

GENERAL GUIDELINES

The electronic submission of an academic contribution to the Journal must be sent in a 2003 – 2010 Word document format. The text will also have the following general specifications:

FONT		Times New Roman
FONT SIZE	Titles, body text, references	12
	Block quotations and footnotes	10
LINE SPACING	Remainder of the document	1.5
	Block quotations	Single spacing
SPACING BEFORE AND AFTER PARAGRAPHS		0
PAGE MARGINS	Top	3 cm
	Right	
	Left	
	Bottom	2 cm
PAGE SIZE		Letter (21.59 × 27.94 cm)
INDENTATION		First line (1.25 cm)
PAGE ORIENTATION		Portrait

Pages must not contain any kind of logo, and should be numbered in the bottom right. The extension of the articles will range between 7,000 and 10,000 words in length, including titles, abstracts¹, keywords², references and footnotes³.

As for the division and numbering of the contents of the article, roman numerals are used for the main sections; then capital letters, then lowercase roman numerals and finally lowercase letters. Introduction, Summary, Keywords, Conclusions and List of references are not numbered.

All tables, graphics and images included in the article should have, at its bottom, a legend identifying its origin and content. At the top of each one, they should be numbered and titled.

Quotations and bibliographic references must comply style requirements of the APA Publication Manual (sixth ed.)⁴.

Bibliographical references are presented complete and at the end of the text, in alphabetical order of the surnames of the authors, with all data in the works cited. They are only able to refer to the texts employed or used in the body of the article. The works by the same author are arranged chronologically. Each reference is formatted in French paragraph. The heading References in the section will have bold and centered, sustained capital letters. Each entry must be separated by a space and without any vignette or number.

In a separate file, the same characteristics as in the article, each author should submit their data: academic degrees, current place of work or study, the research group to which they belong, and email address. The author will also include information on provenance of the article and the type thereof, i.e. project information of which is a part, as the name thereof, the financing institution and the respective code of research within the institution. Authors may use the format designed by the Journal for those purposes.

The other specific rules for presentation of articles will be found on the website of the Journal, in the three (03) languages for submitting articles, i.e., Spanish, English and Portuguese.

1 That is to say, a short summary of the article, in its original language, with a maximum of 200 words.

2 A maximum of five keywords (concepts) on the content of the article should be included. Please rank these words from the more general to the more particular.

3 As for other types of texts, except the editorial section and translations, these must be no longer than 2,000 words.

4 American Psychological Association (2009), *Publication Manual of the American Psychological Association* (sixth ed.), Washington, D.C.: American Psychological Association.

To reference legal texts,
the Journal adopts the
following model:

Reference

Congreso de Colombia. (February 8, 1994). General Law on Education. [Law 115 of 1994]. DO: 41.214.

Citation

(Law 115, 1994)

- **Citations and references to jurisprudence should be provided as follows:**

Reference

Supreme Court of Justice (November 12, 2014) Sentence SP15512-39392. [MP Fernando Castro].

Citation

(Supreme Court of Justice, SP15512- 39392, 2014)