



## ***SUBMISSION GUIDELINES FOR THE BOLIVIAN JOURNAL OF EDUCATION “REBE”***

### **PRELIMINARY CONSIDERATIONS**

The submission guidelines of the Bolivian Journal of Education (REBE) reflect a commitment to quality and ethical standards aligned with the research policies of the Adventist University of Bolivia (See: <https://revistas.uab.edu.bo/view/reglamentos/reglamento.html>). The preliminary guidelines, which cover everything from manuscript submission to diffusion, are an important part of this process, providing a clear roadmap for authors, reviewers, and readers. These considerations foster quality in the presentation of research and promote transparency and integrity in academic publishing.

Authors can trust that their manuscripts will be treated with professionalism and precision, and readers will have access to high-quality research and analysis that enhance the field of education.

This widening of knowledge is possible because REBE is a peer-reviewed journal which issues are published (January-April, May-August, and September-December) ruled by APA 7.0 (American Psychological Association) standards. By meeting these requirements, indexing in prestigious international databases is optimized, increasing the visibility of authors' publications and their affiliated institutions. All articles are assigned a DOI (Digital Object Identifier System).

### **PURPOSE**

The purpose of REBE is to publish research in Spanish and English to promote reflection on themes and issues related to education and its various interdisciplinary and transdisciplinary areas such as Sociology, Social Work, Pedagogy, Preschool Education, Primary Education, Secondary Education, and Higher Education.

The journal is aimed at researchers, educators, and all professionals involved in education and related disciplines.

- **Scope and policy**
  - **Topics:** Education, sociology of education, and pedagogy
  - **Section policies**
    - **Articles:** Research that has not been previously published in any other journal or media. Authors commit to making their works exclusive to this publication. Length: 5,500-6,500 words, including figures, notes, and references.
    - **Reviews:** Characterized by their aim to contribute to the updating and recapitulation of new knowledge by providing a critical review of the literature, citing references appropriately (between 80 and 100 works), and complementing a reasoned evaluation of

the validity established in their conclusions. Length: 6,000-7,000 words, including figures and references.

- **Essays:** In this type of study, the author reflects critically on current theories and proposals to open new dialogues within the discourse community. These investigations should have a length between 6,000 words and a minimum of 5,500, including notes and references.

REBE is published three times a year (twenty-four articles per year). Its sections per issue are as follows: 1) Editorial: A space for reflecting on socio-educational issues and problems. The author is typically the Main Editor of the journal. 2) Thematic: A monographic section coordinated by Thematic Editors. 3) Perspectives: Diverse contributions within the general theme of the publication. The Editorial Board determines the most appropriate placement for each manuscript; 4) Essays.

- To register, authors must access the following link:  
<https://revistarebe.org/index.php/rebe/login>
- As part of the submission process, authors must ensure that their work meets the following requirements:
  - The article submitted is original and has not been previously published, complying with all citation standards.
  - It has not been submitted to other journals, and no additional explanations have been provided to the editor.
  - In case of approval, we grant permission for its national and international publication and distribution across various media.
  - The submitted file is in Word format and maintains anonymity.
- Authors submit their work using the OJS platform of the Bolivian Journal of Education.
- Once a manuscript is received, the Editorial Board will issue a response within a maximum of 30 days, indicating whether the work has been accepted for evaluation or rejected. Manuscripts that do not comply with publication standards or are not aligned with the journal's theme will be excluded. If the work presents minor errors, it will be returned to the author for correction. To advance the process, authors are recommended to systematically review their manuscripts before submission. The evaluation process will only start once the corrected manuscript is received.
- The editor will send the work to specialized reviewers in the relevant field or research line, using a double-blind peer review process to ensure mutual anonymity.

The scientific evaluation process of the works, following initial approval, has a maximum duration of 45 days. On average, peer review is completed within 60 days, and the final decision is made within 30 days. Manuscripts submitted in response to specific calls will enter the evaluation process once the submission deadline has passed.

The criteria used by the Editorial Board to make a decision, based on the opinions of external experts, are as follows:

- a. It must be current and novel,

- b. relevant and significant,
- c. original,
- d. reliable and with scientific validity,
- e. consistent,
- f. it must have external support and public/private funding,
- g. co-authorship and degree of internationalization of the team and
- h. writing.

Based on the reviewers' reports, the editor will make one of the following decisions, which will be communicated to the author:

<b>Grading System</b>	
<b>0 to 50 points</b>	Rejected
<b>51 to 66 points</b>	Reassessable with major modifications
<b>67 to 86 points</b>	Publishable with minor modifications
<b>From 87 points</b>	Accepted

- The author is notified of the final decision, and any proposed corrections are requested. In case of rejection, the author is informed, and the editorial process is concluded.
- If modifications have been suggested, a final review is conducted.
- The process advances from editorial review to the design stage.
- Finally, the work is published in the OJS system, and the corresponding dissemination occurs.

- **Editorial process diagram**



### Structure of articles, reviews, and essays

The format guidelines for manuscripts are as follows: use Arial font size 12, set with single spacing, justify the text on both margins, and avoid using tabs and additional spaces between paragraphs. Only a single blank space is allowed to separate important sections, such as the title, the names of the authors, the abstracts, keywords, credits, and headings. Additionally, it is essential to set margins of three centimeters on all page edges. Manuscripts must be submitted in Microsoft Word format as two files: 1) Presentation letter and 2) Manuscript.

### Cover pages for all works

The title in both Spanish and English should not exceed 15 words and must be clear, concise, and easy to understand.

- **Abstract (Spanish and English):** This component is crucial in the article and is organized according to the theme addressed in the research. It should include the objective, methodology (including type, design, technique, and instruments), results, and conclusions. The length is between 150 and 160 words, and references should not be included.

- **Keywords (Spanish and English):** The keywords should be closely related to the research, and it is recommended to use between 5 and 6 words. It's advisable to consult the Thesaurus, as this resource facilitates the selection of keywords with appropriate terminology.
- **IMDRC structure for research and review articles:** It is essential that research strictly follows the IMDRC structure and incorporates bibliographic references.
  - **Introduction:** This section serves as the opening of the article, where the author (s) states the reason why the research is developed. The problem is identified, relevant background on the topic is provided, and a brief contextualization supported by bibliographic references is included. Additionally, the research objectives and justification are established. This section is where the author (s) outlines the content they intend to address.
  - **Method:** This section clearly and narratively describes the research process, as well as the reasons for choosing the type of research, the design, population, sample, technique, and instruments used. If an innovative methodology is employed, it is essential to explain the reasons behind its choice and highlight its limitations.
  - **Results:** This section presents the main findings of the study, which may include models, strategies, theoretical constructs, or other significant contributions. The most relevant tables and figures are presented in an orderly and consecutive manner, with a maximum of five (5).
  - **Discussion:** This section conducts a critical and reflective analysis, comparing the results with the theoretical foundations supported by the research. The contributions of the study are highlighted, and its limitations are discussed.
  - **Conclusions:** This section marks the closing of the article and relates to the achievements and the scope of the research objectives. The conclusions must be supported by the data collected in the study.
  - **Footnotes,** considered exceptional, should be placed at the end of the article, before the references section.
  - **Bibliographical references:** Only bibliographic citations are included, following the current APA standards, and they are organized in alphabetical order.
  - **Support:** Works that have the help of competitive research projects will be particularly valued. To ensure a fair and objective peer evaluation process, manuscripts will be reviewed anonymously in an initial stage. Author data should be included in the presentation letter and in the accepted final version.
- **Structure for essays**
  - **Introduction:** In this section, the thesis is formulated, the purpose of the essay is established, and the conceptual perspective that will be used throughout the text is presented.
  - **Development:** Here, the proposed thesis is explained and supported with arguments and evidence.
  - **Conclusions:** This part synthesizes the arguments of the essay and highlights the reflections reached.

- **References:** A list is provided that enumerates all sources cited in the text following APA format.
- **Support:** The Council of Science Editors recommends that authors of articles and essays specify the funding source of the research.

## **Guidelines for references:**

### **Periodical publications**

#### **Reference to a journal publication (one author):**

Boude Figueredo, O. R. (2013). Tecnologías emergentes en la educación: una experiencia de formación de docentes que fomenta el diseño de ambientes de aprendizaje. *Educação & Sociedade*, 34, 531-548.

#### **Reference to a book:**

Puiggrós, A. (2024). De Simón Rodríguez a Paulo Freire: educación para la integración iberoamericana. Siglo XXI Editores.  
[https://books.google.es/books?hl=es&lr=&id=p7cKEQAAQBAJ&oi=fnd&pg=PA3&dq=%2B+educacion+latinoamericana&ots=puXOQxQC9D&sig=un-fyFKA7tJJOIkyaqWib3H\\_J\\_I#v=onepage&q=libro%20%2B%20educacion%20latinoamericana&f=false](https://books.google.es/books?hl=es&lr=&id=p7cKEQAAQBAJ&oi=fnd&pg=PA3&dq=%2B+educacion+latinoamericana&ots=puXOQxQC9D&sig=un-fyFKA7tJJOIkyaqWib3H_J_I#v=onepage&q=libro%20%2B%20educacion%20latinoamericana&f=false)

#### **Reference to a book chapter:**

Renteria Salazar, P. (2006). El comienzo de la renovación. En M. A. Flórez Góngora (Ed.), *Bogotá: Renovacion Urbana, Renovacion Humana* (pp. 80-100). Empresa De Renovacion Urbana.

#### **Doctoral theses:**

Pereira Gomes, G. E. (2021). La implicación de la familia y su importancia para el éxito del aprendizaje de niños y niñas en una escuela pública en la ciudad de Manaos, Brasil [Tesis de doctorado, Universidad de Málaga]. RIUMA.  
[https://riuma.uma.es/xmlui/bitstream/handle/10630/23765/TD\\_PEREIRA\\_GOMES\\_Greice\\_Elaine.pdf?sequence=1&isAllowed=y](https://riuma.uma.es/xmlui/bitstream/handle/10630/23765/TD_PEREIRA_GOMES_Greice_Elaine.pdf?sequence=1&isAllowed=y)

#### **Master's thesis:**

Maguiña, A. F. M., Montaña, C. E., & Cabrera, D. (2015). Plan de negocio: creación de nido “Kusi Wawa” para el nivel socioeconómico “B” en el distrito de Los Olivos [Tesis de maestría, Universidad Peruana de Ciencias Aplicadas]. Repositorio Académico UPC.  
<http://hdl.handle.net/10757/583811>

#### **Electronic Media:**

Organización Mundial de la Salud. (2021, 17 de noviembre). *Salud mental del adolescente*. Organización Mundial de la Salud.  
<https://www.who.int/es/news-room/fact-sheets/detail/adolescent-mental-health> HYPERLINK

#### **Softwares and mobile apps:**

Argosy Publishing. (2021). Human Anatomy Atlas 2021 (version 2021.2) [Aplicación móvil]. Visible Body. <https://biblioteca.upc.edu.pe/visiblebody>

### **AI tools**

OpenAI. (2023). ChatGPT (Versión del 24 de mayo) [Modelo grande de lenguaje]. <https://chat.openai.com/cha>

Both journals and books with a DOI (available at <https://search.crossref.org/>) and those without a DOI but with an online version must be referenced correctly, including the corresponding link.

### **Presentation of Tables and Figures for all works:**

- Tables and figures are numbered with Arabic numerals and should be in bold.
- Abbreviations should be avoided in the title of the table or figure, although acronyms and initials are acceptable.
- A note must be included below the figure indicating the source. Example: "Source: Last Name, Year, Page Number."
- The information presented in tables or figures must be precise, logical, and comprehensible to the reader.
- Number of tables or figures: six (6).
- Figures, which should be of high quality and have clear titles, must be integrated into the text coherently and numbered sequentially. Both the final version in PNG format and an editable copy for possible modifications are required.

### **• Fees and APC**

REBE is an Open Access journal that offers its entire production free online to the scientific community. It is important to highlight that throughout the editorial process, which involves scientific review, design, and translation of articles, the journal does not charge any fees or economic charges to authors or readers. No publication fees or article processing charges (APC) are required in relation to this journal. It is noteworthy that all expenses, resources, and funding for REBE are supported by contributions from the *Universidad Adventista de Bolivia*.

### **Ethical Policy and Best Practices:**

REBE Journal of Education will ensure that both the editorial team and the reviewers and authors adhere to the required ethical guidelines during the publication process. To achieve this, it relies on the following international standards: the Best Practice Guidelines for Journal Editors and the International Standards for Editors and Authors established by the Committee on Publication Ethics (COPE).

### **Guidelines for authors: Author commitments**

**Multiple publications:** Authors should not repeat their results in multiple scientific journals or any other type of publication, regardless of whether they are academic or not. The simultaneous submission of the same contribution to multiple scientific journals is considered ethically inappropriate behavior.

**Truthfulness and precision of information:** Authors submitting their works to "REBE" guarantee the originality of their contributions and that they have not been previously published

in any other source. They also certify that they have not incorporated extracts from works by other authors nor altered empirical data to support their hypotheses.

**Conflicts of interest and declaration:** Authors must make an explicit declaration if they have no conflicts of interest that could impact the results or interpretations of their work. They must also reveal any funding provided by agencies or projects that supported the research.

**Attribution, citation, and references:** Authors must always ensure that they include appropriate references to the sources and contributions mentioned in their article.

**Authorship participation:** Authors commit to listing individuals who have made substantial scientific and intellectual contributions to the conception, planning, interpretation of results, and writing of the work. They must also determine the order of authorship according to their degree of responsibility and contribution.

**Availability and preservation:** If considered appropriate by the Editorial Board, authors must provide access to the sources or data used in their research. These data should remain available for a reasonable time after publication and possibly be accessible.

**Correction of errors in articles already published:** If an author detects a substantial error or imprecision in their already published article, they must immediately notify the journal editors and provide the necessary information to correct the error through a footnote, without altering the original version of the article.

**Responsibility:** Authors are the only responsible for the content of the articles published in "REBE." Additionally, authors are expected to conduct a detailed review of the most recent and relevant scientific literature related to the topic addressed, considering various perspectives and streams of knowledge.

- **Promotion and diffusion of the published research**

Authors are committed to enhancing the visibility of their articles and the REBE journal by promoting the link to the REBE website and its social media. They are encouraged to include the DOI link whenever possible. Additionally, they are advised to publish their articles in institutional repositories, Google Scholar, ORCID, their own websites or blogs, as well as through mailing lists, research groups, and personal contacts. The REBE journal uses alternative metrics systems to evaluate compliance with this commitment and also considers the impact of the authors' previous work when evaluating future articles.