



Document Title:

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- The following aspects will be verified in accordance with compliance with the criteria of the journal Actualidades Investigativas en Educación, which are available at the following link: <https://revistas.ucr.ac.cr/index.php/aie/about/submissions#authorGuidelines>
- The score of each section will be assigned by the journal's Editorial Team, if compliance is not met in one of these sections will be noted in the "Observations" column.
- The percentage obtained in this pre-evaluation will be binding to start the editorial process of the document; if it is less than or equal to 70, the manuscript will NOT be considered.
- Those contributions whose rating percentage is strictly higher than 70 will start the peer review process, so an acceptance in this first phase does not imply the publication of the manuscript.

Important Considerations	Score	Manuscript Qualification	Observations
1. Letter of acceptance of the editorial conditions - Signature of the authors	1		
2. Document type - Scientific Article - Scientific Essay	A/E		
3. Thematic relevance - Educative Component	1		
4. Document format - Font type - Translation (Title and abstract) - Numbering for each section	2		
5. Bibliographic Awareness (Plagiarism Detection Policies) - Originality score	5		
6. Extensión - Minimum 15 pages article and essay, excluding reference list or annexes - Article, maximum 30 pages - Essay, maximum 25 pages	2		
7. Extension			
Scientific Article			
- Title	2		
- Abstract	5		
- Keywords	1		
- Introduction (Background, objectives, justification)	2		
- Theoretical reference (Theoretical foundation, conceptual framework, thematic axes and /or definitions as well as legal support, plane and programs)	1		
- Methodology			
- Focus	2		
- Analysis units, Study population or participants	2		
- Validity of study data (No more than 5 years past due until the publication date)	1		
- Collection techniques	2		
- Analysis processing	2		
- Results	2		
- Conclusions	2		
Scientific Essay			
- Title	2		
- Abstract	5		
- Keywords	1		
- Introduction (Background, objectives, justification)	2		
- Development of the topic (Proposal, arguments for discussion)	3		
- Conclusions (Synthesis and final reflections)	2		
8. References (AEI Criteria) - APA current rules	3		
9. Tables and figures formats (If contained otherwise does not apply (NA))	Apply :		
- Numbering	1		
- Title (¿What does it show?, ¿Where? and ¿When?)	1		
- Source	1		
- Reference and Relevance to the text	1		
10. Inclusive language policy - Use of Inclusive Language of gender and sexual diversity http://www.cu.ucr.ac.cr/normativ/politicas_institucionales_2010-2014.pdf	3		

* NA = Not Applicable.

TYPE OF MANUSCRIPT	TOTAL SCORE	OBTAINED SCORE	SCORE
ESSAY	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
ARTICLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

Manuscript Acceptance Scale	
From 0 to 70%	Rejected for editorial process
More than 70%	Accepted for editorial process

Detailed description of each item can be consulted through the link:

<https://revistas.ucr.ac.cr/index.php/aie/criteriosdetalle>

Elements of importance

1. Letter of acceptance of the editorial conditions

- Signature of the author(s)

2. Type of document

- Scientific Article
- Scientific Essay

3. Thematic relevance

- Educative Component

4. Document Format

- Font type
- Translation (Title and abstract)
- Section numbering

5. Bibliographic match (pliarism detection policies)

- Originality score

6. Extension

- Article and essay, 15 pages minimum . References list or annexes do not count.
- Article, 30 pages maximum.
- Essay, 25 pages maximum.

7. Structure

Scientific article

- Title

- Abstract

- Keywords

- Introduction (Background, objectives , justification)

- Theretical reference (Theoretical foundation, conceptual framework, thematic axes and/or definitions; as well as legal foundations, plans and programs)

- Methodology

- Focus
- Units of analysis, population study or participants
- Validity of the data study
- Collection techniques
- Analysis processing

- Results

- Conclusions

Scientific Essay

- Title

- Abstract

- Keywords

- Introduction (Background, objectives , justification)

- Development of the topic (Proposition, arguments for discussion)

- Conclusions (Summary and final reflections)

8. References (AEI criteria)

- Modified APA guidelines

9. Format of tables and figures (if contained)

- Numbering

- Title

- Source

- Reference in text and relevance to the text

10. Inclusive Language policy

- Inclusive language of gender and sexual diversity

http://www.cu.ucr.ac.cr/normativ/politicas_institucionales_2010-2014.pdf

Scoring criteria

A score of 1 is assigned if all the authors sent the signed letter. Otherwise, no score will be assigned and the document will not be pre-assessed.

Category A is assigned if the document meets the definition of scientific article of the journal or category E is assigned if the document meets the definition of scientific essay defined by the journal; otherwise, the document will not be pre-assessed since only these two categories are found in the type of document that the AIE journal publishes.

The theme developed in the document must be related to the educational component. In this case, a score of 1 is assigned. If there is any doubt the theme, the editorial management team will consult the editorial committee regarding the thematic relevance of the document. Otherwise, the document will not continue in the pre-evaluation process and will not be accepted for the editorial process.

A score of 2 is assigned if the document complies with the font, translation (title and abstract) and numbering of sections as indicated in the author's rules of the AIE journal. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team, otherwise, if the format of the document does not meet, no score will be assigned.

The score is assigned according to the level of plagiarism detected by the Turnitin software as indicated in the AIE journal author rules.

A score of 2 is assigned if the document meets the length as indicated in the AIE journal author guidelines. If the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

The score is assigned if the title complies with the description developed in the document and also responds to the context of the study, in which case a score of 2 will be assigned. In the event that the aspect is moderately fulfilled, a score will be assigned for consideration by the person of the editorial management team.

A score of five is assigned if the abstract meets the length, development and description as indicated in the AIE journal publishing guidelines. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of 2 is assigned if the keyword are related to what is developed in the document and if they are found as a reference in thesaurus as indicated in the publication guidelines of the AIE journal. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of 2 is assigned in the introduction section if the background

A score of 2 is assigned in the theoretical reference section if the theoretical reference foundation, conceptual framework, thematic axes and/or definitions are described; as well as legal support, plans and programs as indicated in the guidelines for publication of the AIE journal. in the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A total score of 10 points is assigned in the methodology section if the aspects of the approach, units of analysis procedure are described or explained in a comprehensive and detailed manner as indicated in the author rules of the AIE journal. If the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of 2 is assigned in the results section if the findings of the study are described, exposed and explained according to the exposed and theoretical reference and the methodological aspects, an any aspect indicated in the guidelines for publication of the AIE journal. In the event that the aspect is met moderately, a score will be assigned for for the consideration of the person from the editorial management team.

A score of 2 is assigned in the conclusion section if the final considerations are described and exposed and the justification of the hypothesis is mentioned according to the results and the objective of the study, and all aspects indicated in the publication guidelines of the AEI journal will be evaluated.

Score of 2 is assigned it the title meets the descpition developed in the document as well as if it responds to the context of the study. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of five is assigned if the abastract meets the lenght, development and description as indicated in the AIE journal publishing guidelines. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of 2 is assigned if the if the keywords are related to what is developed in the document and if they are found as a reference in a thesaurus as indicated in the publication guidelines of the AIE journal. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of 2 is assigned in the introduction section if the theme included, the objectives and conceptual approach from which the theme will be addressed and any aspect indicated in the guidelines for publishing the AIE journal. In the event that the aspect is met moderately a score will be assigned for the consideration of the person from the editorial management team.

A Score of 3 is assigned if the section describes and explains the proposition (Promise or commitment that the author makes to the reader and to himself on the proposed topic) and the arguments for the discussion and all aspects indicated in the sections are considered in the guidelines for publication of the AIE journal. If the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of 2 is assigned if the relevant information is presented to achieve the objectives of the study and the problem in correspondence with the research findings. The solution or possible approximation to the solution of the problem exposed during the essay must also be shown and all aspects indicated in the guidelines for publication for publication of the AIE journal are also evaluated. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score of five is assigned if the references and citations comply with the APA model as indicated in the publication guidelines of the AIE journal. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

A score is assigned in each aspect in the section, if the format is complied with and the elements pertinent to the presentation of tables and figures are detailed, as indicated in the guidelines for publication of the AIE journal and in the information presentation guide of the INIE. In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.

Score of 3 is assigned if inclusive language is considered in the drafting of the document, as it is established in the Policies of the University of Costa Rica". In the event that the aspect is met moderately, a score will be assigned for the consideration of the person from the editorial management team.