Identifier) for identification.

PURPOSE

The aim of the Journal of Educational Proposals is to publish research in Spanish and English and to promote reflection on themes and issues related to education and its various interdisciplinary and transdisciplinary areas, such as Pedagogy and Psychology.

AIM AND POLICY

The journal is aimed at researchers, educators, and all professionals engaged in the educational field and related disciplines.

TOPICS: Education and Psychology

SECTION POLICIES

Articles: Research that has not been published previously in any other journal or media. Authors commit to ensuring that their works are exclusive to this publication. Length: Between 5,500 and 6,500 words, including figures, notes, and references.

Reviews: Aimed at contributing to the update and recapitulation of new knowledge by presenting a critical review of the literature, appropriately citing between 80 and 100 bibliographic works, and providing a reasoned assessment of the validity of their conclusions. Length: 6,000 to 7,500 words, including figures and references.

The Journal of Educational Proposals is published three times a year (24 articles per year). Its sections per issue are as follows: 1. Editorial: A space dedicated to reflecting on educational issues. Typically, the author is the Editor-in-Chief of the journal. 2. Thematic: A monographic section coordinated by Thematic Editors. 3. Miscellaneous: Various contributions within the

general theme of the publication. The Editorial Board determines the most appropriate placement for each manuscript.

- Author registration can be done through the following link:
<https://propuestaseducativas.org/index.php/propuestas/user/register>

As part of the submission process via the OJS platform, authors must ensure that their work meets the following ethical requirements:

Originality: Submission of previously published material is not accepted. Authors are responsible for obtaining necessary permissions to reproduce any material (text, tables, or figures) from other works and must appropriately cite their sources. The opinion expressed in the published articles are the only responsibility of the authors.

Authorship: Materials that have been previously published are not accepted. Authors need to secure permission for partial reproduction of material from other works and must cite their sources correctly. The views expressed in published articles are strictly the authors' responsibility.

Informed consent: Authors must indicate, in cases of research involving individuals, particularly underage, that it has been conducted with informed consent.

Transfer of copyright: The submission letter must include the transfer of rights for the work to be published in the Journal. This declaration must encompass:

- Constituting an original contribution.
- Disclosure regarding any funding received.
- Confirmation that the manuscript has not been submitted to other journals during the evaluation and publication process.
- Confirmation of the signing authorship.
- Contribution of the signing authors to the work.
- Acceptance, when relevant, of formal modifications to the manuscript according to established guidelines.

Once a manuscript is received, the Editorial Board will respond within a maximum of 20 days, indicating whether the work has been accepted for evaluation or if it has been rejected. Manuscripts that do not comply with publication regulations or are not aligned with the journal's themes will be rejected. If the work has minor errors, it will be returned to the author for correction. To accelerate the process, authors are recommended to thoroughly review their manuscripts before submission. The evaluation process will commence only upon reception of the corrected manuscript. The editor will send the work to specialists in the field using the peer-review process to ensure mutual anonymity.

The scientific evaluation process of the submissions, following initial approval, has a maximum duration of 35 days. On average, the peer review is completed within 50 days, and a final decision is made within 20 days. Manuscripts submitted in response to specific calls enter the evaluation process once the submission deadline has closed.

The evaluation criteria utilized by the Editorial Board to make decisions, based on the opinion of external experts, are as follows:

- a) Applicability 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 the degree of internationalization of the team.
- h) Writing quality.

Based on the reviewers' reports, the editor will take one of the following actions, 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 will be informed of the final decision and will be asked to address any suggested corrections. In case of rejection, the author will be notified, and the editorial process is concluded.
- If modifications are suggested, a final review will be conducted.
- The process will advance from editorial to typesetting stages.
- Finally, the work will be published in the OJS system, and appropriate dissemination will follow.

Editorial process diagram



Structure of articles and reviews

The formatting guidelines for manuscripts are as follows: use Arial font size 12, single spacing, justify text on both margins, and avoid the use of tabs and extra spaces between paragraphs. Only one blank space is allowed to separate important sections, such as the title, authors' names, abstracts, keywords, credits, and headings. Additionally, it is essential to set margins of three centimeters on all page edges. Manuscripts must be submitted in Microsoft Word format, comprising two files: 1) Letter of presentation, Cover page and 2) Manuscript.

- **Cover pages for all submissions:** The title in both Spanish and English should not exceed 15 words and must be clear, concise, and easily understandable.
- **Abstract** (Spanish) and **Abstract** (English): This component is crucial in the article and should be organized according to the research topic. 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 must be closely related to the research, and it is recommended to use between 5 and 6 keywords. Consultation of the Thesaurus is advised, as this resource facilitates the selection of keywords with appropriate terminology.

IMDRC Structure for research and review articles

It is essential that researches rigorously follow the IMDRC structure, and it is imperative to incorporate bibliographical references.

- **Introduction:** This section is the opening of the article, presenting the rationale behind the research. The problem is identified, relevant background information is provided, and a brief contextualization is supported by bibliographical references. Additionally, the objectives and justification for the research are established. This section is where the author outlines the content to be addressed.
- **Method:** This section clearly and narratively describes the research process, including 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 behind its choice and express its limitations.
- **Results:** This section presents the main findings of the study, which may include models, strategies, theoretical constructs, or other significant contributions. Relevant tables and figures are presented in an orderly and sequential manner, with a maximum of five (5).
- **Discussion:** In this section, a critical and reflective analysis is conducted, comparing the results with the theoretical bases supporting the research. Contributions of the study are highlighted, along with discussions regarding its limitations.
- **Conclusions:** This section indicates the closing of the article, relating to the achievements and scope of the research objectives. Conclusions must be supported by the data collected in the study.
- **Footnotes,** considered exceptional, should be placed at the end of the article before the references section.
- **Bibliographical references:** Only citations that follow the current APA guidelines will be included and should be organized alphabetically.

SUPPORT

Works that have the sponsorship of professional research projects will be valued primarily. To ensure an equitable peer-review process, manuscripts will be anonymously reviewed in the initial stage. Author information will be included in the letter of presentation and in the final accepted version. The Council of Science Editors recommends that authors specify the funding source for the research.

Guidelines for references for all periodicals submissions

Reference to a journal article (one author):

Barráez-Herrera, D. P. (2022). Metaversos en el Contexto de la Educación Virtual. Revista Tecnológica-Educativa Docentes 2.0, 13(1), 11-19.

Books:

Cerezo, L. (2024). La inclusión educativa en el nivel superior universitario argentino: un estudio de caso de la UNAJ. <https://ri.conicet.gov.ar/handle/11336/238872>

Book chapters:

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> HYPERLINK "https://www.who.int/es/news-room/fact-sheets/detail/adolescent-mental-health"

Software and mobile apps:

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

AI tools:

OpenAI. (2023). ChatGPT (versión Mayo 21) [Modelo de lenguaje]. <https://chat.openai.com/auth/login>

It is recommended to read the [Guidelines for the Use and Reporting of Artificial Intelligence in Scientific-Academic Journals](#).

In-text citation:

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

Presentation of Tables and Figures for all submissions:

- Tables and figures are numbered with Arabic numerals and should be in bold.

- Avoid using abbreviations in the title of the table or figure; however, acronyms and abbreviations are permissible.
- 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 precise, logical, and comprehensible to the reader.
- Maximum number of tables or figures: six (6).
- Figures, of high quality and with clear titles, should be integrated into the text coherently and numbered sequentially. Both the final version in PNG format and an editable copy for possible modifications are requested.

Fees and APC

The Journal of Educational Proposals is an Open Access Journal that provides its complete online publication for free for the whole scientific community. It is important to highlight that throughout the editorial process, which involves scientific review, design, and translation of articles, the journal does not charge any fees or economic charges, either to authors or readers. No publication fees or article processing charges (APC) apply in relation to this journal. It is important to note that all expenses, resources, and funding for this Journal are supported by contributions from the Adventist University of Bolivia.

Ethical policy and good practices

The Journal of Educational Proposals will ensure that the editorial team and the reviewers, as well as the authors, follow the required ethical guidelines throughout the publication process. To achieve this, it is supported by the following international standards: the Guidelines for Best Practices for Journal Editors and the International Standards for Editors and Authors, established by the Committee on Publication Ethics (COPE).

Guidelines for Authors: Author Commitments

Multiple publications: Authors must 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 behavior.

Truthfulness and accuracy of information: Authors submitting their work to The Journal of Educational Proposals guarantee the originality of their contributions and certify that they have not been previously published in any other source. They also affirm that they have not included excerpts from works of other authors nor altered empirical data to support their hypotheses.

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

Attribution, citation, and references: Authors must always ensure to 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

writing of the work. They must also determine the order of authorship based on their degree of responsibility and contribution.

Availability and preservation: If considered 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, if possible, be accessible.

Correction of errors in published articles: If an author detects a substantial error or imprecision in their 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 the articles published in this Journal. Additionally, authors are expected to conduct a thorough review of the most recent and relevant scientific literature related to the topic addressed, taking into account diverse perspectives and lines of knowledge.

Promotion and dissemination of published research:

Authors commit to enhancing the visibility of their articles and the journal by promoting the link to the Journal of Educational Proposals website and its social media. They are encouraged to incorporate the DOI link whenever possible. Furthermore, they are urged to disseminate their articles in institutional repositories, Google Scholar, ORCID, their own websites or blogs, as well as through mailing lists and research centers.