

REVISTA TECNOLOGÍA Y EDUCACIÓN COMUNICATIVAS –TyCE
(EDUCATIONAL TECHNOLOGY AND COMMUNICATION JOURNAL)
Guidelines for manuscripts submitted to TyCE

1. PRINCIPLES AND OBJECTIVES

1.1. The *Tecnología y Comunicación Educativas* (TyCE) Journal (Educational Technology and Communication Journal), is the mean for disseminating information on the Latin American Institute for Educational Communication's (Instituto Latinoamericano de la Comunicación Educativa- ILCE) academic programmes and projects; TyCE's contents include theoretical works, experiences, calls and bibliographic information.

1.2. TyCE's **objectives** are:

- To publish papers on educational technology, distance education and educational communication.
- To provide information on innovative experiences linked to educational technology and communication.
- To notify the course of events (conferences, seminars, courses, etc.) related to the above-mentioned fields of interest.
- To introduce editorial innovations concerning educational technology and communication.

2. ABOUT TyCE's CONTENTS

The *Tecnología y Comunicación Educativas* (TyCE) Journal publishes papers on:

2.1. Studies and research works. This constitutes the core of the journal, with theoretical, technological or practical articles resulting from research and reflection.

2.2. Projects development. These works concern innovative experiences, implementations, proposals, etc., on distance education and educational technology and communication.

2.3. Reports, documents and calls. This section deals with information originated in different countries, as well as with conferences, seminars, congresses, and courses calls.

3. GENERAL CRITERIA FOR MANUSCRIPT ACCEPTANCE

3.1 Language. TyCE generally publishes texts in Spanish. Nevertheless, taking into consideration their importance and with the Editorial Board's previous authorization, some papers can be published in the author's native language.

3.2. Articles specifications. Papers shall refer to matters concerning theory, research and practice in pedagogical experiences as well as innovation proposals in educational communication and technologies. Among the specific topics pertaining to these fields, the following can be mentioned:

- Theoretical contributions on communication and technology, as well as on site and distance education.
- Pedagogical foundations when using media for educational purposes.
- Educational communication and technologies assessment.
- Pedagogical and communication models design and implementation.
- Educational technology development and research.
- Educational radio, television and computing.
- Educational innovation and new technologies.
- Telecommunications and education.

Submissions for publishing in TyCE must:

- a) Refer to TyCE's specialized fields of knowledge.
- b) Be original contributions not previously published.
- c) Be scientifically founded and display an internal unity.

- d) Contribute to deepen the study of a specific phenomenon, in order to consolidate a critical and efficient professional practice in that particular field.

TyCE Journal does not publish articles of simple disclosure, nor reproductions of research models belonging to others, neither documents expressing points of view instead of conclusions related to reliable research works.

3.3. Regarding the presentation, articles must:

- a) Not exceed a fifteen to twenty- five pages length.
- b) Be written in a 12 -point Arial font.
- c) Have margins set at a standard 2.5 cm on the top and bottom of every page, and 3 cm on each side.
- d) Be single-spaced.

All works must include the following issues:

1. The title of the article.
2. The following Information about the author(s): surname, name, academic degree(s), postal address, telephone number, e-mail address, as well as the authors' affiliated organization and position.
3. The file's name and the software's name and version (i.e. distance education. Word Office 2007).

3.4 Articles structure. Every article must have the following structure:

- a) The front page of the document must include the following information:
 - The title of the article.
 - Author(s) surname and name as well as the authors' affiliated organization and position; e-mail address.
 - An abstract (about 120 words).

b) The body text of the article shall start on the next page.

Frequently, the body text has the following elements:

- **Footnotes:** if there is need of complementary or reference marks, footnotes to text material should be designated by superscript numerals placed always before the punctuation marks (i.e. definitely³.) The footnote shall be included on the bottom of the page. Footnotes shall be numbered consecutively throughout the paper and use a 10 -points Arial font.
- **Bibliographic quotation:** References to articles or to books in the body text must be displayed between brackets, mentioning the authors' surname followed by a comma and the year of the article's or book's publication, i.e. (Morales, 1995). When the bibliographic quotation includes books or articles of more than one author, they will be mentioned one after the other, always in chronological order, and followed by a semi colon, i.e. (Díaz Barriga, 1975; Ojeda, 1993; Covi, 1997). If the reference includes several works of the same author, the surname of the author shall be included, followed by a comma and the years of the different publications in chronological order and followed each one by a comma, i.e. (Gómez, 1997, 2001, 2008). Finally, if the reference is to mention several works of the same author, all published in the same year, the author's surname shall be included, followed by a comma and the year of publication adding the letters a, b, c, etc., i.e. (García Aretio, 1985, 1986, 1987a, 1987b, 1987c, 1994). When the author's surname is part of the body text, the year shall be included between brackets, i.e. Holmberg (1985) declared that...
- **In-text quotations:** Texts quoted shall be enclosed within double quotation marks, providing the author's surname, the year of publication and the specific page citation in brackets, i.e.: "Distance education, or distance learning, is a field of education that focuses on..." (Manhood, 1986, p. 16). If the author's name is part of the text itself, it will be necessary to enclose within brackets the year of publication followed by a comma and the specific page citation, i.e.: As Kegan (1986, p. 102) pointed "the students..."

- **Tables, graphics and figures** shall be included in the body of the article and numbered consecutively throughout the paper. Every table, graphic and figure shall bear a complete title as well as complete information concerning the place, date, and source of the information, the later included as a footnote beneath each table, graphic or figure. Whenever a table, figure or image has been copied from another publication, it will be necessary to include the written re-publishing authorization awarded by the original publisher.

Preferably, graphics shall be displayed before the text which refers to them. All graphics shall be prepared in Excel 2000 or in a more advanced Excel version, and **inserted in the document not as an image but as a work sheet**. In order to avoid the excessive use of memory and certain print distortions, it is not recommended to activate the frames option to highlight the different elements contained in the graphics.

If the text comes with images, these shall be sent in a JPG format with a minimum 600 px/inch resolution. If the images were taken with a digital camera it will be necessary to use the JPG format taking care of not modifying the original size nor the resolution. All image references in the text shall be numerical and progressive, i.e. figure 1, figure 2, etc. If there is a combination of pictures, tables, graphics, etcetera, they will always be referred to as “figures”.

- **References.** Bibliographic and Internet references shall be included at the end of the article, in alphabetical order. According to different cases, references must adjust to the following examples:

- 1) **Books:** Author(s)'s surname, followed by a comma and his/her/their first name's initial in capital letters, followed by a period. Between brackets the book's year of publication, followed by a period. The book's title, followed by a period. Between brackets the edition, if other than first, and then the name of the city where the book was published followed by a comma and the country's name abbreviation followed by a colon. Finally the name of the publisher followed by a period.

Examples of book references:

- One author:

Nicholls, A. (1983). *Managing educational innovations*. London, UK: Allen & Unwin.

- More than one author:

Johnson, D.W., Johnson, R.T., & Holubec, E.J. (1994). *The New Circles of Learning: Cooperation in the Classroom and School*. Washington, D.C., EUA: Association of Supervision and Curriculum Development.

- 2) **Articles and book chapters:** Author(s)'s surname followed by a comma and his/her/their first name's initial in capital letter, followed by a period. Between brackets the book's year of publication followed by a period. The chapter's or article's title followed by a period and the Spanish word "En:" and a colon. The book's author(s)'s surname followed by his/her/their name's initial in capital letter. If there is an editor, the word "Ed." followed by a period shall be included between brackets. In case there are several editors, the word between brackets shall be "Eds." The book's name followed by a period. The name of the city where the book was published, followed by a comma and the country's name abbreviation followed by a colon. Finally the name of the publisher followed by a comma and the pages where the article or chapter appears, followed by a period.

Example of a book chapter:

Hiltz, R. (1990). *Evaluating the virtual classroom*. En: L. Harasim (Ed.). *Online education: Perspectives on a new environment*. New York, EUA: Praeger, 75-77.

- 3) **Journals:** Author(s)'s surname followed by a comma and his/her/their first name's initial in capital letter, followed by a period. The year of publication between brackets followed by a period. The article's title followed by a period. The journal's name in italics, followed by a comma, the volume and the issue number (the later between brackets), followed by a comma and the pages where the article is shown, followed by a period.

Example of an article published in a journal:

Olcott, D. (1993). Access to learning: integrating telecommunications instruction in university extended degree programs. *The Journal of Continuing Higher Education*, 41 (1), 23-24.

- 4) **Internet publications:** Author(s)'s surname followed by a comma and his/her/their first name's initial in capital letter, followed by a period. The year of publication between brackets. Article's title followed by a period. The word in Spanish "Disponible" followed by a colon and the web address of the Internet site.

Example of an Internet publication reference:

Winner, L. (1985). Do artifacts have politics? En: D. MacKenzie & J. Wajcman (Eds.). *The Social Shaping of Technology*, Milton Keynes, UK: Open University Press. Traducción al español de Mario Francisco Villa. Disponible: <http://www.campus-pei.org/salactsi/winner.htm>

3.5 Responsibility. TyCE Magazine will not be responsible of opinions or ideas expressed in the articles. The responsibility will ultimately lie on the authors.

3.6 Papers to be published. The Editorial Council will examine all papers submitted, attending to their theoretical foundations, logical arguments and methodological consistency. Papers approved will be published in the succeeding numbers of TyCE, according to the related topics of the different editions.

To be published, all papers shall need the approval of the members of the Editorial Board. Under no circumstances the author's identity will be known by the members of the Editorial Board before the publication of the paper. The Chief Editor of TyCE will be responsible of notifying the author the paper's status regarding its approval or denial. The four possible categories a contribution may reach are: a) **Accepted**; b) **Conditioned to certain modifications** to be approved, and c) **Rejected** because the paper doesn't meet the journal's main requirements.

- 3.7 Sending contributions.** All articles shall be sent as a **.doc file** attached to an e-mail. It is also possible to send by mail two printed copies as well as an electronic file.

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The Editorial Board of TYCE's Journal will send the authors an acknowledgement of receipt.

- 3.8 Announcements.** Both institutions and researchers are welcome to place their announcements on academic events, as well as educational programmes, either in the printed or the online TyCE's format. Their location will be decided by the Editorial Board.

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