

Guidelines for Contributors

HOW is a biannual publication led by ASOCOPI, the Colombian Association of Teachers of English. It is a journal by and for teachers of English who wish to share outcomes of educational and research experiences intended to add understanding to English language teaching practices. Therefore, the journal falls within the field of education and, specifically, the teaching and learning of English as a second or foreign language. *HOW* is registered with Infotrac GALE Cengage Learning - Informe Académico - and EBSCO. The journal is also indexed in Educational Research Abstracts – ERA, MLA International Bibliography, and in Publindex-Colciencias, classified in category B.

The deadline for submissions of manuscripts for the first issue (published in April) is **June 15** of the previous year. Submissions for the second issue (published in October) will be received until **January 15** of the same year.

Our purpose: Our Journal's main objective is to maintain communication among English teachers both in Colombia and abroad by offering opportunities for the dissemination of knowledge resulting from educational and research practices that concern English language teaching issues.

Sections of the Journal

You can submit your manuscript to one of the three sections of our journal as follows:

Research Reports: In-progress and final reports of studies carried out by teacher-researchers or student-teachers studying in BA programmes. The abstract of the paper should explicitly indicate this and the structure of the article should include the main components of a research report: introduction, method, results, conclusions, references, among others.

Reports on Pedagogical Experiences: These tell the reader about teaching practices that have been systematized by the authors as a result of an analytical process. Reports on pedagogical experiences are expected to include a solid justification, the description of the processes followed in a given educational setting, samples of such processes, results of the experiences and conclusions. The authors are also expected to support their manuscript with theoretical and/or research studies and to present analytical perspectives.

Reflections and Revision of Themes: Specific subjects or topics can be examined in depth in two types of articles: reflections and revisions of themes. An article of reflection presents the results of a research project from the author's analytical, interpretative or critical

perspective. It is about a specific topic and draws on the close examination of a variety of sources as well as clearly shows the author's informed points of view. An article of revision is the result of a research project in which one analyses, systematizes and integrates the outcomes of published or non-published research projects about a specific topic. They gather the advances and developmental tendencies in the field and support them with a rich and varied selection of references.

In general, it is advisable that manuscripts contain clear pedagogic implications stated in no less than three pages. Additionally, there should be a section at the end indicating suggestions and ideas for further research in the field.

Important note: Manuscripts signed by more than three authors will not be considered.

Submitting an article

To be considered for publication, you should send your manuscript in a Word document to our e-mail account. Keeping in mind the sections of our journal, please indicate in the letter to the editor the section your contribution is written for.

Papers must not exceed 7000 words, including the abstract, key words, footnotes, references, and annexes. Please indicate at the beginning of the manuscript your total number of words. The manuscript should be saved as a Word document, double-spaced, Times Roman 12, and with all margins at least three centimetres. Do not write your name or biodata in the article. Manuscripts should contain an abstract of no more than 110 words and a list of key words in alphabetical order (no more than five). The abstract and the key words should be both in Spanish and English.

Translate all excerpts, appendices, quotes, and other long pieces of information into English indicating in a footnote the original language and that the translation is made for publication purposes. Keep the original language of excerpts only when it is necessary for the objectives of the study; in this case, provide the English translation as well.

Footnotes must be used sparingly. If necessary, they must be included on the same page, not at the end of the document. All graphics in the article should be elaborated in black and white. Please avoid the use of colour. Include downsized versions of each figure or table in the manuscript, following the word format. The figures or pictures used in the manuscript should also be sent in complementary high-resolution graphic files; JPG is preferred. Tables should be created in Microsoft Word. Appendices, figures, and tables should include a title.

Following the American Psychological Association (APA) style, Sixth Edition (see samples of references), authors must include citations inside the text as well as the complete bibliographic information for each citation in the list of references.

One of the requirements for the publication of articles about teaching or research experiences in which subjects have participated is to have a consent form signed by them authorising the use of the information in the publication. Send along the consent form you used together with your manuscript.

Please send the article and the consent form (if applicable) together with a letter to the editor specifying the following: Title of the article in English and Spanish (titles should not be longer than 12 words), author(s) name(s) (use the name with which you want to be identified when your work is referenced; a maximum of three authors per manuscript), institution, address, a short biographical statement of no more than 40 words per author, and the date or period of time when the document was written. Additionally, you should include a statement indicating that your article has not been submitted to another publication and that it has not already been published elsewhere.

It should be noted that plagiarism is a crime under Colombian law. HOW will reject papers which evidence plagiarism and its decision will be final. Manuscripts submitted by authors whose work has been rejected due to plagiarism will not be considered for evaluation purposes in the future. The same will apply to authors who simultaneously submit their manuscripts to other journals (parallel submission).

Manuscripts and letters to the editor should be sent to:

Cra. 27 A No 53 - 06, Of. 405. Bogotá, Colombia

Phone/ Fax: 57(1) 2 11 50 18

E-mail: how_journal@yahoo.com

References

Book Citations

- Reference in the text

When paraphrasing the general idea, page numbers are not required.

. . . which offered a theoretical backdrop for a number of innovative behavior modification approaches (Skinner, 1969).

- Reference at the end of the text (bibliography)

Levy, M., & G. Stockwell. (2006). *CALL dimensions: Options and issues in computer-assisted language learning*. New Jersey, NJ: Mike Lawrence Erlbaum Associates.

Harlow, H. F. (1958). Biological and biochemical basis of behavior. In D. C. Spencer (Ed.), *Symposium on interdisciplinary research* (pp. 239-252). Madison, WI: University of Wisconsin Press.

Journal Citations

- Reference in the text
Even some psychologists have expressed the fear that “psychology is in danger of losing its status as an independent body of knowledge” (Peele, 1981, p. 807).
- Reference at the end of the text (bibliography)
Barletta Manjarres, N. (2009). Intercultural competence: Another challenge. *PROFILE Issues in Teachers' Professional Development*, 11(1), 143-158.

Citing Online Resources

When citing anything from the Web, you should use the Basic APA Format for Citing Print Materials and Media—including author, date, title, and publication information—followed by a retrieval statement that tells where you found it on the World Wide Web.

American Psychological Association. (n.d.). *APAStyle.org: Electronic references*. Retrieved from <http://www.apastyle.org/manual/index.aspx>

Conference Presentations

Rodríguez, M., Cárdenas M. L., & Aldana, C. (2008). *The design of Alex virtual courses: Challenges and implications for ELT* [PowerPoint Slides]. Plenary Session 8 at ASCOPI Conference, Tunja, 2008.

Unpublished Master's Thesis

Ochoa, M. (2004). *Meaning negotiation in EFL project work: How students express themselves and interact with others* (Unpublished master's thesis). Universidad Distrital Francisco José de Caldas, Bogotá.

For titles of works in languages other than English, please provide the English translation in brackets (not parentheses) next to the original title.

Cabralas Vargas, M., & Cáceres Cabralas, J. A. (2013). La dinámica del currículo y la evolución de la autonomía en el aprendizaje del inglés [The dynamics of curriculum and the evolution of autonomy in learning English as a foreign language]. *Íkala, Revista de Lenguaje y Cultura*, 18(1), 45-60.

Revising your Publication

All submissions follow a double blind review process, that is, the identity of authors is never revealed to reviewers throughout the review process and vice versa. On the whole, the evaluation process lasts 4 months approximately. First, each manuscript is sent to two reviewers who can accept, reject, or suggest that the manuscript be revised and resubmitted.

In case the concepts of the two reviewers are at variance, the manuscript will be examined by a third reviewer to help the editor reach a final decision. If your article requires major changes it will be returned to you with the concept: revise and resubmit. You will be given three weeks to revise your manuscript; failure to comply with this deadline will result in the manuscript being considered as a new submission. Once the revised version is received it will be sent to the two original reviewers (or the third one, if applicable) for their final concept. The editing process will start once your article is accepted after having been read by members of the editorial committee and the advisory board. You should be ready to revise it if necessary and the edited version will be sent to you for approval. You will be given deadlines to revise your manuscript throughout the process of edition as well; final acceptance and date of publication of the manuscript depend on the timely response to such deadlines.

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