

## Instructions for authors of format and style

### General instructions

Only be accepted for review submitted papers ready for direct publication, and therefore following our norms and guidelines.

The accepted languages are: Spanish, Portuguese, Catalan, Basque, Galician, French, Italian and English.

Manuscripts must not go from a total of 25 pages in length.

Send files in Word format 97-2003 (.doc) not in Word later format (.docx).

At the beginning of the work should be included, and in this order: title, authors, affiliation, email address, abstract of no more than 200 words and a list of keywords.

Then, if that language is not English, version in English of the title (Title), abstract (Abstract) and keywords (Keywords).

### General editing norms

We recommend reviewing papers recently published in REEC.

Do not use styles.

Reviewing hidden formats (Word 97-2003 Format Using Format>Show>Show formatting marks or Ctrl+O. Using Word 2007 or 2010 Home>Paragraph>Show all).

Remove all enter who will not are final paragraph and all spaced not separate words, numbers or other symbols including tables. Revise paragraph that ultimately go a full stop and no unnecessary spaced.

No use to highlight text font formats (uppercase, italic, bold) with profits reserved. Use upper and lowercase spelling rules.

Avoid abbreviations in the text and not use them in the titles and terms specific to a country without context or explanation of its significance for other readers.

Do not use footnotes or text boxes, or bulleted lists, and classify with letters or numbers), b) ... or 1), 2)...

Use Word equation editor where appropriate.

References to articles or books appear in the text, in parentheses, indicating the name of the author/ authors and year of publication, separated by a comma.

If necessary, include acknowledgments in a section just before the references.

## Page setup

Margins: 2.4 top, bottom, left and right 3. Header 1.4. Footer 1.25. Paper A4 size.

Header pages: Font Verdana 10 italic. Bottom border paragraph, justified alignment, left and right indent 0, no special first line, space before and after 0, simple line spacing.

Foot pages: Numbering in Verdana 10. Centered paragraph alignment, indentation left and right 0, spacing before and after 0, no special first line, simple line spacing.

**Paper Title: Font Verdana 14 bold. Paragraph alignment centered, space before 12 and after 24, left and right indent 0, no special first line, simple line spacing**

**Authors name: Source Verdana 11 bold centered. Paragraph center alignment, spacing before 0 and after 12, left and right indent 0, none special indetation, simple line spacing**

Affiliation and author email: Brief institution and country with no street address. Separate each data author comma. Point and followed separates data from different authors. Font Verdana 10. Paragraph justified alignment, spacing before 0 and back, right and left bleeding 0, first line special indentation 0.50 cm, simple line spacing.

**Abstract:** In a single paragraph without line breaks. Use a capital after a colon. Font Verdana 11. Paragraph spacing before 0 and after 12, left and right indent 0, first line special indentation 0.50 cm, simple line spacing.

**Keywords:** In one paragraph without line breaks. Use lower case after a colon. Font Verdana 11. Paragraph justified alignment, spacing before 0 and after 12, left and right indent 0, first line special indentation 0.50 cm, simple line spacing.

**Titles of sections to lowercase. Verdana 11 bold font. Paragraph justified alignment. Space before and after June 12. Indent left and right 0, first line special indentation 0.50 cm, simple line spacing.**

*Titles subsections in italics. Verdana 11. Paragraph justified left and right indent 0, spacing before 0 and after 6, first line special indentation 0.50 cm, simple line spacing.*

The textual sentences are reduced if a text can be placed in quotation marks and if more extensive in a separate paragraph indented 1 cm left and especially bleeding frontline 0.50 cm. Do not use italics.

Rest of the text: Font Verdana 11. Paragraph justified left and right indent 0, spacing before 0 and after 6, first line special indentation 0.50 cm,

simple line spacing.

Between pages and only if no other solution using page break.

### **Tables and figures**

Limiting the number and extension of the tables versus the figures. If very large tables were needed to move them to annexes.

Any item that is not presented as a table in Word format should be included as a figure in JPG, BMP or GIF with a minimum acceptable resolution that allows clearly see your content.

They can be included in more than one page or a smaller font to Verdana 10.

Should be centered above and leave a space equivalent to 18 between table or figure and above.

Use tables and figures in paragraph indented left and right 0, without any special indentation, space before and after 0, simple line spacing.

Homogenize tables, for example in the font. Do not use special font bold except in the header. Do not exceed margins.

Tables format: In Borders all and single solid line width 1 pt, in Shading fill no color, in Cell alignment align top left, in AutoFit to window, and in Table Properties (table, row, column, cell) not specify or indicate preferred size.

Tables and figures should take after its corresponding explanatory foot, to be numbered and cited in the text (Table 1. - ... Figure 1. - ...).

Feet: Font Verdana 10. Paragraph alignment justified if more than one line, centered otherwise. Simple line spacing. Special Bleeding frontline 0.50 cm. Space before 6 and after 12. No abbreviations (Fig. Example 1 or Tab. 1) but full word (Example Figure 1 or Table 1).

### **References**

Check that all references are complete, including pages. Strictly follow all instructions for references (italics, periods, commas, parentheses, way to cite volume and page number,...). Do not use capital letters. Using adjusted terms working language (Spanish "and", "in" ...; Portuguese "e", "em" ..., English "in", "and" ...; French "et", "in", ...).

#### *Books*

Surname, Initials name (Publication). Title in italics. City: Publisher.

Lüdke, M. E., & Andre, D. A. (1986). Pesquisa em educação: abordagens qualitativas. São Paulo: EPU.

#### *Book chapters*

Surname, Initials name (Publication). Chapter title. In name initial, last name editor (Ed.), Title of book in italics (pages comprising the chapter).

City: Publisher.

Giroux, H., & MacLaren, P. (1995). Por uma pedagogia crítica da representação. En T.T. da Silva y A.F. Moreira (Eds.), *Territórios contestados: o currículo e os novos mapas políticos e culturais* (pp.144-158). Petrópolis: Vozes.

*Journal Articles*

Surname, Initials name (Publication). Article Title. Name of journal in italics, volume, number, pages.

Zanon, D. A. V., Almeida, M. J. P. M., & Queiroz S. L. (2007). Contribuições da leitura de um texto de Bruno Latour e Steve Woolgar para a formação de estudantes em um curso superior de química. *Revista Electrónica de Enseñanza de las Ciencias*, 6(1), 56-69. Recuperado de: <http://reec.educacioneditora.org/> .

**Annexes**

You have to separate the first annex page break. One must bear an explanatory header. Number them and cite them in the text. Font Verdana 10 and spacing before and after 0. You must follow the other norms for publication.