GUIDELINES FOR PUBLISHING

Historia y MEMORIA is the History journal of Universidad Pedagógica y Tecnológica de Colombia. It is a means of reflection and socialization of research experiences in the field of History for researchers, professors and readers. Also, its pages are meant to become a space of constant dialogue, exchange of opinions on historiographical, epistemological and critical reflections, that will consolidate and strengthen an academic community.

History concerns an ongoing dialogue between the past and present, change and permanence, duration and momentary happening, the linear and the cyclic, the diachronic and synchronic, and the thought processes that account for a society in time. Memory is one of the fields that constitute our recent past, where we find the convergence of practices, social representations, collective imaginaries and the ways of identification of a population in a given context.

The purpose of Historia Y MEMORIA journal is to disseminate unpublished essays and research results in any historiographical field.

1. Types of articles

Historia y MEMORIA journal accepts three types of papers linked to research processes, as follows:

1.1 Scientific and technological research articles. This kind of articles presents original results of research projects. The structure of the paper generally contains four excerpts: introduction, methodology, findings and conclusions.

1.2 Reflection article. This article presents the author’s research results on a specific topic, from an analytic, interpretive or critical perspective. The development should be based on original sources.

1.3 Review article. It is the result of a research study which analyzes, systematizes and integrates published or unpublished research findings, of a specific field of science or technology, in order to account for its progress and historiographical trends. It is characterized by the presentation of a careful bibliographic revision of at least 52 references.
2. Article Content

The article should contain: Abstract, Keywords, Introduction (methodology), Development of the work, Conclusions and Bibliography.

Abstract: This is an analytical summary that presents the objectives of the article, its content and results. The maximum length should be 200 words, in Spanish and other languages as English, French and Portuguese. The journal will introduce an English summary for all submitted articles.

Key words: are 4 to 6 words that describe the content of the document. Key words must be in Spanish and the languages accepted by the journal. The magazine will introduce key words in English.

Introduction: should include the methodology used in the research development.

Development of the work: Papers should not exceed 18 pages in letter format (8.5 x 11 inches), single spaced and using Century Schoolbook font size 12. Footnotes must be in the same page, in font size 10. Quotations of four lines or more must use long citation format, single spaced, font size 11 and using indented margins of 1-1. THEY SHOULD NEVER USE ITALICS, ONLY IF THESE ARE USED IN THE ORIGINAL TEXT OR IF THE AUTHOR INDICATES THEIR INTENTIONAL USE IN A FOOTNOTE. Long type quotations (4 lines or longer) must appear without quotation marks at the beginning and end, and be set apart from the previous text. If the quotation starts in the middle of a sentence, brackets [...] should be placed at the beginning, the same as at the end, or between the sentence, if the sentence is cut. For example:

[...] estos hombres -decía- son los más tenaces, más obstinados (...) la voluntad del pueblo está contra nosotros, pues habiéndoles leído aquí mi terrible intimación, exclamaban que primero pasarían sobre sus cadáveres, que los españoles los vendían y que preferían morir a ceder [...]

Tables, graphs, illustrations, photographs and maps should be referenced and explained in the text. Likewise, they should be entitled, sequentially numbered and accompanied by their captions and source(s). Each image with its corresponding information must be placed after the paragraph where it is mentioned. The images should be submitted in high quality digital format. It is the author's responsibility to obtain and submit permission for publication of the figures that so require it, to the magazine. Footnotes should use Arabic numerals.
Conclusions and Bibliography: At the end of the article the bibliography must be included, in Century Schoolbook font size 11.

3. Article Evaluation Process

3.1 Once the article is received, the Editorial Board assesses whether it contains the basic requirements demanded by the journal, as well as its thematic relevance for publication in a journal of historical character.

3.2 Articles will be evaluated by two anonymous peer reviewers, that will issue their concept to the Editorial Committee for its approval. Whether the article is approved with or without modifications, or definitely denied, results of the evaluations will be communicated to the author.

3.3 The comments of peer-reviewers and the Editorial Board, should be taken into account by the author, who will make the requested adjustments. These modifications and corrections to the manuscript must be made by the author in the period determined by the Editorial Board.

3.4 After receipt of the amended article, the author will be informed about approval and publication of the paper.

4. Article submission

The journal has a semesterly periodicity. Articles will be published in two sections of the journal: the “Special Section” according to the central topic of each call for papers; and the “Free Topic Section”, where articles of different topics will be received all year round.

The article must be sent in a digital file without the author’s name, and must preferably be in word format and include a presentation letter. Images and tables must be in JPG.

A summary of the author’s curriculum and personal information will be included in an annexed file. The curriculum summary must contain author’s studies, institutional affiliation, current work position, recent publications and research line(s). Personal information must include the home or work address.

All required documentation must be sent to the following electronic address: historiaymemoria@uptc.edu.co

Once the text has been approved for its publication, the author(s) of the text will grant Universidad Pedagógica y Tecnológica de Colombia the use of proprietary copyright (reproduction, public communication, transformation and distribution) for publication in the journal, by means of signing the “Authorization for Use of Intellectual Property Rights” document.
Citation guidelines

*Historia Y MEMORIA Journal* uses an adaptation of the *Chicago Style Manual*, 15th edition. In the following paragraphs we will provide examples of the differences between references in the footnotes and bibliography.

**Books**

Footnotes:
Name and Last Name, *Title* (City: Editorial, date), pp.

Bibliography

**Two authors**

Footnote:
Name and Last Name and Name and Last Name, *Title* (City: Editorial, year), pp.

Bibliography:
Last Name, Name and Last Name, Name. *Title*. City: Editorial, year.

**Four or more authors**

Footnotes:
Footnotes must include the complete name of the first author, followed by “et al” or “and others”; either option is valid.

Bibliography:
All of the authors may be mentioned in the Bibliography; nevertheless it is also valid to use “et al” or “and others”.
Last name, name and others. *Complete title*. City: Editorial, year.

**Book chapter**

Footnote:
Name Last Name, “Title”, in *Book title* (City: Editorial, year), pp.

Bibliography:
Last Name, Name. “Chapter Title”. In *Book Title*. City: Editorial, year.

**Magazine article**

Footnote:
Name Last name, “Article Title”, *Magazine Title* vol: No (month and year): pp.

Bibliography:
Last Name, Name. “Article Title”. *Magazine Title* vol: No (month and year): pages.

**Press article**

Footnote:
Name Last Name, “Article Title”, *Newspaper Title*, City, day and month, year, pp.

Bibliography:
Last Name, Name, “Article Title”, *Newspaper Title*, city, day and month, year.

**Thesis**

Footnote:
Example: José Orlando Ávila Rodríguez, y Carlos Eduardo Torres Cortés, “La violencia en el occidente de Boyacá durante el gobierno de la concentración

**Bibliography:**

**Archive sources**

**Footnote:**
“Document Title” (place and date, if applies), archive abbreviation, Section, *Fund*, vol./leg./t., year. The first time it is mentioned, the complete name of the archive is cited, with the abbreviation in parenthesis.

Falta ejemplo

**Bibliography:**
Complete name of archive (abbreviation). City-Country. Section (s), *Fund (s).*

**Interviews**
Interview to Last Name(s), Name, City, complete date.

**Internet Publications**

Name Last Name(s) and Name Last Name(s), eds., *Complete Title* (City: Editorial, year), [http://press-pubsuchicago.edu/founders](http://press-pubsuchicago.edu/founders) (last consultation date).


Note: After the first citation, the following proceed as follows: Name Last Name, *two or three words from title,*... 45-90.a que se refiere esto en una fuente online?? Do not use *Ibíd., ibidem,* or *op. cit.*

**OLGA YANET ACUÑA RODRIGUEZ**
Editora