HETS Online Journal
Call for Articles

Purpose of the Journal

The purpose of the HETS (Hispanic Educational Technology Services) Online Journal is to disseminate the research, findings, use and best practices in online education among those interested in this topic worldwide. It is a refereed, professional electronic journal for professionals in the areas of online teaching, learning and training; retention; assessment; and access. Topic areas include (**but not limited to**):

- Characteristics of online learners
- Learning styles in the online environment
- Ergonomics in the online learning environment
- Best practices in Instructional Design
- Evidence-based research
- Innovative technologies
- Teaching models
- Evaluation
- Retention
- Assessment
- Access and Student Mobility

The journal's goals is to publish original, peer-reviewed and high quality scientific papers, research review, evidence-based articles, as well as other products of research in the fields of technology in education, retention, assessment, and access.

Philosophy

Our philosophy is to provide a means to disseminate knowledge among those interested in sharing and learning about the latest research, application and outcomes in the use of technology in education and training around the world in order to achieve higher retention rates. It provides an electronic resource available anywhere at any time. Its intent is to create virtual communities of learning leveraging on technology to provide information in an accessible manner.

Call for submissions

You are invited to submit your manuscript to the HETS office via e-mail: info@hets.org for possible inclusion in the next issue of the HETS Online Journal. Your submission should be an original work, following the guidelines specified in the rest of this document. We also invite young researchers, including junior faculty and graduate students to send their manuscripts for consideration in the "**Student articles"** section of this journal.

"Take education to a higher level. Let's share our knowledge with the world"

Guidelines for authors
1. Clearly identify what you want to find out
2. Why is that important to investigate or understand?
3. How are you investigating this? Are your research methods appropriate and adequate to the task?
4. What are your findings? Are the findings clearly stated?
5. How does this advance knowledge in the field?
6. How well do you place your findings within the context of ongoing scholarly inquiry about this topic?

The criteria that reviewers will use for article submission is as follows:

Content

- Content: The submission expands or updates research in education and technology; assessment, and retention strategies; and access and student mobility that could be used as a knowledge base.
- Audience: is the content of broad interest to educators in general or practitioners in the field of technology and education in general.
- Usefulness: Helps educators improve their effectiveness. Specifically suggests applications.
- Rigor: Based on valid and reliable information, documentation or sound concepts; content is empirically, logically and/or theoretically supported.
- Clear Focus: Central ideas, findings and conclusions control the article. Has a clear main point.

Readability

- Interest: The information captures reader's attention.
- Understandable: Language is easy to understand and the information flows easily. Paragraphs are well sequenced and ideas flow easily.
- Mechanics: Correct grammar and spelling, follows general APA style rules.

HETS Online Journal Publication Guidelines

Please read through the guidelines below before submitting your paper.

Journal Content
Contributions to the journal may include articles, research papers, case studies, tutorials, courseware experiences, evaluations, review papers, and viewpoints.

General Guidelines
Material must be original, scientifically accurate, and in good editorial form. The manuscript should be informative, summarizing the basic facts and conclusions, and maintaining a coherence and unity of thought. Material must reflect the integrity expected of scholarly communication, and demonstrate a coherence and unity that makes the paper both understandable and interesting. Tutorial or how-to-do-it articles should preferably include a section on evaluation. Controversial topics should be treated in a factually sound and reasonably unbiased manner.

Originality
All manuscripts must be original. No manuscript will be considered which has already been published or is being considered by another magazine or journal. However, if work described in conference proceedings is substantially revised and extended, it will be considered. Submission of a manuscript represents certification by the author that the article is not being considered nor has been published elsewhere.

Copyright
All copyrights, renewals, and extensions thereof, and all other legal and equitable rights, title and interest in the Work and its revisions shall belong exclusively to the Author. For copyright purposes, Author's Work shall be considered as a contribution to a collective work belonging to HETS. HETS will preserve, record, and register its ownership of the collective work by securing the necessary copyrights, renewals and extensions thereof, in compliance with Title 17 of the United States Code and with such state or foreign statutes, treaties, and conventions as it, in its sole discretion, considers necessary and appropriate.

Author Note(s):
Financial support for work reported or a grant under which a study was made should be noted just prior to the Acknowledgments. Acknowledgments or appreciation to individuals for assistance with the manuscript or with the material reported should be included as a note to appear at the end of the article after the References.
The format of headings, tables, figures, citations, references, and other details should follow the (APA) style as described in the latest Publication Manual of the American Psychological Association, available from APA, 750 1st St., NE, Washington, DC 20002 USA.

Handling of Manuscripts

Manuscripts sent to the Editor for review are accepted on a voluntary basis from authors. Before submitting an article, please review the following suggestions. Manuscripts received in correct form serve to expedite the processing and prompt reviewing for early publication.

All manuscripts are acknowledged upon receipt. Review is carried out as promptly as possible, after the call for papers period concludes. The manuscript will be reviewed by at least two members of the Editorial Review Board, which takes approximately five months. **This is a double-blind review process; please be sure that your name does not appear anywhere in the manuscript or in the filename.** When a decision for publication or rejection is made, the senior author or author designated to receive correspondence is notified. At the time of notification, the author may be asked to make certain revisions in the manuscript, or the Editor may submit suggested revisions to the author for approval.

Format of Manuscripts

Submit your manuscript in either of the following formats:

- DOC- Microsoft Word (preferred)
- RTF - Rich Text Format

Manuscripts should be **double-spaced** and a font size of **12** is preferred.

Length

Because this is an electronic journal the length of papers may vary. The length should be appropriate to the topic and focus and appropriate. Generally, articles should not exceed 30 double-spaced pages. Meaningful subheading should be used in long articles containing complex material.

Title sheet

Complete the submission title sheet, but do not include a title page with the manuscript. Manuscripts are blind reviewed so there should be no indication of the author(s) name on the pages. You may submit both title sheet and manuscript to the HETS office as specified in this section.

Abstract

An informative, comprehensive abstract of 75 to 200 words must accompany the manuscript. This abstract must summarize the major points of the paper, and the author's summary and/or conclusions.

Tables, Figures & Graphics

The format of headings, tables, figures, citations, references, and other details should follow the APA (http://www.apa.org) style.

Quotations

All quoted material must be exactly as it appears in the original. Indicate any omissions by three spaced periods. At the close of the quotation, provide a complete reference for the source including page numbers.

Terminology and Abbreviations

Define any words or phrases that cannot be found in Webster's Unabridged Dictionary. Define or explain new or highly technical terminology. Write out the first use of a term that you expect to use subsequently in abbreviated form. Use abbreviations (i.e., e.g., etc.) only in parenthesis, otherwise they must be spelled out.

Citations

Citations should strictly follow American Psychological Association (APA) style guide. Examples of references cited within the texts of articles are as follows: (Williams, Allen, & Jones, 1978) or (Moore, 1990; Smith, 1991) or Terrell (1977). In citations, "et al." can only be used after all authors have been cited or referenced with the exception of six or more authors. As per APA all citations must match the reference list and vice versa.

References

Authors are responsible for checking the accuracy of all references and that all references cited in the text also appear in the Reference section. All references should be in alphabetical order by author (unnumbered) following APA style. The following are citation examples for (1) a book and (2) a periodical:

Knowles, M.S. (1975). *Self-directed learning: A guide for learners and teachers*. New York: Association Press.

Raybould, B. (1995). Performance support engineering: An emerging development methodology for enabling organizational learning. *Performance Improvement Quarterly*, 8(1), 7-22.

Citing Electronic Media

The APA Publication Guidelines Section I, pages 268-281 provides the following guidelines for citing electronic media. Please refer to the APA manual for additional information on formatting electronic media.

Elements of references to online information

Author, I. (date). Title of article. Name of Periodical. Retrieved month date, year, from Specify path

Author, I., & Author, I. (date). Title of chapter. In I. Author & I. Author (Eds.), <u>Title of full work.</u> Retrieved month date, year, from Specify path

(Example: Ferguson, B. (1997). Educational technology: An extended literature review. Retrieved October 24, 2002, from http://www.sdavfr.davis.k12.ut.us/~brian/research/exlitrev.htm)

Author, I., & Author, I. (date). Title of chapter. In I. Author & I. Author (Eds.), <u>Title of full work.</u> Retrieved month date, year, from Specify path

Author, I., Author, I., & Author, I. (date). <u>Title of full work.</u> Retrieved month date, year, from Specify path

Other Electronic Media

Author, I. (Version number) [CD-ROM]. (date). Location of producer/distributor: Name of producer/distributor.

Author, I. (date). Title of article [CD-ROM]. Title of Journal, xx, xxx-xxx. Abstract from: Source and retrieval number

Author, I. (date). Name of Software (Version number) [Computer software]. Location of Location of producer/distributor: Name of producer/distributor.

After the title of the work, insert in brackets as part of the title element (i.e., before the period) the type of medium for the material (current examples include CD-ROM, Electronic data tape, cartridge tape, and computer program).

Include the location and name of the producer and distributor if citing an entire bibliographic database.

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