

**HOW**  
A Colombian Journal for English Teachers  
ASOCOPI - The Colombian Association of Teachers of English

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*Guidelines for Contributors*

**OUR PURPOSE**

**HOW** is an annual publication led by ASOCOPI, the Colombian Association of Teachers of English. Our Journal is mainly interested in maintaining communication among English teachers in Colombia and abroad by offering possibilities to disseminate knowledge concerning English language teaching issues.

**SUBMITTING AN ARTICLE**

To be considered for publication, you should send three print copies of your manuscript and a magnetic copy. Articles should be sent or brought directly to ASOCOPI office in Bogotá.

The manuscript should be saved as a Word document, double-spaced, Times Roman 12, and with margins of at least three centimetres. Do not write your name or biodata in the article. Manuscripts should contain an abstract of no more than 110 words and key words. The abstract and the key words should be both in Spanish and English. Likewise, the complete bibliographic information for each citation must be included in the list of references, following the American Psychological Association (APA) style (see some samples of references afterwards).

The length of your article will depend on the topic. Nonetheless, papers cannot exceed 20 pages or 7000 words, including the abstract, key words, footnotes, references, and annexes.

One of the requirements to publish articles about teaching or research experiences in which subjects have participated is to have a consent form signed by them in order to authorize the use of the information in the publication. If your article contains information provided by participants, please obtain consent forms and send them to the editor together with your manuscript.

Please send the article and the consent forms –if applicable– together with a letter to the editor specifying: title of the article, the author(s) name(s), institution, address, a short biographical statement of no more than 40 words per author, and the date or period of time when the document was written. Additionally, you should include a statement indicating that your article has not been submitted to another publication and that it has not been published elsewhere.

Manuscripts and letters to the editor should be sent to:  
Cra. 27 A No 53 - 06, Of. 405. Bogotá, Colombia  
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E-mail: how\_journal@yahoo.com

## REFERENCES

### Book Citations

- Reference in the text

When paraphrasing the general idea, page numbers are not required.

. . . which offered a theoretical backdrop for a number of innovative behavior modification approaches (Skinner, 1969).

- Reference at the end of the text (bibliography)

Skinner, B.F. (1969). *Contingencies of reinforcement*. New York: Appleton-Century-Crofts.

Harlow, H. F. (1958). Biological and biochemical basis of behavior. In D. C. Spencer (Ed.), *Symposium on interdisciplinary research* (pp. 239-252). Madison: University of Wisconsin Press.

### Journal Citations

- Reference in the text

Even some psychologists have expressed the fear that "psychology is in danger of losing its status as an independent body of knowledge" (Peele, 1981, p. 807).

- Reference at the end of the text (bibliography)

Peele, S. (1981). Reductionism in the psychology of the eighties: Can biochemistry eliminate addiction, mental illness, and pain? *American Psychologist*, 36, 807-818.

### Citing Online Resources

When citing anything from the Web, you still use the [/Basic APA Format for Citing Print Materials and Media](#) - including author, date, title, and publication information - followed by a Retrieval Statement that tells where and when you found it on the World Wide Web.

American Psychological Association. (n.d.) *APAStyle.org: Electronic references*  
Retrieved August 31, 2001, from <http://www.apastyle.org/eleceref.html>

## REVISING YOUR PUBLICATION

If your article is accepted (after having been read by members of the editorial committee and the advisory board), you should be ready to revise it if necessary. If major changes are required, either the article will be returned to you for amending or the edited version will be sent to you for approval.

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**DEADLINE FOR CONTRIBUTIONS: FEBRUARY 20, 2009**