



GUIDELINES FOR PUBLICATION OF PAPERS

Papers may be submitted in Spanish or English. Works published shall be original and unedited.

The Scientific Committee will examine the proposals and papers sent and, where appropriate, may make editing suggestions to the authors who should then send their papers with the corrections indicated.

Any paper that does not comply with the described requirements will be returned to its author/s.

Papers must have a maximum length of 6300 words.

GENERAL FORMAT

Margins: top and bottom 2.5 cm; left and right 3 cm.

Font: Arial, size 11, single line spacing.

A space will be placed between headings and paragraphs, as well as between paragraphs and paragraphs.

The document will not include page numbers.

Do not insert section breaks or page breaks.

Do not insert footnotes or endnotes.

TITLE, AUTHORS, SUMMARY AND KEYWORDS

Papers will have a title in Spanish and English (capital letters, bolded, centered, font size 14).

After the title, the name of the author(s) will appear followed by the University or Research Center of affiliation and then the author's email address (aligned to the right).

Next, an Abstract will be included (maximum 120 words, font size 11, italicized, and justified) in English, followed by the Spanish version (Resumen).

After the summary, Keywords will be added with a maximum of 5 terms, each separated by a comma (font size 11, justified). These will also be translated into Spanish.

If the paper is presented in Spanish, the Spanish version (Resumen) will appear first followed by the English translation (abstract). The same with the Keywords, which will appear first in Spanish (*Palabras clave*).

NUMERATION OF HEADINGS

a) The main heading, left without indentation, in bold and upper case

Example: **1. SOCIETY**

b) The sub-heading: left without indentation, in bold and lowercase. Capitalize the first letter of important words:

Example: **1.1 Society in the 21st Century**

c) Level-three sub-headings: left without indentation, in italics and lowercase letters:

Example: *1.1.1 Impact of technologies on society*

QUOTES

The system of referencing and citations within the main body of a paper will be done following the APA style.

a) Author's surname, year, page or pages (where applicable).

Examples: López (2015, p. 27), López (2008, pp. 36-38)

b) If referring to more than one series of page numbers, they will be separated by commas. Example: López (2008, pp. 27-29, pp. 31-39) indicates that...

c) If several authors or works are cited, they will be separated by semicolons. Example: (López, 2017; Smith, 2000)

d) If the cited author is included in parentheses, a comma will be placed after the surname. Example: (López, 2015)

PICTURES, TABLES AND ILLUSTRATIONS

Tables, graphs and illustrations will be centered and numbered with Arabic numerals. They must have descriptive titles and information from the source of origin (both the title and the source will be font type Arial, font size 10, centered).

The number and title of the table/chart/illustration will appear on top. The source information will be placed at the foot and centered. If the author of the paper is also the author of the table/chart/illustration, then there is no need to indicate the source.

REFERENCES

Papers must include a "References" section (lowercase and bold) at the end that will list the works cited within the paper. The sources will be listed alphabetically by surname following the citation and referencing rules of the APA system. Do not include sources that are not cited within the paper.

JOURNALS

- Ajzen, I. (1991). The theory of planned behavior. *Organizational Behavior and Human Decision Processes*, 50(2), 179-211.
- Ros, M., & Schwartz, S. H. (1995). Jerarquía de valores en países de la Europa Occidental: una comparación transcultural. *Revista Española de Investigaciones Sociológicas*, 69, 69-88.

BOOK

- Weber, M. (1947). *The theory of social and economic organization*. New York: Oxford University Press.

CHAPTER IN AN EDITED BOOK

- Shapero, A., & Sokol, L. (1982). The social dimensions of entrepreneurship. In C. A. Kent, D. L. Sexton and K. H. Vesper (Eds.), *The Encyclopedia of Entrepreneurship* (pp. 72-90). Englewood Cliffs, NJ: Prentice-Hall.

INTERNET SOURCE

- European Social Fund. (2018, November 14). European Social Fund project recognition and European Vocational Skills Week 2018. Retrieved from <http://ec.europa.eu/esf/main.jsp?langId=en&catId=67&newsId=9242&furtherNews=yes>.
- Linsin, M. (2018, September 8). A fun way to teach students how not to behave. *Smart Classroom management*. Retrieved from <https://www.smartclassroommanagement.com/2018/09/08/a-fun-way-to-teach-students-how-not-to-behave/>.
- World Health Organization. (2016). *Global Health Issues: Improving health and health security for the world*. Retrieved from http://www.who.int/kobe_centre/mediacenter/forum/forum_160608_report/en/.