STYLE GUIDE AND INSTRUCTIONS FOR AUTHORS

1. Document format

- Submissions must be in Word format for PC.
- Font character: Bookman old style 12 pt.
- Simple spacing.
- Fully justified.
- Carriage returns: 0 cm.
- Margins:
  - Verticals: 2,5 cm.
  - Laterals: 2 cm.

2. Structure

- Title:
  - Center.
  - Bold words.
  - Character 15 PT.
  - Title should be separated by carriage returns five lines from the top.

- Author:
  - After the title.
  - Full name and surname of each of the authors, followed by their academic position, their academic centre and their e-mail adresses.
  - Center.
  - Character 12 PT.
  - With two lines of space below.

- Abstract:
  - Abstract in Spanish (or in the original language of the text) and in English.
  - Keywords in Spanish (or in the original language of the text) and in English (4 terms).

- Headings:
  - In bold.
  - Type 12 pt.
  - With a carriage return between paragraph.
  - The headings should be numbered using the Arabing numeral system and they should not include capital letters (1. / 1.1 / 1.1.1 / 1.1.1.1).
- Paragraphs: First line with a tabulation of 1 cm.
- Italics should be used for emphasized words or phrases. Block capitals and bold words should not be used.

- Foodnotes:
  - Type: 10 pt.
  - The numbers corresponding to the notes should be inserted in superscript into the main body of the text and by the note itself. They should be included since the automatic process used by Word.
  - Numbers corresponding to the notes in the text should go before the full stop or closing comma.
  - Notes must not include simple bibliographic citations (without comments).
- References citations:
  - Bibliographic citations should be included as references to the text.
  - The name of the author should be cited in the main body of the text in small capitals and the year of publication in parentheses, followed by a comma and a space, and then, optionally, the page number or numbers.
  - Multiple entries of an author for the same year should be distinguished by appending sequential lower-case letters to the year (a, b, c…).
  - Bibligraphic citations should be included as references to the text. The bibliography should not include any references not cited in the text.
  - The references should be presented alphabetically by the author's first name in the end of the text.
  - Bibliographic citation should be presented alphabetically by the author's first surname (adding the second surname in the Spanish authors), and the first vowel of the name.
- Tables and figures:
  - They should be numbered using arabic numerals and subtitled with a concise description of their content.
  - The source should be indicated.
- Length: Preferably 20 - 30 pages.