

Actualidades en Psicología Journal

Manuscript Submission Guidelines

* *Actualidades en Psicología* is an annual publication of the Psychological Research Institute at the University of Costa Rica. *Actualidades en Psicología* diffunds scientific works in all areas of Psychological sciences by publishing articles, discussions, theoretical and methodological papers. It also receives bibliographical reviews, critical notes of events and relevant professional and academic information for psychology in Costa Rican and international contexts.

*Authors interested in publishing in *Actualidades en Psicología* should send original manuscripts to the Editor of the journal. The manuscript should be accompanied by a letter indicating the first author's or authors' name and last names and indicate their institutional affiliation. The first author listed will be considered the main author and will be in charge of the constant communication with *Actualidades en Psicología* during the process. It is also necessary to include in the letter a declaration of the authenticity and originality of the manuscript, the postal and electronic address if it applies, and a statement conceding the author's rights to *Actualidades en Psicología*. Any manuscript can be presented at the same time in *Actualidades en Psicología* and other journal, the manuscript should be exclusive. When corresponding, the auspices of the research project should be indicated and an explanation should be given in case that the work has been presented in another place or in another version.

*Printed and electronic versions of the manuscripts must be sent with the letter. The author should provide the electronic version in a CD, text in a single block, titles and subtitles without any special font and in a compatible word processor version. An original printed version and three copies must be delivered, written in one side of the sheet, clear, readable and without stains. The manuscripts that inform about empiric studies, as well as the articles of theoretical discussions, should possess a maximum of 30 sheets, letter size 21,4 cm for 28 cm (8,5 inch x 11 inch), and doubled spaced. Times New Roman must be used in the text in 12 or 14 points and the margins must be: the superior margin 3 cm (1 inch); the inferior margin 4 cm (1,5 inch); the left margin 4 cm (1,5 inch) and the right margin 3 cm (1 inch).

* Books or events reviews, should have a maximum extension of 10 sheets, with the same format as the articles. The charts and graphics should not be presented inside the text; they should be presented in separate sheets and in separate electronic files. The author must indicate the exact place of the text in which the graphics and charts should be inserted.

* Books that are reviewed should have currency and availability. The aim of these reviews is to encourage constantly reading of academic and scientific areas, in psychological material. The review should include three elements: a) Contextualize the reviewed text, by posting some data about the intellectual context of the author. b) Clarify the contents of the book, offering a description about the different parts of it and the ideas developed in it. c) Opinion of the author about the contributions and limitations in the reviewed material.

*In the first page of the manuscript only the title of the manuscript and the date must be indicated. The author or authors will present an "Abstract" in both English and Spanish

which should not be bigger than 150 words each one. The manuscript will be written respecting the American Psychological Association (APA) specifications.

* The use of the italic letter will be avoided to the maximum, using only those that are required for expressions in different languages to the one used in the whole manuscript or to highlight some word or expression. The foot notes at the bottom of the page will be uncommon.

* Manuscripts or reviews presented to *Actualidades en Psicología* are evaluated by an anonymous evaluation process, both for the peer as for the author. The Editor will communicate by letter the result of the evaluation to the author. The Editor of the journal can reject the manuscripts that are not adjusted to these Manuscript submission guidelines or the ethical norms of the scientific procedures in psychology. The decisions about the publishing of a manuscript are autonomous and not discussable and they only concern to the journal *Actualidades en Psicología*, to its Editor and its Editorial Board. The original manuscripts are not returned.