



Rules for Authors

Psychology, Society & Education publishes works of a scientific nature carried out with methodological rigor in any field of Psychology and Education that show their impact on society. Papers may be written in **either Spanish or English**.

EDITORIAL PROCESS

The evaluation process of manuscripts sent to *Psychology, Society & Education* is as follows: the journal's staff makes a first assessment of the manuscript and its alignment and consonance with the journal's objectives and standards, and issues a report favorable to, or opposing, its inclusion in the evaluation process by expert peers. If initially approved, the manuscript is then immediately assigned to a member of the team of associate editors, who send it for evaluation by two expert independent reviewers who assess the work's scientific quality, the innovation of its knowledge, and the impact of its results. After said review, in which the evaluation of a third expert may be added, if necessary, the editorial team makes the decision to publish it, or not. Publication is often contingent on the authors agreeing to correct certain details (minor or major) that have been identified during the editorial decision process. After these revisions the editorial team announces its final decision as to whether it will publish the manuscript or not.

Psychology, Society & Education follows a policy of peer review by academics (specialists) according to a **double-blind system**. Therefore, it is very important that the authors ensure that any information that could identify them is removed or sufficiently hidden. Information such as lists of authors, affiliations, acknowledgments, etc., should be removed from the manuscript document and included as a separate file entitled *Cover Letter* when submitting. In addition, references in the text to any work by the authors should be referred to in the third person to mask the authors' identity (for example: "In previous work we found that... (Ortega, 2019)" should be written as "Previous works show that... (Ortega, 2019)"). In addition, the authors must ensure that no information related to them is included in the documents sent to the journal (with the exception of the cover letter), or in the "Properties" of the documents themselves.



REVIEW PROCESS TIME FRAMES

Authors submitting their manuscripts to *Psychology, Society & Education* will receive an immediate acknowledgment of receipt. Within **15 days** from its reception the authors will receive a message informing them whether the article has been rejected or will move on to the peer review process. The authors may suggest reviewers who are experts on the subject of their article (provided that they can reasonably expect that there will be no conflict of interest), without this obliging the journal to use them. *Psychology, Society & Education* undertakes to submit the first evaluation report (accepted in its current state, accepted with major/minor changes, rejected) within **four months**, and to publish the article within a period **not exceeding to twelve months**, if accepted.

Authors of manuscripts finally accepted for publication must undertake to review the galley proofs of the manuscript **within 72 hours** in order to address the revision of the manuscript.

SUBMISSION OF MANUSCRIPTS TO *PSYCHOLOGY, SOCIETY & EDUCATION*

Manuscripts are to be submitted electronically through the OJS platform, in Word format (.doc or .docx), including a cover letter addressed to the editorial team with the details that the authors consider worth noting. In any case, the manuscript must follow the format and standards of all scientific articles, as specified below.

1) Structure, format and style

The papers presented must follow the format and writing guidelines established in the 7th edition of the *Publication Manual of the American Psychological Association* (APA), being written in an impersonal style and taking special care regarding the use of non-sexist language.

The maximum number of words will be 6,000, including a summary in Spanish and English, references, tables and figures. The text is to feature 2.54 cm (1 inch) margins on all sides. The font shall be Times New Roman, size 12, double-spaced. All pages should be numbered in the top right-hand corner. A 1.25 cm indentation should be used at the beginning of each paragraph. It is recommended that the text include cumulative line numbers to facilitate the review process.

The levels of sections should follow APA standards.

2) Documents and information required

All manuscripts submitted to *Psychology, Society & Education* must include the following documentation:



a. Title page, which will include:

- **Title:** which should be concise and informative, avoiding the use of formulas and abbreviations. It must be in both the language in which the manuscript is written and in English. In the case of manuscripts written in English, the title will also be indicated in Spanish.

- **Abbreviated title:** not to exceed 40 characters, including spaces. This will be used as the header throughout the manuscript (in Times New Roman, size 9).

- **Name of the author(s) and their associated institution:** the use of long names (e.g. María Inmaculada del Sagrado Corazón López-Jiménez) is discouraged, so as to make the author's name easily recognizable in the international sphere. The name of the institution with which each author is affiliated will be indicated by means of superscripts with Arabic numerals at the end of the surname. The same number must precede the institution's data.

- **Corresponding author:** clearly indicate who will be responsible for receiving the correspondence throughout the manuscript evaluation and publication process, as well as after its publication (the corresponding author must include name, surnames, email address, and complete and updated address).

- **Acknowledgments** should be brief and should never appear in the body of the manuscript sent for evaluation. They should include, if relevant, those people who collaborated in the completion of the study (e.g., reviewing the writing or translation of the manuscript).

- **Funding sources:** in the event that the work sent to *Psychology, Society & Education* for publication has received funding for its completion, the funding sources shall be made explicit through a simple description including the reference code of the project funded and the funding agency (details on the type of program, scholarship, award, grants, etc. are not necessary). If the financing comes from a university or institute, only its official name should be indicated.

b. Main document, which must contain on its first page:

- **The title of the manuscript in Spanish and English.**
- **Abstract in Spanish and English.**

The abstract should be concise, with a maximum of 250 words, single-spaced and not justified or indented. It is to briefly describe the theoretical/conceptual framework contextualizing the work presented, the objective of the study, the basic characteristics of the methodology and analysis, the main results, the discussion (the problem addressed) and the most important conclusions. The total number of participants, their age and sex/gender, and



demographic information should be included, if relevant. The abstract must be written in the third person and not include a self-referenced assessment in the first or second person.

- **Keywords in Spanish and English.**

Between 3-5 keywords should be included, reflecting the essential topics of the study, and **not** included in the title, with the aim of facilitating database searches.

The body of the work presented is to begin on the second page, organized into the following sections:

- **Introduction**
- **Method**

The Method section is to be organized into four subsections:

- *Participants* This section should include demographic information about them, such as gender, socioeconomic level or any other demographic data relevant to the work being presented.
- *The instruments* used in the study, with information about their authors, reliability data (if applicable), etc.
- *Procedure*, which will include information on the method used to recruit participants, as well as the data collection process. Also to be included is the name of the ethics committee that approved the study and the date on which said authorization was obtained.
- *Analysis of the data*, indicating the different types of analysis carried out to meet the objectives, as well as the statistical packages used.

- **Results**
- **Discussion**
- **References**

The format for the references will be that established in the APA standards, 7th edition. The DOI will also be included, when available. They will be included at the end of the manuscript on a separate page, following alphabetical order by the last name of the authors (the authors must have checked the details: each reference listed must be cited in the text, and each citation in the text must be listed in the References section).

- **Tables**

Tables should be included using Word's "Insert Table" feature, not as images. They are to be numbered consecutively according to their appearance in the text, their design is to follow



APA standards, and they are to include the information just as it is to appear in the publication. They are to be placed at the end of the manuscript, using a separate page for each table. It is important that the authors indicate the place where they want each table to be included. To do this, in the place in the text where the table should go, they will include the number of the table in question, in parentheses (example: Insert Table 1 here).

The necessary notes for the proper understanding of the table are to be included under each. Using spaces or tabs in the table could create problems when the table is formatted, and may lead to errors. Finally, the number of tables should be limited to those necessary (no more than five), and the data presented in them should not duplicate results already presented in the text.

- **Figures**

Figures will be included in the manuscript only when essential. They are to be numbered consecutively according to their appearance in the text, their design is to follow APA standards, and they are to include the information just as it is to appear in the publication. It is of great importance that authors make sure that the axes are properly named. Each figure is to go on a separate page at the end of the manuscript, indicating its exact place in the body of the text, in parentheses (example: Insert Figure 1 here). **All figures must have a minimum resolution of 150 dpi.**

- **Footnotes**

Footnotes are to be used only **very exceptionally**, indicated in the text with a superscript mark and placed in a separate section at the end of the manuscript, just before the references.

Important:

The main manuscript should not contain information, either in the text or in the document's Properties, about the authors.

c. A letter to the editor, which must include the following information:

1. Title of the manuscript.
2. A statement that the manuscript is original and is not in the process of being evaluated by any other scientific journal (in the event that part of the manuscript has been published in another journal -redundant or duplicate publication- it must be specified that you are in possession of the publication rights to the content now being published, the name of the journal that published the work from which the content was drawn, and the document in which said publication grants you the right to publish it). Authors are advised that any



complaints that the original publication might lodge will be their sole responsibility, and that *Psychology, Society & Education* waives liability for any such potential conflict.

3. A declaration that the submission and future publication of the manuscript have been approved by all the authors, and by the responsible authorities where the study was carried out, and that, if accepted, it will not be published elsewhere without the written consent of the copyright owners.
 4. A statement that the authors have taken into account the journal's ethical responsibilities (see [link](#) here).
 5. A statement that none of the authors are involved in any conflict of interest.
 6. Specify the source of funding for the study, initially in the Cover Letter, and later in the final manuscript.
- d. Online **supplemental material** **exceptionally**, *Psychology, Society, & Education* may include supplementary material to manuscripts published in the journal.