



INSTRUCTIONS TO AUTHORS FOR SUBMITTING ARTICLES

Through written communication addressed to the Editor of ACTA COLOMBIANA DE PSICOLOGÍA, submit the article by sending the original version via e-mail and attach the following documents: a) a letter stating the transfer of the copyrights to the journal and also certifying the article's originality; b) authorization for publication in any means. Both documents must come with the author's signature.

The paper must be written according to the international norms for articles' presentation contained in the Publication Manual of the American Psychological Association (APA), using Microsoft Word, letter size format, arial typography, 12 points, double-line spaced and not exceed 25 pages. E-mail the article to revistaacta@ucatolica.edu.co or to elravelo@catolica.edu.co. Only manuscripts that have not been published or simultaneously submitted for publication to any other national or international journal would be considered and evaluated by pars. Papers should fall into either one of the following categories:

- **Empirical articles:** Reports of original research projects. Generally, they contain different sections related to the phases of the research process. These articles must be submitted with the following structure: introduction, method, results and discussion.
- **Theoretical articles:** Documents in which the author relies on the already existing research literature in order to make a conceptual contribution in any area of psychology. The author follows the development of a particular theory with the purpose of expanding and refining theoretical constructs. Usually the author presents a new theory. As an alternative, he/she may discuss the existing theory.
- **Reflection articles:** Papers that present research results from the author's analytical interpretative or critical perspective. These deal with a specific topic based on original sources.
- **Review articles:** Documents resulting from a type of research where the findings of published or non-published research related to a certain field of science and technology are analysed, systematised and integrated in order to give an account of the progress and development trends in such field. Their main characteristic is that they present a very thorough review of the literature which contains at least 50 references.

The first page of the document must include: Full title of the article (both in Spanish and English), names and affiliations of all authors, abstract both in Spanish and English, key words, and a footnote with the author(s) postal and e-mail addresses.

REFERENCE STYLE

The sources quoted in the article and their respective identification data should be listed in alphabetical order at the end of the paper according to the international norms of the American Psychological Association (<http://apastyle.apa.org/>); they must include all the necessary information for allowing any reader to locate the cited documents in a text. This information should be as accurate as it appears in the original manuscript.

The common elements of a reference are: Author's surname, initial of author's name (publication year). *Work's Title in Italics. (Edition). City: Publishing Company.*

1. Examples of books' references:

With one author:

Brannon, L. & Feist, J. (2001). *Psicología de la Salud. Madrid, Paraninfo.*



With two authors:

Tanagho, E. A. & Mcaninch, J.W. (1997). *Urología general de Smith. México: Manual Moderno.*

With a new edition:

Deutsch, M. y Cook, S. W. (2003). *Métodos de investigación en las relaciones sociales (3rd.ed.). Madrid, España: Rialp.*

With corporate author, (state agencies, scientific institutions, associations, etc.):

American Psychological Association. (2001). *Publication Manual of the American Psychological Association (5th.ed.). Washington, D.C.: Author.*

In the above case, the Author or Editor is the same. The word Author is used to refer to the publishing house.

Book with new edition:

Rosenthal, S. (2000). *Meta-analytic procedures for social research (3rd.ed.). New York: McGraw-Hill.*

Article or chapter within a book:

Massaro, D. (2001). Broadening the domain of the fuzzy logical model of perception. En H.L. Pick, Jr., P. van den Broek & D.C. Knill (Eds.), *Cognition: Conceptual and methodological issues (pp. 23 -34). Washington, D.C, U.S.A.: American Psychological Association.*

Book translated into Spanish:

Laplace, P. S. (1951). *Un ensayo filosófico sobre las probabilidades. (F.W.Truscott & F.I. Emory Trans.). New York, NY, U.S.A.: Dover. (Original work published in 1814).*

2. Examples of periodicals' references

Article with just one author and continuous pagination:

Floréz, A. (2003). La sociedad del conocimiento. *Perspectivas en Filosofía*, 4, 34-40.

Article with two authors and separate pagination:

Rodríguez, L. & Meneses P. (2004). Visibilidad del conocimiento científico. *Revista Latinoamericana y del Caribe de Psicología*, 34 (2), 12-30.

In the above case both the volume and the number are included since each edition enumerates its pages in a separate manner. The (2) refers to the number of the edition. The underlining includes the volume of the journal.

Journal article in press:

Zuckerman, M. & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology.*

Periodical's article:

Peréz, J. (2005, febrero 12). *Indexación y factor de impacto. Diario Alerta*, p. 27.

3. Examples of references to doctoral dissertations and master's degree thesis:

Unpublished doctoral Dissertation:

Wilfley, D. E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese. Unpublished doctoral Dissertation, University of Missouri, Columbia, U.S.A.*

Unpublished Master's degree Thesis:

Almeida, D. M. (1990) *Fathers' participation in family work: Consequences for fathers' stress and father-child relations. Unpublished Master's degree Thesis, University of Victoria, Victoria, British Columbia, Canada.*



4. Examples of electronic references

Electronic references include documents in electronic format, data bases and computer programs, both with access online or supported with disks, magnetic tapes, DVD, CD-ROM or similar means.

CD-ROM summary:

Author, I. (date). Article's title [CD-ROM]. *Journal's title* .xx. xxx-xxx. *Summary of the Source and retrieval number.*

Meyer, A. S. & Bock, K. (1992). The tip-of-the-tongue phenomenon: Blocking or partial activation?[CD-ROM]. Memory & Cognition, 20, 715-726. Summarized from: SilverPlatter Archive: PsycLIT Identificator: 80-16351.

Computer program (software):

Bower, F. (2004) The Observer 4.0 [Computer Software]. Baltimore, MD, U.S.A.: Author.

In these cases the underlying for the names of the computer programs is not used

5. Examples of references to electronic periodicals

A reference from an Internet source must contain, at least, the author's name of the webpage, the title of the document or some information about it such as date of publication, updating and retrieval, as well as a Uniform Resource Locator (URL)

Article from an Internet Journal:

Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3 Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volumen3/pre0030001a.html>

Examples for different models of online resources can be consulted in the above indicated address.

REFERENCE CITATION IN THE TEXT

A documentation citation is the text taken from another source in order to provide theoretical and conceptual support to the document or article. It allows the reader to find the source of information when going through the list of references at the end of the paper. The most common types of citations are the textual and contextual.

A citation is textual when it is a literal transcript from another author or from a previously published document, has less than 40 words and it is presented in quotation marks after the last written paragraph. If the citation has more than 40 words it should be written in a new paragraph as a different section without quotation marks. The whole paragraph is written with a five space indentation taken from the left margin and respecting the right margin, always using the same space between lines as the rest of the document. The entire citation must be double line spaced.

A citation is contextual when it summarizes a specific part or content of the same document and also when a manuscript is paraphrased or an idea which forms part of another paper is mentioned.

Citations can be presented in three different manners according to the following conditions:

Author's emphasis: Author's surname, year in brackets, the cited text and the page in brackets.

Text content's emphasis: The cited text, and in brackets, the author's name, the year and page.

Publication date emphasis: It starts with the year, followed by the author's surname, the cited text and the page in brackets.



1. Examples of how to cite the work of an author in the text:

- *García (2004) elaborated a strategy for...*
- *In a recent study about problem-solving strategies (García, 2004)...*
- *In 1999, García elaborated a strategy for...*

2. How to cite the work of several authors

When a citation has two authors, both of them should be cited every time the reference is used in the text. When the article has more than four or five authors, all of them should be cited the first time the reference is used and when it is mentioned again only the first author's surname followed by "et al." and the year of publication should be cited.

When a citation contains six or more authors, only the first author's surname followed by "et al." and the year of publication should be cited right from the very first moment the reference appears in the text. (In the reference list, all the authors' surnames should be written).