

## Author Guidelines

### Length and Formal Criteria

The texts sent to @tic can be turned down because of formal issues as spelling, inadequate use of lexicon, unnecessary Anglicisms, wrong punctuation, unconnected syntax, lack of clarity, incoherences, etc. We strongly recommend the authors that, before sending an article, they review carefully the linguistic aspects of the text and its adequacy to the standard language used.

1. For the Articles, section we welcome submissions from 15 to 20 pages in length. Bibliographic references will be included after the text, as indicated in @tic Style guide.
2. For the Learning with ICT section, we welcome submissions from 6 to 8 pages. Bibliographic references should be included at the end of the article. They should follow the Style Guide. Figures, graphics, audio files, etc. will be submitted as complementary material and the article should include the project web page, if it exists.
3. For the section Evaluation of Tools, and also for 4. Reading Room and 5. The Pergola , the length will be between 4 and 6 pages, and this includes images and bibliographic references.

Annexes will be considered additional material.

### Styles

The styles are:

1. "Normal" style: Arial, 11 pt., spacing above paragraph 6, below paragraph 0, single line spacing, without indent.
2. "Footnote": Arial, 9 pt., spacing above paragraph 6 and below paragraph 0, single line spacing. If there are footnotes, they will be numbered consecutively.

3. "Bibliography": Arial, 9 pt., single line spacing.

The texts will be sent without indents or tabs. Graphics, images, tables, etc. will appear in the part of the text they are referred, consecutively numbered and, if necessary, specifying its origin. Tables will be in Arial 8, single line spacing and spacing above and below paragraph 0. Graphics, tables, etc. should be consecutively numbered and they will include Title and Origin.

Annexes will be numbered with and A after a number (A.1, A.2, etc.).

Each author should include with his/her article a passport photograph, in jpg format and 200 ppp.

### **Structure**

Both, the Scientific Articles section and the Learning with ICT one, will include two additional pages:

#### **Page 1:**

- Title and author/s
- Information about the articles' author/s or the director of the project, including the institution he/she works in, complete postal address, email and web page (if they have)
- Scholarships or projects that have support this work

#### **Page 2:**

- Summary (in Spanish, Catalan and English): maximum 100 words
- Key words (in Spanish, Catalan and English): between 3 and 7

#### **Page 3 and more:**

- Title in the first line, and also the text without the author's name (to facilitate a blind peer review process)

Besides, we recommend that the document includes:

1. Introduction

2.Methodology/ Data and analysis

3.Conclusion/ Results

4.Bibliography

5.If desired, author/s can suggest two or three possible reviewers for his/her article.

### **Bibliographic references**

Through the text the bibliographic references should appear as: (Surname year), example (Benveniste 1958) or with page indicator: (Benveniste 1958: 183). When there were more than one author the surnames of all of them have to appear or its abbreviated form: (Surname 1st author et al. año). Example (Serra et al.2000: 520).

Bibliographic references have to go at the end of the article, in alphabetical order and cronological if needed. References will be in the format now specified. As you can see in the examples, the citation style will include the complete name of authors an also translators.

#### **1.Articles in periodicals:**

Surname, Name; Surname, Name; Surname, Name (year). Title of article. *Title of Periodical*, Volum (number), pages.

Bara, Bruno G.; Cutica, Ilaria; Tirassa, Maurizio (2001). Neuropragmatics: Extralinguistic Communication after Closed Head Injury. *Brain and Language*, 77, pp.72-94.

#### **2.Articles in a monographic issue, congress, etc.: The citation will reflect the original publication year.**

Surname, Name; Surname, Name (year). Title of the article. In Name Surname (Ed). *Title of the book*. City: Editorial, Year of this edition, pages.

Basso, Anna (2003). Therapy for Lexical Disorders. En Ilias Papathanosiou y Ria De Bleser (Eds). *The Sciences of Aphasia: From Therapy to Theory*, Oxford: Pergamon, 2003, pp.121-130.

### 3.Citation of a book:

Surname, Name; Surname, Name (year first edition). *Title of the book*. City: Editorial, Year of the edition used if different to the 1st one.

Marina, José Antonio (1993). *Teoría de la inteligencia creadora*. Barcelona: Anagrama, 1994.

### 4. Citation of a translated book:

Surname, Name; Surname, Name (year original edition). *Title of the book*. City: Editorial,

Postman, Neil (1985): *Divertim-nos fins a morir. El discurs públic a l'època del 'show-bussiness'*. Barcelona: Llibres de l'índex, 1993. Trad. De Betty Alsina Keith.

### 5.Citation of magazines or online resources:

Surname, Name; Surname, Name (year). Title of the article. *Title of the magazine*. Volume (issue number if available), URL. Retrieved month, day, year from .

López Menes, Eloy y Miranda Velasco, M.Jesús (2007). Influencia de la tecnología de la información en el rol del profesorado y en los procesos de enseñanza-aprendizaje. *RIED, Revista Iberoamericana de Educación a Distancia*, 10 (1), [http://www.utpl.edu.ec/ried/index.php?option=com\\_content&task=view&id=439&Itemid=152](http://www.utpl.edu.ec/ried/index.php?option=com_content&task=view&id=439&Itemid=152) Fecha de consulta, 02.07.2008.

### Other norms

The text's links will be included in the document (using the "Include links" menu), but in the bibliography will be included explicitly.

To highlight elements of the text should be used italics, but never "quotation marks", bold-type, italics, small capital or uppercase letter.

Quotation marks only will be used in textual quotation.

@tic. revista d'innovació educativa accept originals in **Catalan, Spanish and English** languages.

Articles should be sent through this system, OJS. All the editorial process will be done by electronic procedures with only one exception: the publishing certificates, which will be sent after the articles' acceptance.

To be published in @tic articles must not be neither published nor selected for publishing for any other journal. On the other hand they must not be in reviewing process by any other publication.

@tic.revista d'innovació educativa, uses a peer evaluation process for each article. This process won't be longer than three months since the initial reception to the moment the authors received a first answer.