the theoretical approach, the methodological approach or its state of the art.

**Summary.** A concise description of the most relevant aspects documented. The final part to be written up by the author which will allow the reader to easily recognize the topic of the study and its usefulness as a possible source of relevant information. It must be only be one single-spaced paragraph of maximum 120 words or 960 letters including punctuation (10 to 15 lines), in Spanish and English.

**Empirical articles are submitted along with:** a) on a separate piece of paper, b) heading must read SUMMARY, centered. Theoretical, methodological and revision articles, contain: a) the paper’s objective, b) the analyzed theoretical, c) methodological and conceptual aspects and d) main conclusions. Empirical articles include, a) objective of the investigation (in one sentence); b) a brief description of its participants or individuals and their corresponding characteristics (age, gender, level of education, type, order, specie, etc.); c) type of investigation carried out or implemented design; d) equipment and instruments; e) general Results and, optional, f) key points of discussion.

**Keywords.** Are used to categorize, so that the documents can be added to a database, thus speeding up its search. It is written up in Spanish or English, a spacing of 1.27 cm., and it is placed below the summary.

**Introduction.** The empirical articles briefly contain: a) conceptual and theoretical manners b) empirical Reports that familiarize the reader with the problem investigation and the approach taken. This part also includes: a) The problem investigation, (in question form), b) Its objective or objectives, c) the operational definitions of the variables being studied in the empirical articles (can be omitted depending on the type of investigation) and d) the hypothesis (is not necessary in descriptive studies).

The other types of articles do not show these aspects, but make a brief introduction that comes to and end with the objective of the study, which begins with the body of the article and its respective sections.

In the empirical articles, the use of subtitles is avoided. Instead paragraphs are used: connectives, introductory or presentation, and are highlighted in italicized words such as problem investigation, hypothesis, etc. It is also recommended not to use the word INTRODUCTION at the beginning of an empirical article or any other scientific article. Given its nature, it is recommended to use subtitles in all other type of articles.

**Method.** This section only uses empirical articles and its purpose is to report all of the methodological aspects implicated in the investigation. It is advisable to divide the method in the following subsections and titled:

**Participants.** Specifies a) objective population and size of the sample, b) the selection criterion of the participants, c) the type of sample implemented and the nature of the allocation of the subjects to the groups. The term participant is implemented if it is about humans and the term subjects, if they are non-human individuals.

**Instruments/Materials.** Verifies the instruments used to measure the variables in the investigation (the dependent variables, in experimental designs) and or the tools or materials used to carry out the experimental treatment, in its particular case, and its role within the experiment.

With psychometrics testing the levels of validity and accountability they possess are stipulated and the inquiries or questionnaires implemented are characterized. The standard laboratory equipment can be mentioned without further detail. Nevertheless the specialized equipment received from a supplier must be identified in this section specifying the model number and the name of the provider. Complex equipment may be illustrated through a drawing or photography then described in full detail in an appendix.

Given the fact that in many projects you must work with instruments that have not been standardized in the medium, you must specify the procedures with which you were able to evaluate its validity and accountability.

**Procedure.** In experimental investigations the actions taken for the implementation of the experiment are specified. In descriptive studies and correlations the actions taken to carry out the implementation. They include: a) instructions to the subjects, b) group formation and specific experimental manipulations, c) implemented statistic analysis, d) general characteristics and the justification for the investigation design implemented. The following aspects are not included: a) topic selection or b) the research process. It is suggested to include corresponding and relevant subsections, to the author’s criteria, such as ethical considerations, when it pertains to humans and animals.

**Results.** All of the data gathered is summarized as well as its statistical treatment. Unedited punctuations are not included, (with the exception of the designs of one case in particular), in its place, descriptive statistical data (averages, standard deviation, amongst others) and the data found in the statistical trials implemented. It starts with a brief explanation of the most relevant findings and immediately the
data is highlighted to justify the conclusions. It is suggested to use tables or figures, without duplicating the information in the text and without analyzing the results.

The following steps are suggested to present the results: a) initially the relevant results are presented, in relation to the evidence of the experimental hypothesis or the general objective of the investigation and b) in the text; you may refer to the information presented in the Figures and Tables to facilitate the understanding of the data.

Discussion. The implications of the results are evaluated and interpreted, related to the hypothesis of the paper in this way: a) first the basis is clearly exposed or the lack of sustenance in the original hypothesis in relation to the data b) followed by the clarifications of any similarities or differences in results with other investigations to confirm its conclusions c) lastly, it is suggested, progress in the actual investigation and/or propose new investigations

In theoretical, methodological and revision articles the results are not presented nor discussed. In the types of articles mentioned there is a section with: the CONCLUSIONS of the investigation and its.

References. The citations in the text correspond to the references that have allowed the statements made to be documented and support the interpretations they have come to. For this reason all of the citations within the manuscript must appear in the list of reference and vice versa.

LIST OF REFERENCES (APA Regulations 5th Edition). Cites documents that support the proposals that have been made: the authors are responsible for the information referenced.

Scientific journals require a list of references, not bibliographies. The references are cited in the text using a reference system with the author and date and are worded alphabetically in the section, LIST OF REFERENCES.

The references cited in the text should appear in the list of references and vice versa. The author should verify that each source could be found in both places, and that the citation in the text and the entry in the list of references be identical in its writing and the year.

It is recommended to pay close attention to grammatical errors of the proper names and words in a foreign language, including accents and other special signs.

Personal communications such as the following are not part of the List of References: letters, memorandum, informal electronic communication, these should only be cited in the text.

General Instructions for the references

Periodical Publications

They are published on a regular basis: newspapers, journals, illustrated journals and the likes:

Author, A. A., Author, E. E. &Author, C. C. (Year of publication). Title of the article. Title of the scientific journal in cursive, volume without abbreviating and in cursive (number inside parenthesis without abbreviating), pages without abbreviations. E.g.:


Non-periodical publications

Are published separately: books, reports, leaflets, certain monographs, manuals and audiovisual: mediums

Author, A. A. (Year of Publication). Title of the Paper. Locality: Editorial. E.g.:


A part of a publication that is not periodical such as, the chapter of a book


Eckenrode, J., Power, J. & Garbarino, J. (1997). Youth in trouble are youth have been hurt. En J. Garbarino & J. Eckenrode (Eds.), Understanding abusive families: An ecological approach to theory and practice (pp. 166-193).

For a daily article. E.g.:


A talk presented in an event. E.g.:

An article in a monthly publication. E.g.:

Electronic Documents
To reference documents coming from the Internet

A web page. E.g.:

An article from an electronic journal. E.g.:

An article coming from the APA Monitor (a newspaper). E.g.:

A summary (abstract). E.g.:

A document. E.g.:

References of information taken from different databases

Coming from a database on a CD-ROM. E.g.:

The database of a journal on the WWW. E.g.:

The database of a scientific journal on a MFWW. E.g.:

The database of a university publication on the WWW. E.g.:

Online database. E.g.:

Special Instructions for Text Formatting

Flush paragraphs with left margin, without a space between the consecutive and without words.

Leave one space between words after a comma, period and coma, two points, parenthesis and periods.

Do not include page breaks or end of sections.

The typography hyphens must be long and touch the associated word: but the one used between words and numbers is that of the keyboard, without leaving a space. E.g.: petro-químico, 2000 - 2007.
The equations must be brought up in the Word included processor. With a 9 pt Times New Roman 9 font.

The symbols of the constants, variables and functions, in basic Latin letters or Greek ones, the ones in the equations must be in cursive. The mathematical symbols and numbers do not go in cursive. The symbols should be immediately identified after the equation.

To draw attention to words or sentences in the text, cursive must be used.

The references are listed at the end of the article, in alphabetical order and pointed out within the document. APA regulations are used to reference, the latest version.

Avoid footnotes. If necessary, they should only contain explanations or complements of the paper that might be serve as additional information, without affecting the continuity of the text.

When using initials or abbreviations, the complete equivalence is written out, followed by the initial or corresponding abbreviation in parenthesis, anything pursuant only the initial or corresponding abbreviation is written out.

Figures must have

Colors and resolution greater than 250 pixels. Listed consecutively, using Arabic numerals, regardless of the number of tables or section of the paper.

The idea of the figure is clearly marked with the measurement that was used. The labels of the ordinate and the abscissa are parallel to the coordinates.

Below the figure the caption should read Figure, followed by a number and period, in cursive and a brief explanation of the figure, clear and concise in normal lettering, a font of Times Roman, size 12, and double spaced, without indentation. The captions of the figures cannot be written out and turn to a draftsman.

A graph with more of one curve can be created in the same figure, as long as functions stand out through different symbols. Maximum size of the figure, 14 X 20 cm. If possible positioned in the same direction as the text.

The tables

Their quantities must be streamlined, for information, typography and costs. They must be comprehensible without turning to the text. They inform and complement, without repeating the text.

Only horizontal lines, and take up the whole left and right margin. To refer to the tables in the text, they are named by their number. For example: Table 1. Differences between the number and the

Everything is numbered using Arabic numerals in the order of the first mention in the text. The legend “Table”, the number and the period are in font Times New Roman, Size 12. The title must be brief but clear and explicative.

The decimals must be pointed out with a comma (,) and thousands and millions with a period (.)

Submitting an Article

The articles should be sent in a digital file to:

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