

Guidelines for authors

Mission

The journal *Acta Colombiana de Psicología* publishes original findings of research in psychology and those based on its dialogue with other disciplines, with the purpose of disseminating new knowledge to the university community and to all interested in knowing the advances in the area and its applications in different fields aimed at solving the needs of contemporary society.

Presentation

Acta Colombiana de Psicología is the name chosen for this publication. With the contributions of the research published here, the Faculty of Psychology of the Catholic University of Colombia seeks to reach universities, private or State entities, educational and health centers, and all those interested in sharing academic experiences, identifying the advances in psychology and applying new knowledge in different fields to solve the needs of the 21st century society.

This biannual publication dedicates each one of its issues to problems of particular relevance in contemporary psychology. The articles presented are specially selected by the Editor and the Editorial Committee of the University to account for the results of the most rigorous and well-documented research.

We hope that not only the exchange that we offer with similar publications takes place, but also the analysis of our articles, the debate and the enrichment thereof with the valuable and permanent contributions of our fellow psychologists and other professionals of related disciplines.

Instructions for postulation of papers

Those interested in postulating articles should send the original online version of the document with a communication addressed to the editor of the journal *Acta Colombiana de Psicología* through the Open Journal System platform (OJS, http://editorial.ucatolica.edu.co/Ojsucatolica/revista_ucatolica/index.php/acta-colombiana-psicologia/), after registering as author and preparing the letter of presentation of the article signed by all the authors thereof indicating that the document is original, that it has not been published or simultaneously submitted for publication to another journal. There are no fees or charges for the authors submitting their articles to the journal *Acta Colombiana de Psicología*. Once the article is received, the editor will inform the reception thereof and initiate the process of internal review (pre-review) and subsequent arbitration process.

The writing of the article must follow the international norms for presentation of articles of the Publications Manual of the *American Psychological Association (APA)*, in its most recent edition. The document should not exceed 28 pages and must be delivered in Microsoft Word format, with 12-point *Times New Roman* font, double spacing, letter size and margins of 2.5 cm on each side.

Only unpublished articles, which have not been submitted simultaneously for publication to another national or international journal, that meet the standards mentioned above and belong to one of the categories described below, will be submitted for consideration and peer evaluation:

- *Original empirical articles*: Original research reports that generally contain different sections reflecting the phases within the research process and present a structure containing introduction, method, results and discussion.

- *Theoretical articles*: Documents in which the author relies on existing research literature in order to make new conceptual contributions in any area of psychology. Here, the author follows the development of knowledge on the subject to expand and debug theoretical constructs. Usually, the author presents a new theory, or, alternatively, analyzes the existing theory.
- *Reflection articles*: Documents presenting the results of a research from the author's analytical, interpretative or critical perspective on a specific topic, using original sources.
- *Review articles*: Documents resulting from a research that analyses, systematizes and integrates the findings of published or unpublished research on a field of science or technology in order to account for advances and development trends. They are characterized by presenting a careful bibliographical review of at least 50 references.
- *Reviews*: A short document in which an evaluation or constructive critic of a book or relevant document of the scientific literature in the area of psychology is carried out. Here, authors often present the relevance of this document for the investigation of a specific topic at a given time, and assess positively or negatively the scope thereof.

In all cases, the first page of the document should contain the title of the article (in Spanish and English), the full names of the authors, the institutional linkage of each one, the *abstract* and *key words*. And, in a footnote, include the postal address, the landline telephone number (with an international code) and the email of the authors. There is no article processing fee at journal *Acta Colombiana de Psicología*.

In the event that an article is to be withdrawn before the final concept of the arbitration process has been issued, authors should send a communication addressed to the editor of the journal, via e-mail or in a physical document, indicating succinctly and clearly the reason for such withdrawal.

The journal *Acta Colombiana de Psicología* is published six-monthly with two issues per year. Issue number 1 covers the semester between January and June, and issue number 2 corresponds to the semester between July and December.

For the assessment of the papers presented, the following criteria will be taken into account:

- Contribution to the subject matter with new theoretical and practical knowledge.
- Rigor with which the subject matter is treated.
- Clarity and consistency of the presentation.
- Compliance with the journal's editorial norms

It is understood that the opinions expressed in the articles are the sole responsibility of the authors, that these do not compromise the journal's scientific opinion and policy, and that the activities described in the articles published must be in accordance with the generally accepted ethical criteria regarding animal or human experimentation, as in everything related to professional ethics.

Form of citation and bibliographic references.

The list of works cited in the article should be presented in alphabetical order at the end of the document, complying with the international standards of the American Psychological Association (APA) (<http://apastyle.apa.org/>). References should include all the information necessary to enable any reader to locate the cited documents in a text. The information must be accurate, as it appears in the original document.

Below are some examples of book references and articles with one or more authors, among others. The general elements of a reference are: author's surname, initial of the name, (year of publication), *title of the work [in italics]*, (edition), city: Editorial.

1. Examples of book references:

- *With an author*: Brannon, L. (2001). *Health Psychology*. Madrid: Paraninfo.
- *With two authors*: Tanagho, E.A. & Mcaninch, J.W. (1997). *Urología general de Smith*. Mexico: Manual Moderno.
- *With new edition*: Deutsch, M. & Cook, S. W. (2003). *Métodos de investigación en las relaciones sociales* (3rd. ed.). Madrid, Spain: Rialp.
- *With corporate author* (state institutions, scientists or associations, etc.): American Psychological Association (APA). (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author. (In this case, the *Author* or *Editor* is the same, the word *Author* is used for the publisher).
- *Chapter within a book*: Massaro, D. (2001). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P. van den Broek & D. C. Knill (Eds.). *Cognition: Conceptual and methodological issues* (pp. 23-34). Washington, DC: American Psychological Association.
- *Spanish translation of a book*: Laplace, P. S. (1951). *Un ensayo filosófico sobre las probabilidades*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published in 1814).

2. Examples of references of periodicals:

- *Article with a single author with continuous pagination*: Flórez, A. (2003). The Knowledge Society. *Perspectivas en Filosofía*, 4, 34-40.
- *Article with two authors with separate pages*: Rodríguez, L. & Meneses P. (2004). Visibility of scientific knowledge. 34 (2), 12-30. *Revista Latinoamericana y del Caribe de Psicología* (In this case, both volume and issue are included, since each edition lists its pages separately. (2) Refers to the issue of the publication, and the italic includes the volume of the journal).
- *Journal of article in press*: Zuckerman, M. & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.
- *Newspaper article*: Pérez, J. (2005, February 12). Indexing and impact factor. *Daily Alert*, p. 27.

3. Examples of references of doctoral dissertations and Masters' Degree theses:

- *Unpublished doctoral dissertation*: Wilfley, D. E. (1989). *Interpersonal analysis of bulimia: Normal-weight and obese* (Unpublished doctoral dissertation). University of Missouri, Columbia, USA.
- *Unpublished Master's Thesis*: Almeida, D. M. (1990) *Fathers' participation in family work: Consequences for fathers' stress and father-child relations*. (Unpublished Master's Thesis). University of Victoria, Victoria, British Columbia, Canada.

4. Examples of references to electronic media:

Electronic media are electronic documents, databases and computer programs, both accessible online and on computer media such as disks, magnetic tapes, DVDs, CD-ROMs, or others. In these cases, no italics are used for program names.

- *Summary on CD-ROM*: Author, I. (date). Title of the article [CD-ROM]. *Title of the journal*, xx. xxx-xxx. Source summary and retrieval number: Meyer, A. S., & Bock, K. (1992). The tip-of-the-tongue phenomenon: Blocking or partial activation? [CD ROM]. *Memory & Cognition*, 20, 715-726. Summary of: SilverPlatter File: PsycLIT Identifier: 80-16351.
- *Computer program (software)*: Bower, F. (2004). The Observer 4.0 [Computer Software]. Baltimore, MD: Author.

5. Examples of references to electronic periodicals:

A reference to an Internet source contains at least the author of the page, the title and some information about the document, such as publication date, update or retrieval, as well as a *Uniform Resource Locator [URL]*.

- *Article in an Internet journal*: Fredrickson, B. L. (March 7, 2000). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3 Article 0001a. Retrieved from <http://journals.apa.org/prevention/volumen3/pre0030001a.html>

Examples of different online resource models can be found at the above address.

Reference citation on the text

A documentary quotation is the text taken from another source to give theoretical and conceptual support to the document or article elaborated. The quotation allows the reader to know the source from which the information comes, which will be located in the list of references in the final part of the article. The most common types of quotations are *textual* and *contextual* or paraphrase.

A quotation is *textual* when a literal text is transcribed from another author or from a previously published document. If it has less than 40 words, it is written in quotation marks in the paragraph being displayed. But if the quote has 40 or more words, it is written in a new paragraph without quotes, as a new division. The entire paragraph is written with a five space indentation from the left margin and respecting the margin to the right, using the same line spacing used in the rest of the document. In cases of textual quotation, the number or range of pages from which the quotation was taken should be included in the parenthetic reference, after the author's last name and the year of publication.

A quotation is *contextual* when it summarizes a specific part of a document or the content of the document. Also when paraphrasing a writing or referring to an idea contained in another work. Quotations can be written in three ways according to the following emphases:

- *Emphasis on the author*: author's surname, year in brackets, the quoted text and page in parentheses.
García (2004) elaborated a strategy for ...
- *Emphasis on the content of the text*: the quoted text and, in parentheses, the author's surname, the year and the page.
In a recent study on problem solving strategies (García, 2004) ...
- *Emphasis on the date of publication*: begins with the year, then the author's surname, the quoted text and the page in parentheses.
In 1999, García elaborated a strategy to ...

How to cite a work with several authors:

When a quotation has two authors, both should be cited each time the reference is used in the text. And when an article has more than four or five authors, they are all cited the first time it is used in the text, but if the quote is reused, the first author's last name followed by "et al." and year of publication are mentioned. When a quotation consists of six or more authors, from the first moment in which it is referenced, the first author's surname is cited followed by "et al." and the year of publication (in the list of references the surnames of all the authors are indicated).

Checklist for submission preparation

As part of the submission process, authors are required to verify that their document complies with all of the elements shown below. Any shipment that does not comply with these guidelines will be returned to authors.

1. The document has not been previously published nor has it been submitted for consideration by any other journal (or an explanation has been provided in the comments to the editor).
2. The sending file is in Open Office, Microsoft Word, RTF or WordPerfect format.
3. Whenever possible, URLs are provided for references.
4. The text is presented with double spacing, 12 point font size, Italic instead of underlining (except for URLs). And all illustrations, figures and tables are placed in the appropriate places of the text, not at the end of the document.
5. The text adheres to the stylistic and bibliographic requirements summarized in the Guidelines for authors, which appear in the link "About the journal".
6. If sent to a section of the journal for peer review, the instructions on the link "Ensure an anonymous evaluation" should be followed.
7. The text has all the sections and annexes necessary to carry out the evaluation of the manuscript.
8. If you use illustrations taken from another author, you must have the reproduction permission.

Checklist for revision of bibliographic reviews

The bibliographic reviews postulated for publication in the journal *Acta Colombiana de Psicología* must comply with the following terms of reference:

1. Must have an extension no longer than three letter-sized pages, in Times New Roman 12-point double-spaced font.
2. Must have a title other than the name of the work reviewed.
3. Under the title the name of the author of the review should be written with a footnote indicating the institutional affiliation and the email address.
4. After the title, the complete reference of the reviewed book must be written, according to the guidelines of the Manual of Publications of the APA (2010).
5. The body of the review should allow readers to know the purpose of the work, its structure, content, originality and usefulness.
6. The review should be sent to the author of the work to obtain their opinion.

The review and opinion of the author must be submitted to the editor of the review section, Luz Anyela Morales Quintero, to the email luzanyelam@yahoo.com; with a copy to the editor of the journal, Iván Felipe Medina Arboleda, email revistaacta@ucatolica.edu.co.

Copyright notice

The authors who publish in this journal accept the following conditions:

The journal *Acta Colombiana de Psicología* is guided by the international norms on intellectual property and copyright, and in particular article 58 of the Political Constitution of Colombia, Law 23 of 1982 and Agreement 172 of September 30, 2010 (Regulation of intellectual property of the Catholic University of Colombia).

The authors retain the copyright and assign to the journal the right of the first publication with the registration of the document according to the Creative Commons attribution license, which allows third parties to use what is published whenever the authorship of the work is mentioned and the first publication in our journal.

Privacy statement

To comply with the provisions of Law 1581 of 2012 and the Regulatory Decrees 1377 of 2013 and 886 of 2014, and in accordance with Agreement 002 of September 4, 2013 of the Catholic University of Colombia "whereby the Manual of policies for processing personal data is approved", the Catholic University of Colombia, considered accountable and in

charge of the processing of personal data, states that the personal data of the authors, members of the committees and peer reviewers, are included in our databases. Therefore, in compliance with the legal provisions in force, the University will always request their authorization so that in the development of its own functions as an Higher Education Institution, especially those related to teaching, extension and research, the Catholic University of Colombia may collect, gather, store, use, circulate, delete, process, exchange, compile, update, transmit or transfer to third countries and assumes the availability of the data that have been supplied to it and incorporated in databases of all kinds that lie in the University.

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