

HETS Online Journal Call for Articles Guidelines

(revised August 2022)

Purpose of the Journal

The purpose of the Hispanic Educational Technology Services (HETS) Online Journal is to disseminate research, findings, and best practices in the use of technology, to facilitate student success in higher education. The Journal is a refereed, electronic journal for professionals in the areas of online teaching, learning and training; retention; assessment; and access in higher education. The goal of the Journal is to publish high quality, peer-reviewed, original scientific papers, including research reviews and other evidence-based articles.

Topics of interest include (**but are 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

Philosophy

- The Journal incorporates HETS' beliefs that technology can transform service delivery and open the doors to a larger spectrum of audiences. In keeping with those beliefs, the Journal seeks to strengthen the capabilities of institutions to learn from each other, collaborate with one another, and create economies of scale that will allow them to expand the possibilities for both local and global learners.

Open Access Policy Statement

HETS Online Journal has adopted an open access policy and provides immediate access to its content free of charge to the reader. The journal does not pass on the cost of publication or submission of manuscripts, known as an Article Processing Charge (APC), to authors.

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Call for Submissions

You are invited to submit your manuscript to HETS, as specified in the **Handling of Manuscripts section on page 4**, to be considered for publication 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 encourage young researchers, including junior faculty, administrators, and graduate students, to send their manuscripts for consideration in the Journal.

“Take education to a higher level. Let’s share our knowledge with the world”.

Information for Authors

When preparing articles for the journal, authors should keep the following in mind:

1. Clearly identify your topic and goals.
2. Show the significance of the topic to the field. Why is the information, and an understanding of it, needed?
3. Consider the methods used to investigate your topic. Are your research methods appropriate and adequate for the task?
4. Clearly identify and state your findings.
5. Show how your work advances knowledge in the field.
6. Place your findings within the contents of the current scholarly inquiry of the topic.

The Journal is a peer-reviewed document, and reviewers are asked to consider specific areas when considering an article for publication. Authors should keep the following review criteria in mind when preparing their articles:

Content

- **Content:** The submission expands or updates research in education and technology; assessment and retention strategies; and/or access and student mobility. The information provided contributes to the knowledge base.
- **Audience:** The content is of broad interest to educators in general or practitioners in the field of technology and education.
- **Usefulness:** The information helps educators improve their effectiveness. Specifically suggests applications.
- **Rigor:** The submission is 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. Have a clear main point.

Readability

- **Interest:** The information captures the reader’s attention.
- **Understandable:** Language is easy to understand, and the information flows well. Paragraphs are well sequenced and ideas flow logically.

- **Mechanics:** Correct grammar and spelling, follow latest American Psychological Association (APA) style rules, as well as Journal requirements for font type and size, page limits and other considerations.

HETS Online Journal Publication Guidelines

Please read the guidelines below before submitting your paper for consideration.

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 coherence and unity of thought. Material must reflect the integrity expected of scholarly communication. Controversial topics should be treated in a factually sound and reasonably unbiased manner.

Originality

All manuscripts must be original. No manuscript will be considered if it has already been published or is being considered for publication by another magazine or journal. However, work that has been described in conference proceedings will be considered if it is substantially revised and expanded. Submission of a manuscript represents certification by the author that the article is not being considered for publication and has not been published elsewhere.

Copyright

Authors will retain their copyright and the publication of their work will be simultaneously subject to the Creative Commons [CC-BY-NC-SA](#) license. Authors are permitted and encouraged to disseminate their work through institutional telematic archives, repositories or on their web page as long as initial publication in this journal is indicated.

Author Note(s)

Financial or grant support for the study that led to the submission should be noted just prior to the Acknowledgments section. 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 latest [APA](#) style as described in the latest Publication Manual of the American Psychological Association, available at the link online or from APA, 750 1st St., NE, Washington, DC 20002 USA.

Handling of Manuscripts

Before submitting an article, please review the following suggestions. Manuscripts submitted without the required formatting, including APA style and font requirements, may require additional revisions and may need to be held for publication in a later edition of the Journal.

All manuscripts will be acknowledged upon receipt. Review is carried out as promptly as possible after the call for papers period concludes. Manuscripts will be reviewed by at least two members of the Editorial Review Board. This process takes approximately four 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 declination is made, the senior author or author designated to receive correspondence will be notified. At the time of notification, the author may be asked to make specific revisions to the manuscript, or the Editor may submit suggested revisions to the author for approval.

How to submit your article to the HETS Online Journal:

- First, you will need to log in to your user account from the address <https://hets.org/ojournal/index.php/hoj/login> If you do not have a user account, you must register at this link: <https://hets.org/ojournal/index.php/hoj/user/register>
- Click on the link **Submit a new article**.
- Make sure that you meet all requirements for the submission. Click **Save** and **Continue**.
- Upload the file you want to submit for journal consideration and click **Save** and **Continue**.
- Include the metadata related to the article you are submitting. The system will automatically include you as an author. If there are several authors, add each author until the information for each of them is complete. You must identify one of the listed authors to serve as the contact for correspondence with the journal (one author only). Reorder the names of the authors as the group of authors agree to appear in the publication. Add the title, abstract and keywords. Press **Save** and **Continue**.
- Please include the title sheet and any other supplementary files with your submission.
- Review the information, and if it is correct, press **Finish the Submission**.
- The person identified as the corresponding author will receive a confirmation e-mail that the article has been received. In addition, he/she will be able to follow the progress of the editorial process from the journal's web site.

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** with a **Times New Romans font**, and a **font size of 12**.

Length

Articles should not exceed **15 double-spaced pages**. The length should be appropriate for the topic and focus.

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) identity on the pages. You may submit both title sheet and manuscript, as specified in the **Handling of Manuscripts** section.

Abstract and Key Words

An informative, comprehensive abstract of 75 to 200 words, followed by a total of no more than 10 key words (in both languages combined; up to five keywords in English and up to five in Spanish), must

accompany the manuscript. The abstract and keywords should each be included in both English and Spanish for all articles. The 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 latest APA style (<http://www.apa.org>).

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 the latest [APA](#) style guide. See the APA web site or publications or the most current style guidance. In accordance with APA guidance, all citations must match the reference list and vice versa.

References

Authors are responsible for checking the accuracy of all references and ensuring that all references cited in the text also appear in the References section. All references should be in alphabetical order by author (unnumbered) following the latest APA style.