

## Guidelines for Contributors

*HOW* is an annual 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. *HOW* is registered with Infotrac GALE Cengage Learning—Informe Académico and EBSCO. The journal is also indexed in Publindex-Colciencias, classified in category C.

### Our purpose

Our Journal is mainly interested in maintaining communication among English teachers in Colombia and abroad by offering opportunities for the dissemination of knowledge resulting from educational and research practices concerning English language teaching issues.

### Sections of the Journal

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

**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:** They 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 and 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.

### *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 20 pages or 7000 words, including the abstract, key words, footnotes, references, and annexes. 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.

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 each figure or table in the manuscript, following the word format. Figures or pictures should also be sent as a graphic file; JPG is preferred. Tables should be created in Microsoft Word. Appendixes, 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 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 format 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, Author(s) name(s), 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 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.

Manuscripts and letters to the editor should be sent to [how\\_journal@yahoo.com](mailto:how_journal@yahoo.com)  
ASOCOPI address: Carrera. 27 A No 53 - 06, Of. 405. Bogotá, Colombia  
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## 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, Inc.  
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. / year). *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. Plenary Session 8 at ASOCOPI Conference, Tunja 2008. [PowerPoint Slides].

### ***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.

### **Revising your publication**

If 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. If major changes are required, either the article will be returned to you for amending or the edited version will be sent to you for approval.

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