

ENLETAWA JOURNAL EDITORIAL AND ETHICAL POLICIES

The Enletawa Journal is a biannual academic publication owned and sponsored by the Master's in Language Teaching of the Universidad Pedagógica y Tecnológica de Colombia. The headquarters are located in Tunja, Boyacá, Colombia on the university campus in office C-224 of the Central Building. The telephone number is 7405626 ext: 2470, and its e-mail address is revista.enletawajournal@uptc.edu.co.

The Enletawa Journal aims to disseminate and share results and research experiences carried out in the academic, educational, and cultural domains. By receiving academic and research texts, the Journal seeks the dissemination of knowledge of different experiences that emerge from a variety of teaching and learning language contexts (Spanish, English and French). Specifically, the Journal receives manuscripts registered in the fields of Psychology of Foreign Language Learning, Learning Strategies, English Linguistics, Teaching Methods and other areas, where researchers might want to share meaningful experiences for our community.

The Enletawa Journal follows both national and international copyright regulations. Thus, the manuscripts submitted to the Journal must be original and unpublished. Moreover, articles cannot be sent simultaneously to other Journals nor can the authors submit articles already published in other journals. It is important to note that the Journal does not accept multiple submissions from the same author (s) for the same issue number.

The Journal has different academic members who are constantly working on the quality of the publication. These members are: The Editor, the Editorial Assistant, an Editorial Committee, a Scientific Committee and a group of evaluators. The members of the committees are submitted to an evaluation that verifies their academic and research production, as well as the dissemination of their academic publications.

Author Responsibility

The author(s) must register as user/s of Enletawa Journal on the platform of the Open Journal System Magazine at the link: http://revistas.uptc.edu.co/revistas/index.php/%20enletawa_Journal%20. On this platform, the author(s) can find detailed information on the publication of the Journal, norms for the authors, the Journal's policies, and previous publications in electronic format. In addition, one can find information that will be useful for researchers who wish to participate in the publication. In the same way, you **must** also send your manuscript to the Journal's e-mail: revista.enletawajournal@uptc.edu.co. Remember that sending your article to our Journal does not guarantee its publication.

Once the articles are sent, the author (s) accept that their article could be evaluated by the Editorial Committee and internal or external evaluators, who will determine the viability of publication. Likewise, the authors will assume the responsibility

for what is published in the Journal and must bear in mind the comments suggested or the decisions made by the Editorial Committee. Through recommendations, the Editorial Committee can ask the author to modify the article to be published based on the academic, editorial, and scientific adaptation of the Journal. Moreover, the authors will be contacted to let them know aspects related to the content of their articles, as well as the modifications that could appear during the processes carried out by the Journal until the moment the article is published.

Furthermore, when sending the article, the author will submit an official letter authorizing a transfer of rights to the Journal to edit, publish, reproduce, and distribute copies of the original article submitted for evaluation and the information related to the origin of the document (Research). Additionally, the Journal will request that the author (s) send a filled-out form with their biodata. These documents will be enclosed in the correspondence after submitting your article. Please make sure to remove all names and biographical information that may appear in the article. In the case of submitting information provided by participants, you must include a signed copy of the consent form as an attachment via email. If the participants are underage, the consent form must be signed by a parent or legal guardian of the participant. After sending the aforementioned documents, the Enletawa Journal can use the article to be diffused in digital and printed media.

The author (co-author) must respect the intellectual property rights of a third party and avoid any violation of copyright. If there is a case of violation, the responsibility will fall on the author or co-author. In relation to the use of bibliographic information, photos, graphs, diagrams, charts, illustrations, etc., the author must request an authorization (if this is the case) for the publication of those files. Furthermore, the Enletawa Journal, Editorial Committee, Editor and university are discharged from liability. The author is responsible for the article that will be evaluated and possibly approved for publication.

If the article is not accepted for publication, the Journal will notify the authors via e-mail why the manuscript was not accepted and will send the evaluations made by the reviewers. Keep in mind that plagiarism, self-plagiarism, and parallel submission are considered unethical and will result in immediate rejection.

Evaluators' Responsibility

When receiving the articles, the Editorial Committee will decide if it fulfills the basic requirements of the publication in order to be submitted for evaluation. Those requirements include academic and scientific quality, concordance with the regulations, among others.

The Editorial Committee is in charge of finding peer reviewers for the evaluation of the articles. Those evaluators might be internal, but most of them will be external to the university. It is important that there are no conflicts of interest with the article that they will evaluate. If the Editorial Committee is not aware of these conflicts of interest, the reviewer must state if he or she has a conflict of interest regarding the parameters of the investigation.

If the article fulfills the basic requirements, it will be submitted for evaluation by peer reviewers who will provide their perception of the article during a period of time that does not

exceed fifteen (15) days. The evaluation of the articles can have three possible results: publishable, publishable with corrections, or not publishable. Likewise, the evaluation will be based on a double-blind methodology, where neither of the two sides (author(s) and reviewers) will know each other's identities. Once the evaluation is done, they will send their evaluation by e-mail at revista.enletawajournal@uptc.edu.co.

After the revision of the article, the author(s) must resend the document with the corrections (if any) suggested by the reviewers. The text must be returned no later than ten (10) days after receiving it. This document will be forwarded to the evaluators who will give their final decision according to the application of their suggestions. This means that the article will be sent to the Journal within the following fifteen (15) days. It should be noted that the failure to comply with the deadlines for corrections by the authors could result in publication delay or rejection. In this way, the article could take approximately six months in the evaluation process. Furthermore, if the article is not approved, it will be returned to its author(s) with suggestions. If desired by the authors, the Journal would give another and final opportunity to resubmit the article in the next Call for Papers, in order to start the evaluation process once again.

For the evaluation, a format will be used. This format specifies important aspects of the content of the article, which are established according to the scientific, editorial, and academic criteria of the Journal. The reviewer will be responsible for suggesting whether the article should be rejected or accepted, as well as providing comments and suggestions (if any) for the author (s).

The authors and the reviewers of the articles will receive a free copy of the Journal in which the manuscript will be included.

Editorial Responsibility

The Editorial Committee is responsible for stating the guidelines for authors, defining the editorial and ethical policies of the Journal, and ensuring that the scientific and academic quality parameters are accomplished. The Scientific Committee defines the academic quality criteria of the publication. Moreover, this committee could make recommendations to the editor regarding improvements to benefit the Journal's publication. The Editorial Committee defines the parameters for the reception of articles for each number, determines which articles will be published (after the evaluation), and gives continuity to the editing processes, guaranteeing the scientific quality of the Journal.

The Editor receives the articles and presents them to the Editorial Committee. Previously, the Editor assigns the evaluators and carries out the evaluation processes in a confidential manner, as mentioned above (double blind method), and develops the required processes in the publication of the Journal. The Journal takes the responsibility of respecting confidentiality of all names, as well as total or partial results of the evaluation until its physical or electronic publication.

The Editorial Assistant is in charge of accompanying the Editor and editorial processes. Those processes are: committee meetings, communications to the evaluators and authors of the articles, members of the committees, and the community of the Journal. Moreover, he/she has

the responsibility of handling the information of the Journal, legal deposit, exchange, subscriptions, indexing, evaluation, edition and publication of each number of the Journal.

Editorial Ethics

The Editorial and Scientific Committees develops a detailed follow-up of each step of the publication, from the reception of the articles until the publication of each issue of the Journal. The Enletawa Journal is committed to protecting the ethics of scientific publishing and ensuring that the individuals involved in the editing and publication processes (readers, authors, committee members and reviewers) achieve the ethical standards. If the ethical parameters of publication are not met, the Enletawa Journal will inform people immersed in the process, as well as the community in general by means of a written report.

Personal information and documents collected by the Journal will be kept under reserve to guarantee the integrity of the members of the committees, evaluators, and authors. In the same way, the Journal is committed in complying with the intellectual and ethical standards of the publication, denying authors the possibility of business with the Journal, as well as maintaining open access to it. The Enletawa Journal is responsible for resolving issues that may arise throughout the publication process.

The Journal monitors and avoids plagiarism continuously, as well as the inclusion of fraudulent data in the publication, although the legal responsibility falls on the author. It is important to mention that the Journal aims to demonstrate, from its ethical and editorial policies, transparency and honesty when handling information.

GUIDELINES FOR AUTHORS

For the submission of articles to the Enletawa Journal, as previously mentioned, the author (s) must register as users of the Enletawa Journal on the platform of the Open Journal System Magazine at the link:

http://revistas.uptc.edu.co/revistas/index.php/%20enletawa_Journal%20.

Simultaneously, the articles **must** be sent to the e-mail of the Journal at revista.enletawajournal@uptc.edu.co.

In relation to the structure of the article, the text must follow the following characteristics:

- The article must be saved in a Word document format, simple column, and double spaced.
- It must be typed using Times New Roman size 12 font, with three centimeters margins, and double spaced. Quotes and examples taken from the data, should be in Times New Roman size 12, double spaced, and with a 1.25 centimeter of indentation.
- Use single spacing for the contents of the footnotes, appendices, figures and tables.
- Number all the pages of the text.
- Include the page number in the upper part of the article.
- Apply a 1.25 centimeter indentation on the first line of each paragraph.

- Avoid the inclusion of the name of the authors and biographical information throughout the article.
- It is important to emphasize that the article must provide uniformity in the use of ampersand (&) or "and" in the body of the manuscript and in the references section. For more information, check the citation guidelines below.

The first page should include the name of the article, and it must not be longer than **12 words**. The title must appear in the original language of the text, as well as in Spanish. Avoid the use of acronyms, symbols, and abbreviations in the title. If they are included in the text, make sure to write them out the first time they are mentioned. As a footnote, the type of article must be included, and it has to be related to the sections presented by the Journal.

On the second page of the article, the abstract should be included. It should contain no more than **120 words**. The key words, whose initials must be capitalized, should also be added. Both the abstract and keywords must be in the original language of the article and in Spanish. If the original language of the manuscript is Spanish, the abstract must be in Spanish and English. The number of key words must be between three (3) and six (6), and these must be relevant and related to the main topics of the article.

On the third page, you can begin with the inclusion of the sections that are described in the different categories of the Journal's articles. The bibliographic information for each quotation must be included in the list of references following the principles of the American Psychological Association (APA), sixth edition.

The length of the article depends on the topic addressed. However, the text must not exceed **20 pages** or **7000 words**, including the abstract, key words, footnotes, annexes, and appendices. The author(s) may include consent forms or documents if there is authorization from the institution where the study took place or from the participants.

Sections of the Journal

The article can fall into any of the following categories of the Enletawa Journal:

Research Report

In this category, the Journal receives in-progress and final reports of research carried out by different members of the academic community, such as teacher-researchers, pre-service teachers coming from undergraduate and postgraduate teaching-language learning programs, professors, and professionals in fields related to language learning and teaching. This type of article must include an introduction, theoretical framework, methodology, results or findings, conclusions, references, and any other additional section relevant to the study.

Reports on Pedagogical Experiences

In this section, the reader can find information related to pedagogical practices experienced by the authors. It must include an introduction, a rationale, a detailed description of

the process followed by samples and examples that support the study, results of the experience, and conclusions. Likewise, the author must present theoretical support and/or studies related to the approach of the manuscript.

Reflective Article

This type of article presents the results of a research project, or specific topics related to authentic experiences of members of the academic community, from an analytical, interpretative, and critical perspective of the author. The purpose of the reflective article is to portray a specific topic and a detailed exploration of different sources, as well as a deep study of the author's points of view. This type of article should include an introduction, discussion on the topic to be treated, and conclusions.

Literature Review

In this category, the author analyzes, systematizes, and interconnects the results of published or unpublished research related to the field of science and technology, education, teaching and language learning processes among other topics of interest, in order to give account to progress and updated trends. This manuscript is characterized by an in-depth bibliographic review of at least fifty (50) references. The sections of this category are: introduction, discussion of the topic to be developed, and conclusions.

Theme review

These articles emerge from a critical review that authors produce regarding a specific topic. This article is divided into three main parts: abstract, critical review and discussion, and references.

Letters to the Editor of the Journal

This section presents the critical, analytical, or interpretative positions in relation to the documents published by the Journal. These aspects mentioned are based on the opinion of the Editorial Committee, and they constitute an important contribution to the discussion of topics treated by the scientific and academic community of the Journal.

Editorial

This is a document that is written by the Editor, a member of the Editorial Committee, or a guest researcher on orientations in the thematic domain of the Journal.

Citation Guidelines and References

References

The following examples show the most common ways of referencing in publications of academic articles keeping the guideline provided by the American Psychological Association (APA), sixth edition:

For Books:

Reference in the text:

Paraphrasing is a general idea, it is not required to include a page number.

...we all agree that during the last years, critical has put in the spotlight the way in which people use texts and discourse to construct and negotiate identity (Norton &Toohey, 2004).

Critical Thinking is the way in which people think about any topic, content or problem. The idea with this thinking process, is to improve it and give it more quality (Fisher, 2001).

Reference at the end of the text:

Norton, B., & Toohey, K. (2004). *Critical pedagogies and language learning*. New York: Cambridge University Press.

Fisher, A. (2001). *Critical thinking: An introduction*. New York: Cambridge University Press.

Journal Citation:**Reference in the text:**

A foreign language learner is able to understand the meaning of words, phrases and sentences in a proper way. In the same vein of knowledge, the learner needs to express his/her ideas suitably (Sadogui & Kukabi, 2006).

According to Barrera (2001), different fields and contexts have been modified by the use of English language. Important aspects like communication, economy, and education have had relevant impact alongside time because of the incorporation of English Language.

Reference at the end of the text:

Sadighi, F., & Kukabu, N. (2006). The relationship between the use of language learning strategies and teaching methods: A case of Iranian EFL learners. *HOW A Colombian Journal for Teachers of English*, 13(1), 47-63.

Cubides, N. (2011). Developing intercultural dimensions through the design of curriculum units based on the Ganag model. *Enletawa Journal*, 6(1),21-36.

Citing Online Resources:

Petkuté, R. (2010). *The communicative competence of the language teacher*. Retrieved from file:///C:/Users/Maestria/Downloads/25-90-1-PB.pdf

Uzunboylu, H., & Karagözlü, D. (2017). *The emerging trend of the flipped classroom: A content analysis of published articles between 2010 and 2015*. RED. Retrieved from http://www.um.es/ead/red/54/uzunboylu_karagozlu.pdf

Conference presentation:

Beatty, K. (2017, September). The future is mobile: Phone-based language learning. In Y. Romero (President). *The 17th Teachers' Moot and 9th M.A. Graduates Reunion*. Event carried out at the Universidad Pedagógica y Tecnológica de Colombia. Tunja, Colombia.

Álvarez, J. (2015). The social turn in SLA: The role of multimodality in ecological views of language and learning. In J. Viáfara (President). *The 15th Teachers' Moot and 7th M.A. Graduates Reunion*. Event carried out at the Universidad Pedagógica y Tecnológica de Colombia. Tunja, Colombia.

Master's Thesis:

Prada, L. (2017). *Students as authors of their own life texts*. (Unpublished master's thesis). Universidad Pedagógica y Tecnológica de Colombia, Tunja.

Chacón, L. (2015). *The twofold face of autonomous learning: An individual and a collective dimension*. (Unpublished master's thesis). Universidad Pedagógica y Tecnológica de Colombia, Tunja.

Personal communications:

In relation to personal communications (email, discussion group, telephone conversations, billboards, etc.), they should be cited and referenced as follows:

I. Garzón Amórtegui (personal communication, October 15, 2015).

T. McEvoy (personal communication, October 23, 2017).

Short Quotes:

Quotations of less than 40 words, should be incorporated into the text and enclosed in quotation marks. In the text, the author's or authors' last name, the date of publication of the book and/or journal, and page number must be included. An example is shown below:

According to Shor (1996), it is necessary to change the organization of the classroom, for that reason his students were in circles or in rows, depending on their preference (p. 30).

According to Seedhouse (as cited in Bayley, 2013, p. 95), adjacency pairs are “paired utterances such that on the production of the first part of the pair (question) and the second part of the pair (answer) becomes conditionally relevant”.

“These days, the verb ‘to communicate’ no longer spontaneously refers, to the writing on paper” (Ferreiro, 2011, p. 426).

Long Quotation

Quotations of 40 or more words are placed in a separate block in the same position as a new paragraph (0.5” or 1.25 cm indentation from the left margin in all lines of the quote) in Times New Roman 12-point font, double spaced, and without quotation marks. Remember that the period in a block quote goes after the text and before the citation.

Technological devices (hardware and software) that allow people to edit, produce, store, share and transmit data between different information systems that have common protocols. These applications, which integrate media, telecommunications and networks, enable both interpersonal (person to person) and multidirectional (one to many or many to many) communication and collaboration. (Romaní, 2011, p. 313)

The publication guidelines mentioned above contribute to the uniformity and esthetics of the articles and presentation of the Journal. At the same time, these guidelines constitute one of the parameters of evaluation of your manuscript.