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EDITORIAL RULES FOR AUTHORS

- The documents must be original, unpublished and not be under review by other publications at the same time. Manuscripts that have already been published as papers in conference proceedings will not be accepted either. Regardless of their content, documents that fail to meet any of these originality criteria will be rejected; In the case of final graduation papers, the corresponding citations must be made according to the APA standard.

- The articles, essays, systematizations and bibliographic reviews sent to the journal are reviewed through the "**double-blind peer**" arbitration system, for which you must ensure to follow the "Rules for preparing manuscripts" mentioned in the following section.

- The Journal's official template format must be used according to the type of document (this requirement is mandatory to continue with the editorial process; there is a specific template format for each manuscript: article, essay, systematization or review); is available at: https://revistas.uned.ac.cr/index.php/innovaciones/about/submissions

- The order in which the authors appear must reflect the percentage of contribution in descending order and be consistent with the declaration of roles and percentage of contribution indicated in the declaration and transfer of rights table.

- The distribution of author roles must be included at the end of the manuscript before the references section, using the CRediT system (Clarity and Transparency in Authorship), developed by Scielo. This system allows for a clear description of who performed each task in the manuscript. In addition, it facilitates fair and transparent recognition of academic work.

- The approximate time for reviewing articles is 12 weeks, from the sending by the author to the Journal. This time includes the initial evaluation, the sending and review by the internal and external evaluators and the internal process of preparing the resolution once the evaluation criteria are met, after which, the condition of the manuscript will be communicated to you. In case of requiring to extend the evaluation criteria, the extension of the term will be communicated.

- All documents received that are ascribed to the thematic profile of Educational Sciences in general, and of educational innovation in particular, will be considered, without this meaning that their publication is mandatory nor that the material sent must be returned.

- In order to have a wide and varied geographic and institutional origin, editorial openness is guaranteed and editorial and author inbreeding is avoided, which is why all

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manuscripts submitted will be subject to review. However, If accepted, it cannot be published if the author or co-author has another publication in the current number, so you must wait until the next number..

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- The Innovaciones Educativas magazine is guided by the standards and codes established in the document *Ethical principles and good editorial practices of the Innovaciones Educativas magazine*, which you can consult by clicking here.

- All contributions received must meet the originality requirement established in the guidelines for authors. For this reason, the texts received by the editor are subject to review through the *Turnitin* software, to ensure the originality of the writing as well as the correct recognition of authorship in the cited sources.

- The documents submitted to the Innovaciones Educativas magazine do not generate processing costs for the authors, nor for their publication, if approved by the Editorial Team.

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Innovaciones Educativas

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Rules for preparing an ARTICLE

In order to be considered as an article, the contributions submitted to the Innovaciones Educativas Magazine must have the following characteristics:

1. **Title.** The title must contain between 15 and 25 words in Spanish, with its respective translation into English and Portuguese. It should be placed aligned to the left. It is suggested to consult the *Gunning Fog* index to verify the impact of the title in the academic field.

2. **Data of the author or authors.** Name of the author or authors, institutional affiliation, city and country of institutional affiliation and email. It should be placed on the right.
3. Example:

Pedro Pérez-Rojas
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ORCID ID:

4. **Summary.** Include an informative summary of between 200 and 250 words, where you explain what the article is about, what the study population is, the methodology used, the main result and the main conclusion. Submit your translation in English and Portuguese.

5. **Key words.** Submit between five and seven key words, using the UNESCO thesaurus, with their respective translations into English or Spanish, as appropriate. You can consult the UNESCO Thesaurus at: http://vocabularies.unesco.org/browser/thesaurus/es/

6. **Introduction.** The first section of the article should be the "Introduction". It must contain the research problem, the justification, the background, the main theoretical references and the objective(s) of the manuscript. It is suggested that the latter be presented in the last paragraph. There should be no subtitles within this section.

7. **Materials and methods.** The second section corresponds to "Materials and methods". It answers the question: "How was the study done?" Describe the research approach and its design, indicate the population with which you worked, describe the sample and how you made your selection, explain the techniques and instruments used (validity and reliability criteria), the context and, finally, indicate How did you analyze the data?

8. **Discussion of results.** Include in this section, the tables, figures or charts that clearly express the results of the study. These must fulfill two functions: to relate these results with the specific objectives proposed and to present evidence. The first paragraph of this text should be used to summarize in a concise, clear and direct sentence, the main finding of the study. This section must be written using verbs in the past tense.

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9. **Declaration of authorship and credit distribution:** It must be consistent with the distribution of roles and percentage of authorship indicated in the declaration and transfer of rights.
   Name of author 1: include the role(s)
   Name of author 2: include the role(s)

10. **Conclusions.** In accordance with the previous section, write the conclusions where the findings of your work are consolidated. These conclusions must be based on the specific objectives. Give as coherent an explanation as possible of what you have found. Include the recommendations that you think are appropriate. Also, avoid drawing conclusions that are not supported by the results.

11. **References.** List the bibliographic references of your work, according to the standards of the APA (American Psychological Association), **Seventh edition**, 2019 (Fourth edition in Spanish 2021). Include only the works that have been cited in the body of the document.

12. Other form elements that must be considered to pass the initial review:

    - Papers must have a maximum of 25 letter-size pages (8.5 x 11 in.), including the text and figures or tables added by the author (corresponding to approximately 7,000 words in the entire document).
    - The format of templates that the Journal has established must be followed.
    - May be written by one person or several.
    - It must contain technical language typical of the field of educational sciences.
    - Explanatory footnotes are not allowed.
    - The text must be written in Word and only the font "Arial" must be used, in 12 points, with a spacing of 1.15 in the main body of the text.
    - The author may include photographs, slides, graphs or figures that illustrate the document. However, the inclusion or not of these graphic elements in the final version of the article will be at the discretion of the Editorial Board. These illustrations must be inserted as part of the document where in the author's opinion it corresponds and they will be identified at the bottom with their number and their respective legends. Additionally, they must be sent in a separate file duly identified. Tables and figures must be prepared in the spreadsheet program Excel or one compatible with it and sent in separate files. Photos downloaded from the internet or low-resolution digital photos (less than 300 dpi) will not be accepted.
    - It must be submitted through the UNED journal administration system (https://revistas.uned.ac.cr/index.php/innovaciones/about/submissions).

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Rules for developing a SYSTEMATIZATION OF EXPERIENCES

To be considered as a systematization of experience, the contributions that are presented to the Innovaciones Educativas Magazine must have the following characteristics:

1. A title of between 15 to 25 words in Spanish with its respective translation into English and Portuguese. It is suggested to consult the *Gunning Fog* index to verify the impact of the title in the academic field. It must be placed aligned to the left and must necessarily reflect the contents of the systematization.

2. **Data of the author or authors.** Name of the author or authors, institutional affiliation, city and country of institutional affiliation and email. It should be placed on the right.

   Example:

   Pedro Pérez-Rojas
   Universidad Estatal a Distancia
   ROR ID:
   San José, Costa Rica
   pedro@uned.ac.cr
   ORCID ID:

3. **Summary**. It must have an informative summary of between 200 to 250 words where it exposes the main ideas that are treated in the manuscript in accordance with the objective of the systematization, the analyzes carried out and the main conclusion. It should also be translated into English and Portuguese.

4. **Key words**: Between five and seven keywords, using the UNESCO thesaurus, with their respective translations into English or Spanish as appropriate. The UNESCO Thesaurus is consulted at: http://vocabularies.unesco.org/browser/thesaurus/es/

5. The first section of the document must be the "**Introduction**". This contains the contextualization of the theme in order to understand the bases of the experience, it explains the problem that was intended to be addressed in the developed experience. It also specifies the theoretical and epistemological position on which the systematization of experience is based. It is suggested that the last paragraph of the introduction be used to express the general and/or specific objective of the systematization. There should be no subtitles within this section.

6. The second section should be "**Development of the experience**". It must contain a contextualization of the experience in such a way as to understand the course that the work carried out followed. It is required to detail the methodology used for the collection and analysis of information about the experience is clear. Information must be provided on the method, instruments, selection criteria, participants, among other relevant data for understanding the experience developed. Likewise, in this section depth is required

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in the reflection of the experience, coherence between the exposed ideas, the theoretical positions and the reflection or position of the author. The results of the experience show coherence between the proposed objectives, the contrast with the theory and the methodological coherence. In addition, it is convenient to provide information that allows understanding that the experience deals with new or little developed topics in the field of Educational Sciences.

7. The last section must be "**Summary and final reflections**", it must recapitulate the most important ideas presented in the rest of the document. Clearly constructed conclusions must be offered and the contribution that the systematization provides to the academic discipline and/or professional development must be made explicit. In addition, inputs must be offered for the development of new research or innovative experiences in the field of education.

8. **Declaration of authorship and credit distribution**: It must be consistent with the distribution of roles and percentage of authorship indicated in the declaration and transfer of rights.
   Name of author 1: include the role(s)
   Name of author 2: include the role(s)

9. **References**. List the bibliographic references of your work, according to the standards of the APA (American Psychological Association), **Seventh edition**, 2019 (Fourth edition in Spanish 2021). Include only the works that have been cited in the body of the document.

10. Other elements of form that must be taken into account to pass the initial review:

    • Papers must have a maximum of 25 letter-size pages (8.5 x 11 in.), including the text and figures or tables added by the author (corresponding to approximately 7,000 words in the entire document).).

    • The template format that the Journal has established must be followed.

    • It can be written by one person or several.

    • It must contain technical language typical of the field of educational sciences.

    • Explanatory footnotes are not allowed.

    • The text must be written in Word and only the font "Arial" must be used, in 12 points, with a spacing of 1.15 in the main body of the text.

    • The author may include photographs, slides, graphs or figures that illustrate the document. However, the inclusion or not of these graphic elements in the final version of the article will be at the discretion of the Editorial Board. These illustrations must be inserted as part of the document where in the author's opinion it corresponds and they will be identified at the bottom with their number and their respective legends. Tables and figures must be prepared in the

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spreadsheet program Excel or one compatible with it and sent in separate files. Photos downloaded from the internet or low-resolution digital photos (less than 300 dpi) will not be accepted.

• It must be submitted through the UNED journal administration system. (https://revistas.uned.ac.cr/index.php/innovaciones/about/submissions).

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