

## Author Guidelines

### Criteria for the submission of articles

*USTA Speaks* receives articles that comply with its approach, purpose, and theme lines, which are defined for every edition. The submitted texts must be sent with the following characteristics.

### Electronic document – Word format

- Times New Roman, 12 pt, between 1000 and 1500 words (6-10 pages). Letter size, 1.5 spaces, references included.
- Images and charts must be submitted in different documents, in jpg or an editable format, in at least 300pp resolution. The author must also indicate the precise location of insertion in the document and must assure that the copyrights for all referenced images/charts are free.

### The document must include:

- a) Title in English and Spanish.
- b) Abstract in English and Spanish (Between 50 and 100 words).
- c) Keywords (4 - 6) in English and Spanish.
- d) Author's complete name, along with a short biography that indicates institutional affiliation, maximum degree obtained, e-mail and orcid-id, if applicable.
- e) Reference page in APA 7 format. All sources must be cited and referenced. Footnotes are only meant to be used for clarifications and be in Times New Roman, 10pts, 1.5 spaces.

Articles must be sent to [ustaspeaks@ustavillavicencio.edu.co](mailto:ustaspeaks@ustavillavicencio.edu.co) or through the OJS platform. The subject line must be "Article submission – USTA Speaks". Articles for submission must be original and not have been published in any other journal or media. All papers will go through the peer evaluation process established by the editorial committee.

## Article structure

*USTA Speaks* suggests its authors a text structure made up of an introduction, a development section, and a conclusion. Texts should follow this structure.

- **Title:** Must be clear and relate to the topic of the text. It should not be longer than 15 words.
- **Abstract:** This descriptive paragraph, between 100 and 150 words, should summarize the general ideas of the text. It should be included both in English and Spanish.
- **Keywords:** 4 to 6 key concepts that match the topic of the article. It is recommended that these be taken from [Unesco's Thesaurus](#). These should also be sent in English and Spanish.
- **Introduction:** A segment that exposes the context of the article and the objective of its argument. It should contain at the end the thesis, which is the main idea to be defended in the paper.
- **Development:** This is the body of the paper, which supports the thesis and provides supporting information for the main idea.
- **Conclusion:** This is the last part of the article; it summarizes the main issues and provides a final reflection about the ideas discussed.
- **References:** This section accounts for all the outside sources used in the development of the article. It must be alphabetically organized and follow APA 7<sup>th</sup> edition guidelines.