

Submissions

Pulso is a scholarly refereed journal published once a year at the Escuela Universitaria Cardenal Cisneros, a Teaching Training College administratively linked to the Universidad de Alcalá (Madrid, España). This journal deals with issues concerning Education, encompassing theoretical and pedagogical works in the field. Its main aim is to spread and promote those studies and experiences related to Education.

Submission

Articles proposed for publication must conform to the requirements of the submission guidelines and the general publication policies provided below. Manuscripts that have already been published elsewhere or are being considered for publication elsewhere are not eligible to be considered for publication in *Pulso*.

Submissions can be sent by electronic mail, sending the main document and any accompanying files to pulso@cardenalcisneros.es. The editors will acknowledge receipt of the proposals.

Each submission will include the names, institutions, postal addresses, telephone numbers and e-mail addresses of all authors.

Languages

Pulso accepts proposals written both in Spanish and English. Foreign words and sentences inserted in the text should be italicized.

Referees

Pulso is a refereed journal. Articles are first reviewed by the editors to see if they meet the basic requirements for articles published in the journal, and that they are of sufficient quality to merit external review. Submissions are then sent out for blind peer review from two external referees, who are chosen for their expertise within the subject area. They are asked to comment on comprehensibility, originality and scholarly worth of the article submitted. Following the external review, the authors are sent copies of the external reviewer's comments and are notified as to the decision (*accept as it is, accept pending changes, or reject*).

Manuscripts are being solicited in these three major categories: articles (researches and studies), pedagogical experiences and opinion articles.

Structure

Articles should report original research or present an original framework that links previous research, educational theory, and teaching practices. Full-length articles should be no more than 15 pages (DIN A4) (single spaced, Times New Roman 11) in length. Illustration, maps, diagrams, etc. should be included in separated file with clear indications on their position in the article. Footnotes will be included at the end of the article.

Articles submitted should generally include the following sections:

- a) Title: first letter capitalized. Centred. Written both in English and Spanish.
- b) Authors: name and surnames, institutions, e-mail addresses.
- c) Abstract: A brief summary of the article max. 10 lines long written both in English and Spanish.
- d) Key words: Up to five words describing the article written both in English and Spanish.
- e) Main text: Articles and pedagogical experiences should be organized clearly using headings and subheadings (1, 1.1, 1.1.1, etc.). The structure of the articles submitted for the sections dealing with research depends on the entirely on the author and the approach chosen. **Pedagogical experiences** should compulsorily contain the following sections:
 - i. Brief introduction or theoretical framework.
 - ii. Aims.
 - iii. Description and/or development of the experience.
 - iv. Conclusions and evaluation of the experience.
- f) Bibliographical references
- g) Appendix

Quotations

Direct quotations should be put in quotation marks. Quotations exceeding 40 words should appear indented in the text without using quotation marks. These paragraph quotations must have an additional one-line space above and below.

Bibliographical references

The sources used should be quoted in the text of the article or experience, using parentheses following this order (Author, year: page) or (Author, year). References should be listed alphabetically at the end of paper and must adhere to the following models:

- **Books:** Surname(s), initial(s) of name(s). (year): *Title*. City/Town: Publisher, pages (if required).

E.g.:

Davis, F. (1993): *La comunicación no verbal*. Madrid, Alianza.

- **Journals, magazines:** Surname(s), initial(s) of name(s). (year): "Title of the article". *Journal*, Volume/number, page reference.

E.g.:

Bachmann, M. L. (1996): "La rítmica Jaques-Dalcroze". *Eufonía. Didáctica de la Música*, 3, 7-19.

- **Electronic journals, magazines:** Surname(s), initial(s) of name(s). (year): "Title of the article". *Journal*, Volume/number, page reference (if available). Retrieved on (date of last access), from (website address).

E.g.:

Prichard, C. (2008): "Evaluating L2 readers' vocabulary strategies and dictionary use". *Reading in a Foreign Language*, 20/2, 215-231.

Retrieved on December, 6' 2008, from

<http://nflrc.hawaii.edu/rfl/October2008/prichard/prichard.pdf>

- **Chapters of books:** Surname(s), initial(s) of name(s). (year): "Title of article". In: Surname(s), initial(s) of name(s). (ed.) *Title of book*. City/Town, Publisher, page reference.

E.g.:

Beltrán, M. (1989): "Cinco vías de acceso a la realidad social". In: García Ferrando, M.; Ibáñez, J. y Alvira, F. (eds.) *El análisis de la realidad social. Métodos y técnicas de investigación*, Alianza, Madrid.

- **Internet documents** (except electronic magazines/journals): Surname(s), initial(s) of name(s). (year): "Title of article". Retrieved on (date of last access), from (website address). E.g.

Martín, E. (2005): "La educación en la España actual". Retrieved on April, 10, 2005, from <http://www.miweb.com/esmeraldamart.html>.

- **Bibliographical references of the same author** should be organized as follows:

Rosenblatt, L.M. (1980): "What facts does this poem teach you?". *Language Arts*, 57, 386-394.

— (1964): "The poem as event". *College English*, 26, 123-128.

Visual materials

Illustrations, photographs, graphs, etc. should be sent in jpeg. or tiff. format. They will be included in an attached document and will never appear in the file containing the text of the article.

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