

Publishing requirements of scientific articles result of investigations¹

Luz is an academic online journal, mainly designed for professionals whose work has to do with related sciences of education in all its branches. It also publishes cultural events taking place at the University and in Holguín Province.

It issues quarterly publications (4 numbers a year) and teachers, directors and researchers from the Pedagogical University itself, and from other educational institutions in or out of Holguín Province, as well as professionals from abroad, can publish their scientific results in this journal.

The articles to be published in this online journal, must meet the following requirements

They must have passed the approval of the corresponding advisory scientific organisms to which the author must hand out a printed copy before reaching the editorial committee; which then must be accompanied by its corresponding report delivered by these organisms themselves, where they must specify whether the article is the product of a research work, or a Master's thesis, or a Doctoral thesis, or any other result.

The Editorial Committee accepts up to three authors of the same article.

The authors' résumés must contain the following information: complete first and last names, e-mail, majoring, scientific degree or academic title, academic and administrative rank, workplace, workplace and home address, home and business telephone number and zip code, province and country, type of research developed by the author(s). These details about the authors will be attached in an independent sheet.

Main characteristics of this kind of article

As a scientific text whose objective consists in reporting a very well defined scientific message it must be objective, straightforward, concise, logic, impersonal, neutral, using technical terms, citations, paraphrasing, and bibliographical references.

Its language is simple, concise, clear and objective, that's why the simple sentence and brief paragraphs prevail. The objective of the scientific writer is to give the most information with the least possible number of words. He must be as informative and convincing as possible. On this respect, the author in his article must define, exemplify, argue, reiterate ideas, compare, analyze, indeed, use any of these procedures, or a combination of several of them in making his ideas clear.

In the case of acronyms, initials, or abbreviations, the first time they appear, the author must make it clear, what they mean, or stand for.

Structure

Title of article

In Spanish and English; it should summarize the main idea of the paper in not more than 15 words, simply and, if possible, with style. It should be a concise statement of the main topic and should identify the actual variables or theoretical issues under investigation and the relationship between them. Acronyms, initials, abbreviations and negative forms are not allowed in the title. Prepositions must be reduced to the minimum.

Abstract

Either in Spanish or English, the abstract constitutes a synthesis of the article in question, expressed in no more than 200 words. It should be descriptive, informative, and well-structured, stating the objective of investigation, methods and materials used, the findings and the partial conclusions arrived at. All this information should be contained within a single paragraph, in simple past tense, using the third person singular, mainly. This is what the investigator writes last.

¹ Updated on December 2013.

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Key words

They are located below each abstract, in both, English and Spanish. The author may use up to seven terms, which will make feasible the location of the document, which, according to the author's possibilities, should adjust to a thesaurus or list of epigraphs.

Text of Article

Introduction

The introduction must reference the most up-dated bibliography, preferably, in a range of no more than five years. In addition, it must clearly address the specific problem under study, the objective and antecedents which back up the investigation carried out.

Methods and materials

It is of great relevance to declare the research methods used in the process, either qualitative or quantitative methods (document analysis, interview, observation, among others), always clearly stating what they were used for.

Results and discussion

The results are presented and argued. The process of discussion does not only mean explaining the results, but comparing them with other experts' criteria with similar results in the issue under investigation.

Conclusions

The conclusions respond to the investigator's objectives, (announced in the introduction and in the abstract) and constituting at the same time generalizations.

Bibliography (See “Guide to Citing and Referencing” for this journal, which is the only one to be accepted)

When citing and referencing, include all the data from the cited or paraphrased sources mentioned in the text according to the type of document it is; which must be ordered alphabetically, taking into account the author's first last name. Texts in other languages are to be used and from sites recognized by the National Scientific Degrees Commission.

Appendixes (Only if needed)

The inclusion of charts, images, and illustrations in the articles should be presented in independent files, making use of the formats used in the Internet (gif, jpg...) correctly identified.

Text format

Word (Extension doc.); letter type: Arial 12; justified; space between lines: 1, 5; all four margins: 2 cm (up, bottom, left and right); the size of paper is letter, with numbered pages. The articles, as a whole (including bibliography and appendixes) mustn't exceed 12 pages.

How Experts Evaluate the Articles

The articles sent for their publication in *Luz*, are submitted to a further evaluation by Experts on the theme dealt with, at random, with the “doubled blind” system of arbitrage, granting the process to be anonymous and impartial.

The referees, in developing their duty, follow the indications established in the Journal's forms they must fill out. Resulting from the thorough evaluation of the proposed articles, the referees determine whether to completely accept them, or partially accept them, with some amendments, or to reject them. If necessary, the referees will include comments for the author, and for the Journal's board of directors. When the referee's can't get to a conclusion, then another expert's opinion will be called for, or it will be the Journal's director the one to decide

whether the article is published, according to his own quality criterium on behalf of the Journal’s thematic interests.

The rejection of an article does not always imply lack of quality; it may happen because the proposal does not meet with the journal’s thematic interests, or any other reason.

Opinions and assertions in the articles are the authors’ entire responsibility.

A confirming letter is given to the authors once the article is published.

The articles sent to this Online Journal must meet these requirements

The author’s promise not to submit it to the consideration or evaluation of any other editors.

The author’s law granting of article on behalf of the Journal.