



## GUIDELINES FOR AUTHORS

### 1. GENERAL INFORMATION

*Comunicar*, revista científica iberoamericana de educación y comunicación is published by Grupo Comunicar Ediciones. This established non-profit professional group, founded in 1988 in Spain, specialises in the field of media education. The journal has been in print continuously since 1994, published every six months in March and October of each year.

Contents are moderated by means of peer review, in accordance with the publication standards established in the APA (American Psychological Association) manual. Compliance with these requirements facilitates indexation in the main databases of international journals in this field, which increases the dissemination of the papers published and therefore raises the profile of the authors and their centres.

«Comunicar» is indexed in the Social Sciences Citation Index (SSCI), Journal Citation Reports (JCR), Scisearch, Scopus and over 50 databases, catalogues, search engines and international repertoires.

Each issue of the journal comes in a printed (ISSN: 1134-3478) and electronic format ([www.revistacomunicar.com](http://www.revistacomunicar.com)) (e-ISSN: 1988-3293), identifying each submission with a DOI (Digital Object Identifier System).

### 2. SCOPE AND POLICY

#### 2.1. Subject Matter

Fundamentally, research papers related to communication and education, and especially the intersection between the two fields: media education, educational media and resources, educational technology, IT and electronic resources, audiovisual, technologies... Reports, studies and experiments relating to these subjects are also accepted.

#### 2.2. Contributions

«Comunicar» publishes research results, studies, experiments and bibliographic reviews especially in relation to Latin America and Europe and regarding the convergence between education and communication, preferably written in Spanish although submissions are also accepted in English.

It is the authors' responsibility to ensure their submissions are original and have not been published previously or are in the process of being published elsewhere.

The contributions to this journal may be:

- **Research papers:** Between 4,500 and 6,000 words of text (including references).
- **Reports, studies and experiments:** Between 3,500 and 5,000 words of text (references included).



- **Reviews:** Descriptive critical texts about a new quality publication relating to media education, published at most two years prior to the current issue of the journal. The length of the text must be 500/550 words. Once the review has been accepted, the author must send an original copy of the reviewed text directly or through the relevant publishing company so it can be scanned and subsequently archived.

### 3. EDITORIAL PROCESS

«Comunicar» confirms receipt of all articles submitted by authors and keeps the authors informed of the process of acceptance/rejection, as well as the editing process, in the event of acceptance. The webpage [www.revistacomunicar.com](http://www.revistacomunicar.com) also provides information about manuscript editing procedures, full guidelines for publication, as well as the Annexes: review protocol prior to submission, manuscript structure protocol, external review protocol...

The Editor of «Comunicar» will notify the authors of all submissions that their work has been received within fifteen days and will subsequently inform them if it has been accepted or rejected. The Editorial team will then consider each submission for evaluation by the Editorial Committee, confirming that it corresponds to the scope of the journal and complies with the rules for publication. If the submission passes these initial checks, it will be passed on for external review.

Manuscripts will be reviewed anonymously (blind or double blind review) by at least two experts in the field of study and/or methodology used. In view of these external evaluations, a decision will be made as to whether to accept or reject the articles for publication, as well as the possible introduction of stylistic changes and/or the need to trim texts that exceed the maximum permitted length, always respecting the original content.

The protocol used by the journal reviewers is public. In the event of differing opinions between reviewers, the articles will be submitted to other reviewers (see external review protocol annex).

Once the Editorial Committee has completed all the acceptance procedures, the maximum evaluation period for submissions is 180 days.

All submissions that are reviewed and receive a positive evaluation, but which require modifications (either minor or major), will be returned within a maximum of 15 days.

The authors will receive evaluation reports from the reviewers, anonymously, so the relevant corrections or responses can be made.

The authors of accepted articles will receive the printing proofs for correction by e-mail in PDF format before final publication. The corrected versions must be returned to the journal's editorial team by e-mail within 72 hours of their receipt. Only very minor corrections can be made regarding the content of the previously evaluated original manuscript.

The authors will receive a copy of the relevant issue once it has been published.

In general, once the external reports have been seen, the criteria that justify the editors' decision to accept or reject submissions are as follows:

- a) Topical and new.
- b) Relevance: applicability of the results to the resolution of specific problems.
- c) Originality: valuable information, repetition of known results.



- d) Significance: advancement of scientific knowledge.
- e) Reliability and scientific validity: verified methodological quality.
- f) Organisation (logical coherence and material presentation).
- g) Presentation: good written style.

#### 4. PRESENTATION AND STRUCTURE OF ORIGINAL PAPERS.

Manuscripts must be sent exclusively through the journal management centre (<http://recyt.fecyt.es/index.php/comunicar/index>).

These publication guidelines are based on the standards of the American Psychological Association (APA): (<http://books.apa.org/books.cfm?id=4200061&toc=yes>).

Manuscripts must be submitted in Arial type, font size 10, single spacing, fully justified and with no tabulations or carriage returns between paragraphs. Only the major blocks of text should be separated by carriage returns (author, titles, abstracts, keywords, credits and sections). The page set-up should have 2 cm margins (lateral and vertical). Submissions must be in Word format for PC. Avoid other translatable formats which create problems with special characters.

##### 4.1. Structure

The following three files must be sent together: cover letter, title page and manuscript (main text):

##### 1) COVER LETTER

These files, signed by the author(s) and scanned, must come with a request for the evaluation of the manuscript, together with a declaration on the following (See Annexe):

- An original contribution.
- The manuscript has not been sent simultaneously to other magazines or journals.
- Confirmation of authorship.
- Acceptance of any changes required in the manuscript in accordance with the rules of publication.
- Transfer of rights to the editor.

##### 1) TITLE PAGE

This file must contain:

- *Name and surname* of each of the authors (maximum of three per article, respecting the order of priority), followed by the city and country (in brackets). The signature format must respect the international database regulations for the indexation of authors and webpages ([www.accesowok.fecyt.es/](http://www.accesowok.fecyt.es/)). See also the International Registry for Authors: [www.iralis.org](http://www.iralis.org)
- *Title of the article* (concise but informative), in Spanish on the first line and then in English, containing as many significant terms as possible. A maximum of two lines will be accepted (max. 80 characters including spaces). The titles are not only the responsibility of the authors but also the editors. If they are not worded correctly, the meaning of the work could be modified. If necessary, sub-



headings can be included to anchor or expand the meaning, which must be no longer than 60 characters, in Spanish and English.

- *Abstract in Spanish*: 220/230 words, providing a concise description of the motive and purpose of the research project, the methodology used, the key findings and main conclusions, following the structure: justification of the subject, goals, study methodology, results and conclusions. It should be written in an impersonal style: «el presente trabajo analiza...».
- *Abstract in English*: 200/210 words. Automatic translation programmes must not be used for the abstract, title or keywords owing to the abysmal quality of the translations. The evaluators also assess this aspect of the paper and our reviewers analyse linguistic standards and style if necessary.
- *Keywords in Spanish* (8 terms).
- *Keywords in English* (8 terms).
- *Full name and surname(s)*, followed by the academic centre and e-mail address of each author. If the author possesses the academic qualification of doctor, this must be indicated (by including the title Dr before the name). Then indicate the author to whom correspondence should be addressed, the lead academic institution (if applicable) and publication background. (See Annexe).

### 3) MANUSCRIT

Research papers should rigorously respect the following structure, although sections f and g are optional. Reports, Studies and Experiments can also be more flexible in sections b, c and d. Section 7 is compulsory in all submissions.

Título (english)  
Título (spanish)

Abstract (english)  
Resumen (spanish)

Key Words (english)  
Palabras clave (spanish)

**a) Introduction:** This section must reflect the foundations and purpose of the study, only using bibliographical references if they are strictly necessary. It should not include findings or conclusions from the paper, or in-depth bibliographical reviews.

**b) Material and methods:** This section should be presented with the precision deemed necessary for the reader to understand and confirm the development of the research. If required, the sample and sampling methods should be described, and reference made to the type of statistical analysis employed. If the methodology is original, reasons must be provided to justify this usage and its possible limitations described.

**c) Results:** The most important observations should be highlighted, describing findings made with the material and methods used but without interpreting them or making value judgements. Essential tables and figures should appear in a logical sequence in the text, avoiding redundancy and reiteration.



**d) Discussion:** This section should summarise the findings, relating the observations made in this respect with other relevant studies, signalling contributions and limitations, without reiterating data discussed previously in other sections. Inferences from the findings should be mentioned along with their limitations, including deductions for future research, and the conclusions should be linked with the study aims, avoiding gratuitous statements and conclusions not supported fully by the research data.

**e) Notes.** They should always go at the end of the article (before the references). They should be included manually, since the automatic process used by Word is not recognised by publishing layout systems. The numbers corresponding to the endnotes should be inserted in superscript into the main body of the text and by the endnote itself. In the text, they should go before the full stop or closing comma. Notes must not include simple bibliographic citations (without comments), since these should be included in the references section.

**f) Sources of support:** The Council of Science Editors advises authors to provide a financial support statement for the research project. In the case of funded research or work that has institutional backing, it is compulsory to collaborate in the promotion of the Journal by acquiring a number of issues so they can be given away free.

**g) References:** Bibliographic citations must be included as references to the text. The bibliography should not include any references not cited in the text. The number of references must be sufficient and necessary, presented alphabetically by the author's first surname (adding the second surname only when the first surname is very common). Bibliographic citations must be taken from the original documents –preferably journals and to a lesser extent books– always indicating the initial and final page of the article or work from which they have been taken, except for complete works.

Given the importance for indexation purposes of citations and calculations of impact factors, correct citation will be assessed in accordance with these strict standards, valuing the inclusion not only of national but also international references, and especially in the lingua franca, English:

#### PERIODICAL PUBLICATIONS

##### Journal article (one author)

Aguaded, J.I. (2005). Enseñar a ver TV: una apuesta necesaria y posible. *Comunicar*, 25; 51-55.

##### Journal article (up to three authors)

Perceval, J.M. & Tejedor, S. (2006). El cuento multimedia interactivo. Hacia una educación lúdica en la sociedad de la información. *Comunicar*, 26; 177-182.

##### Journal article (more than three authors)

Wilson, B.G.; Ludwing-Hardman, S. & al. (2005). Bounded community: Designing and facilitating learning communities in formal courses. *International Review of Research in Open and Distance Learning*, 3; 5-17.

#### BOOKS AND BOOK CHAPTERS

##### Entire books

Castells, M. (2001). *The Internet Galaxy*. Oxford (UK): Oxford University Press.

##### Chapters



De Benito, B. & Salinas, J. (2002). Webtools: aplicaciones para sistemas virtuales de formación, en Aguaded, J.I. & Cabero, J. (Eds.). *Educación en la red. Internet como recurso para la educación*. Málaga: Aljibe; 175-198.

#### ELECTRONIC MEDIA

Herrera, S. (2005). Situación del ombudsman en el mundo. *Revista de Comunicación*, 4; 17-37 ([www.saladeprensa.org/art-586.htm](http://www.saladeprensa.org/art-586.htm)) (01-05-08).

«Comunicar» has library of more than 1,300 published articles. The review of this literature is an obligation in order to maintain the scientific coherence in the editorial line.

#### 4.2. Other annotations

Headings in the main body of the article should be numbered using the Arabic numeral system. They should not include capital letters, underlined or bold words. Numbering must have a maximum of three levels:

- 1.
- 1.1.
- 1.1.1.

At the end of each numbered heading, a carriage return should be entered.

- No text should be underlined. Furthermore, block capitals should not be used, with the exception of initials and acronyms. Foreign words and article titles should be inserted between quotation marks (typographical quotation marks should be used, created by pressing «alt+174» for the opening marks and «alt+175» for the closing marks). To facilitate this process, the find/search function of the word processor could be used. Titles of books should be written in italics in the references, and between quotation marks in the main body of the text. No term should be written in italics and quotation marks simultaneously, since this is unnecessary duplication.

**Reference citations** must be correct; incorrect citations are unacceptable as they diminish the quality of the journal. Examples and models are provided in the journal, but as a general rule, the author should be cited in the main body of the text and the year in brackets, followed by a comma and space, and then the page number or numbers preceded by a colon, separated in turn with a dash. If the author is not cited in the main body of the text, he or she should be included in brackets, before the year, followed by a comma and space.

**Bibliographic citation**, both in the discursive thread and the references, must comply with standardised consistent criteria. This aspect is crucial in a scientific journal. Incoherence and deviation from the established rules are not accepted. Particular attention must be paid to the numbering system: commas, full stops, semi colons, colons.

Check the text using Word's spell-check function, since although many erroneous terms are not detected, certain problems are resolved automatically. To avoid the common error of including two or three spaces between words, use the find/replace tool to search for double spaces and replace them with one space.

**Tables:** They must be included in the main body of the text in Word format in order of appearance, numbered using Arabic numerals. The headings or titles should provide an exact description of their content. Tables should be used to clarify important points. Double documentation in the form of tables and figures will not be accepted.



**Figures:** Photographs, graphs and illustrations must provide significant clarifications and only the bare minimum should be included. They should be inserted in the main body of the text, in order of appearance, numbered in Arabic numerals and subtitled with a concise description of their content. If necessary, they can also be submitted separately as J4PG or TIFF files. The technical quality must respect printing standards (300 ppp.) since Internet format images (72 ppp.) will not be accepted.

**Abbreviations:** Only universally accepted standard abbreviations may be used (See Units Symbols and Abbreviations). When shortening a term used frequently in the text, the corresponding abbreviation must be included in brackets following the first appearance of the term. Roman numerals must not be used in the text. For decimal numbers, a decimal point should be used to the right of the zero and not a comma.

## 5. ETHICAL RESPONSIBILITIES

All manuscripts submitted must include a covering letter that includes a responsible declaration of authorship and originality, ethical responsibilities and any conflicts of interest, as well as an optional justification of why the journal was chosen, contributions of the paper:

- **Unpublished.** Previously published material will not be accepted. The authors are responsible for obtaining the relevant permission to reproduce partially any material (text, tables or figures) from other publications and to cite its origin correctly. The opinions expressed in the articles published are the responsibility of the author(s).
- **Authorship.** The list of signatory authors must only reflect the people who have contributed intellectually to the development of the work. Having collaborated in the compilation of data is not in itself sufficient criteria to be named as an author. «Comunicar» refuses any responsibility in relation to possible conflicts derived from the authorship of the work published.
- **Informed consent.** The authors must specify that the procedures used on experimentation subjects were performed having previously obtained informed consent.
- **Transfer of copyright ownership.** The covering letter must specify the transfer of copyright ownership of the manuscript for its publication in «Comunicar».