**Title**

***Spanish translation***

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**Abstract**

Summary (with English translation): **Introduction**: why has the article been carried out? The problem is stated, the background on the problem or topic addressed and the main objective are briefly explained. **Methodology**: It answers the question: How were the data that support the article obtained? For this it is important to explain whether it is a qualitative, quantitative or mixed approach, at least it should include the approach and type of research, the population and sample, the variables, the data collection techniques used and the scope. **Results**: Answers the question "What was found? It should include the main results, both positive and negative, and there should be coherence between the results and the main objective of the study. If the results are quantitative, present percentages and their statistical significance. **Conclusions**: Answers the questions What do the results mean? and What implications and applications can these results have? It briefly states the strengths and weaknesses of the study, as well as probable solutions or applications. It should be consistent with the results previously presented. The abstract is an explanatory synthesis of the content of the article, so do not copy paragraphs or parts of the document to elaborate it.

*Keywords:* A maximum of three to four key words should be indicated

**Resumen**

Resumen (con traducción al inglés): **Introducción**: ¿por qué se ha realizado el artículo? Se plantea el problema, se explican brevemente los antecedentes del problema o tema abordado y el objetivo principal. **Metodología**: Responde a la pregunta: ¿Cómo se obtuvieron los datos que sustentan el artículo? Para esto es importante explicar si se trata de un enfoque cualitativo, cuantitativo o mixto, al menos debe incluir el enfoque y tipo de investigación, la población y muestra, las variables, las técnicas de recolección de datos utilizadas y el alcance. **Resultados**: Responde a la pregunta ¿Qué se encontró? Debe incluir los principales resultados, tanto positivos como negativos, y debe haber coherencia entre los resultados y el objetivo principal del estudio. Si los resultados son cuantitativos, presentar porcentajes y su significación estadística. **Conclusiones**: Responde a las preguntas ¿Qué significan los resultados? y ¿Qué implicaciones y aplicaciones pueden tener estos resultados? Se exponen brevemente las fortalezas y debilidades del estudio, así como las probables soluciones o aplicaciones. Debe ser consistente con los resultados presentados anteriormente. El resumen es una síntesis explicativa del contenido del artículo, por lo que no se copian párrafos o partes del documento para elaborarlo.

***Palabras clave:*** Se deben indicar un máximo de tres o cuatro palabras clave.

**1. Introduction.**

(Background, objectives, justification) This section should include the statement of the research problem, its importance, the background of the research, the objective or objectives developed in the article, derived from the research carried out; indicate the hypotheses and the general organization of the article. For the contextualization of the research, the geographical location and the period of time in which it was carried out should be indicated. In addition, if funding was obtained from any institution, company or organization to carry out the study, this should be indicated.

**2. Theoretical reference.**

(Theoretical basis, conceptual framework and/or definitions; as well as legal support, plans and programs). The theoretical foundations on which the research is based are detailed, the concepts are defined and a description of previous studies is made.

**3. Methodology.**

This section describes how the study was carried out, among the details that should be specified are the following:

**3.1 Approach:** The type of research approach, whether it is qualitative, quantitative or mixed. The research design according to the type of approach. The scope or depth of the research (exploratory, descriptive, correlational and/or explanatory).

**3.2 Study population:** The population, participants or case study of the research. Detail the selection procedure and indicate inclusion or exclusion criteria. If the research involves individuals, it should clearly indicate that informed consent or commitment to confidentiality has been obtained from the participants.

**3.3 Collection techniques:** The data collection technique(s) used. The type of measurement instrument that was applied, what aspects were consulted. If it is a measurement scale, indicate the dimensions or constructs it measures.

**3.4 Analysis processing:** The processing and analysis of the information (descriptive analysis, inferential analysis or analytical discussion). Indicate the qualitative and quantitative analysis techniques. In cases of elaboration of categories and subcategories of analysis indicate the construction procedure. In the case of quantitative analysis, if hypothesis testing is performed, indicate the name of the statistical test and the level of significance established. The information analysis tools. Detail the software and version used to perform the analysis.

**4. Results.**

The research findings are described and explained. In addition, an analysis of the theoretical and conceptual foundation is made in conjunction with the results, and it is intended to provide answers to the research objectives. In the section, the hypotheses are presented and the results of other studies are contrasted. The interpretation and meaning of the results are detailed, in addition to a discussion of the objectives of the study with the results and hypotheses presented.

**5. Conclusions.**

The main contributions of the research are indicated and recommendations considered, and questions for future studies could be formulated. It is recommended to indicate the limitations and problems faced in carrying out the study. Conclusions of the study are formulated in relation to the different aspects of the research conducted.

**6. Acknowledgements.**

We thank the people who supported or collaborated with the research, as well as thank and mention the institutions, companies or organizations that supported with some resource for the development of the project.

**7. References**

Only documents or bibliographic material cited in the research document are listed.

All citations and references in the documents submitted for publication must adhere to the APA standards in their seventh edition (APA 7) in English or fourth translation into Spanish.

The best known citation and reference system is APA, whose original language is English, so the punctuation and spelling, in many cases, are different from that followed by the Spanish language, but in the translation made into Spanish it maintains the English spelling.

Forms for citation in the submitted papers:

a) Short textual citation with reference to texts is one that does not exceed 40 words and can be presented in the following forms:

* According to Vigotsky (1997, p. 34), language and thought are intimately linked because: "here is included the quotation that does not exceed forty words"; for that reason, the author proposes that...
* In this regard, Paulo Freire notes: "And for sectarian irrationalism the humanization of man was as if it were the opposite: his dehumanization" (2007, p. 58).
* In this way, and starting from the aforementioned factors, an approach to the concept of environment is made from a complex view: "which may imply attending to the heterogeneity of its components, but fundamentally requires working on the relationships between these components" (García and Priotto, 2008, p. 6).

b) Long textual quotations are those with **more than 40 words** and follow the same instructions as short textual quotations, but are presented separated from the paragraph, tabbed to the right, with the same spacing as the rest of the text and without quotation marks, thus:

* (...) for this reason, social transformations cannot be ignored or taken "lightly", because in all of them there is always the possibility that at least one human being is present, as explained by the sociology of education. Here it is that the previous position of self-depreciation, of inferiority, characteristic of alienation, which dampens the creative spirit of these societies and drives them always to imitations, begins to be replaced by another, of self-confidence.(...) Society thus comes to know itself. It renounces the old posture of object and assumes that of object. (Freire, 2007, p. 46).

**Spelling recommendation**: do not use the form "**&** ", as this belongs to the English language; the corresponding form in Spanish is the Latin form "**y**" without the comma that precedes it.

c) The paraphrased quotation which is the one where the writer comments, in his/her words, the textual quotation of the theoretical reference, the author's last name, the year and the page are written; generally, it is written as follows:

* What Lacan was emphatic about was not in demonstrating that the psychoanalytic method was necessary, no, what he was emphatic about was to maintain that what is truly important in method - and what must be clear - is that the object of study is not the subject, it is the word, that is to say, the said and the unsaid, always in consonance with the signifying chain. (Lacan, 1948, p. 50).

d) As for personal communications such as letters, memos, electronic communications, interviews, among others; they must be cited in the text, but **are not included** in the references. Examples:

* Prof. J. Santibáñez (personal communication, April 18, 2001) suggests that...
* Work has been done on improving scholarship procedures, but... (J. Santibáñez, personal communication, April 18, 2001).

**Important**: on many occasions it happens that the quotation we are going to use presents obvious spelling errors, so it is recommended that the acronym (Sic) be noted at the end of the paragraph, which means: "likewise found in the original". Example:

* (...) for this reason, social transformations cannot be ignored or taken "lightly", because in all of them there is always the possibility that at least one human being is present, as explained by the sociology of education. Here it is that the previous position of self-depreciation, of inferiority, characteristic of alienation, which dampens the creative spirit of these societies and drives them always to imitations, begins to be replaced by another, of self-confidence. (...) Society comes to know itself. It renounces the old posture of object and assumes that of object. (Freire, 2007, p. 46) (Sic).

In addition, there are many forms used in Spanish texts to abbreviate information such as: "et al.", "e.g", "v.gr", etc., forms derived from Latin, which in Spanish writing are called "cultismos" that are not forbidden in a text as long as they are related to the content.

**8. Annexes**

It is suggested to attach the instruments used in the study (questionnaires, registration forms, interview guide, among others), complementary support material related to the research (images, photographs, documents), in some cases tables with additional information.

**General document content**

* The title of the article should appear centered in ARIAL font in 14-point, bold typeface.
* The title should be no longer than 25 words.
* The title **translated** into English is placed immediately after the main title in Arial font, in 11-point font and not bold.
* The names of the authors should appear justified at the right margin of the page in Arial font, 14 point, italic, non-bold. The following data should be included for each author, in full: first and last names, institutional affiliation, e-mail, country and ORCID registration.
* All texts must include a summary in Spanish and the respective translation into English (abstract), no more than 250 words maximum and in a single paragraph, justified text, single spaced, in 11 points, a single paragraph, no titles, no citations, no references, no photographs. It must expose the thematic axis, the purposes, the argumentative position exposed in the approaches developed in the text and the main conclusions or reflections. Its length is from 200 to 250 words.
* All texts must include keywords or descriptors of the document, with the respective English translation, called KEY WORDS (it is recommended to use the thesaurus).
* A maximum of three to four key words should be indicated.
* Subheadings or paragraphs should appear in Arial font, 12 point, bold and in consecutive Arabic numerals.
* Example
* **1. Part One (e.g., Introduction)**
* **1.1 First section of Part One**.
* 1.1.1 First subsection of the first section.
* 1.1.2 Second subsection of the first section
* 1.2 Second subsection of the first part
* **2. Second part (e.g. theoretical reference)**
* **2.1 First section of Part Two**.
* Any explanatory notes should be included at the foot of the page and will be used to enrich the argumentation, to amplify or complement important information.
* Large tables and charts of more than one page should be avoided; half a page is an ideal size. However, if this type of resource is necessary for your argument, the Journal will not object to its use, as long as it is a maximum of 7 elements.
* Photographs, maps, illustrations and figures should be submitted in JPG format, with a resolution of 300 dpi, in a size of 14 cm wide, labeled and numbered consecutively, in Arial font, in 10-point font.
* All illustrative material included in the text must have the respective authorizations for its use and dissemination, except those that are your property, in this sense, the source must be noted. In the case of Costa Rica, all images are in the public domain when the author is more than 75 years old and the author is deceased.
* All illustrative material included in the text must have the respective authorizations for its use and dissemination, except those that are property of the author.
* In addition to the institutional mail, every person must provide an identifier created in the ORCID platform (entering [here](https://orcid.org/register)), this allows a greater recoverability of the scientific research of the authors in the different electronic search engines.

**Submission format**

* The document must be in letter size, single and half spaced, in 12 point, Arial font, justified, with pages numbered consecutively.
* All documents must be sent through the journal's platform together with the Letter of Acceptance of Editorial Conditions.
* The version of your document must be submitted in Word® for Windows© or LibreOffice .ODT format
* The length of the papers should not exceed **25 pages** (including, tables, figures and references). There must be a space between each paragraph and reference (equivalent to an "Enter" on the keyboard).
* The length of an **essay** should be at least 15 pages and cannot exceed 25 pages, including bibliographical references.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)