



Guidelines

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Writing lab guidelines

Outlines

1. Ethics in research	3
2. Ethics in publication	6
3. Structure of the article	13
4. Appendix	18

ETHICS IN RESEARCH



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ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN RESEARCH

1. Consult and submit your research proposal involving human samples to the Institutional Review Board (IRB) for approval.
2. Deviations from the research proposal should be immediately reported to the IRB committee, and a new set of approvals are required before proceeding with the execution of experiments.
3. Students should be provided with the contact information of the corresponding IRB committee for further consultancy.
4. For experiments with students, the researchers must obtain the student's consent.

ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN RESEARCH

5. For experiments with underaged students, the researchers must also obtain parental permission, the student's consent and permission from the director of the program.
6. Institutional Data should be reported for improved teaching and learning practices.
7. In the case of collecting sensitive data (personal and private data), researchers should comply with the General Data Protection Regulations.
8. Data access and retention after conducting the experiments must be carefully considered. Authors are responsible for preserving and maintaining the data including ethical consent, IRB letters, raw data, etc. for future reference as they may be required by other researchers and evaluation committees after publication.

ETHICS IN PUBLICATION



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ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN PUBLICATION

1. A principal/corresponding author must include all the contributing individuals as the coauthors of the work.
2. Those who have had a less substantial contribution must be acknowledged for their effort in conducting the work.
3. The first authorship must be considered for those who have contributed the most to the research project and article.
4. Advisors of the master's and Ph.D. projects must consider including the respective student(s) in the article as the coauthor of the work.

ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN PUBLICATION

5. The order of the authors must be discussed and agreed upon by all the involved authors.
6. The corresponding author is typically the project manager and the person who contributed the most to the work. The corresponding author would be in charge of the article and would carry out the processes of submission, revision, and resubmission of the work.
7. All the affiliations involved in the experiments must have their representative author listed among the coauthors.

ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN PUBLICATION

8. The mentors of Writing Lab should also include the affiliation of Writing Lab in addition to their current affiliation(s). The approved format for the affiliation of Writing lab is as follows: **Writing Lab, Institute for the Future of Education, Tecnologico de Monterrey, Monterrey, NL 64849, Mexico.**
9. No submission to any journal or conferences should be made before receiving the approval of all authors involved in the publications.
10. The final draft of all articles must be read and approved by all authors prior to submission to the journals or conferences.

ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN PUBLICATION

11. All funding sources for production and publication of the work must be added in the acknowledgment section of the article. That includes the acknowledgment of CONACYT grants (with corresponding grant number), NOVUS grant (with corresponding grant number), Writing Lab (for financial and/or technical support), as well as those individuals or external organizations/institutions who have contributed to the work.
12. All works must have an “authors contribution” section in which the authors are referred to with the initials of their names (e.g., Juan Carlos Perez Gonzalez as J. C. P. G). In this section, the tasks distributed among the authors are clearly defined, and the contribution of each author is described in a brief manner.

ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN PUBLICATION

13. All content of the paper must be original; authors must strictly avoid plagiarism and violation of copyrights. Authors must not copy and paste any content from any other sources even if the copied content is indicated by the corresponding citation. This also applies to the past publications of the authors themselves.
14. Disclosure of conflict of interest is a compulsory element in all research conducted when using human samples. Any possible conflict of interest in relation to the research or publication of results should be disclosed to the Journals.

ETHICS IN RESEARCH AND PUBLICATION

ETHICS IN PUBLICATION

15. When drafting an article paper, authors are encouraged to use words that are inclusive and free of discrimination of any form toward individuals.
16. In the case of an author change, such alterations in the list of authors must have the agreement of all the authors and must be immediately communicated and justified to the journal after submission. If applicable, these changes are subject to approval by the journal editor. A letter of declaration signed by all the authors should be presented by the corresponding author to the journal.

STRUCTURE OF THE ARTICLE



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STRUCTURE OF THE ARTICLE

1. Title.
2. Authors with their full (preferred) names.
3. Affiliations* (The approved format for the affiliation of Tecnológico de Monterrey can be found in the appendix of this document.)
4. The corresponding author's information.
5. Abstract.
6. Keywords** (Please note that “Educational Innovation” and “Higher Education” must be among the keywords.)

STRUCTURE OF THE ARTICLE

7. Introduction (Cover clearly the problem statement, the background of the study and the efforts to address the problem, and the proposed methodology by the researchers to address the problem along with its significance and novelty.)
8. Background of the study (It is of vital importance to note that if the work is a continuation of a past study, the authors must cite their previous work(s) and discuss the findings thoroughly in contrast to the novelty of the new findings presented in the article.)
9. Methodology*** (The research design and research questions should be clearly identified. Different bases for research design can be found in the appendix of this document. It is noteworthy that the sample size for different types of analysis should meet the international standards for the manuscripts to be considered for publication.)

STRUCTURE OF THE ARTICLE

10. Results

11. Discussion

12. Conclusion

13. Acknowledgement****(The official format for the acknowledgement of Writing Lab can be found in the appendix of this document)

14. Authors contributions (Please see the description above .)

STRUCTURE OF THE ARTICLE

15. References (References of each article must comply with the referencing style of the intended journal. It is advised that the primary references on which the researchers have relied to develop their methodology should have been published within the past 10 years and no older. We strongly recommend against self-citation unless it is of vital importance to refer to the past publications of the authors.)
16. Images , Figures, Tables , Graphs , Schemes, etc. (Graphics and representations must have high quality and resolution and meet the guidelines of each intended journal or conference)
17. Appendix (if required)

APPENDIX



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APPENDIX

* The affiliation of Tecnológico always appears without the accent. The approved format by the university is as follows:

"Tecnológico de Monterrey, Escuela de Ingeniería y Ciencias, Ave. Eugenio Garza Sada 2501, Monterrey 64849, NL, Mexico."

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The authors can change the school as well as the campus address according to their respective campuses.

** All the manuscripts produced by Writing Lab must include “Educational Innovation” and “Higher Education” as the given Keywords of the article.

APPENDIX

*** The research design can follow one of the bases below:

- Pre-test, Post-test.
- Pre-test, Post-test with a control group.
- Observational study.
- Qualitative research.
- Quantitative research.
- Ethnographic research.
- Content analysis.
- Historical analysis.

APPENDIX

**** The authors are encouraged to acknowledge Writing Lab according to the received services. The official acknowledgment of Writing Lab follows one of the three formats below:

"The authors would like to acknowledge the financial and the technical support of Writing Lab, Institute for the Future of Education, Tecnologico de Monterrey, Mexico, in the production of this work."

"The authors would like to acknowledge the technical support of Writing Lab, Institute for the Future of Education, Tecnologico de Monterrey, Mexico, in the production of this work."

"The authors would like to acknowledge the financial support of Writing Lab, Institute for the Future of Education, Tecnologico de Monterrey, Mexico, in the production of this work."

This is the approved format of Writing Lab, and no other format is acceptable for the acknowledgment.

For further information please
consult:

<https://writinglab-tec.com/>



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