



## PUBLICATION GUIDELINES INSTITUTO FRANKLIN-UAH

Texts not conforming to these guidelines will be returned to the authors for revision.<sup>1</sup>

### 1. GENERAL GUIDELINES

- **Format:** Send your text in Word format (.doc or .docx). Other formats will not be accepted.
- **Length:** The length for articles should be around 6,000 and 8,000 words,<sup>2</sup> including title, abstract, key words, references, and end notes.
  - For monographic volumes, the maximum length should be 120,000 words, including title, references, and endnotes.
- **Images, graphics, and figures:** Make sure that all the images, graphics, and figures included in your text are of your own creation or are properly referenced.
  - It is the author's responsibility to deal with copyright infringements.
  - All the images and figures included in the text should be handled as independent files with the highest quality as possible (.png or .jpg formats).<sup>3</sup>
- **Submission:** Send your text to Cristina Sánchez Pacios ([cristina.sanchez@institutofranklin.net](mailto:cristina.sanchez@institutofranklin.net)). Papers should be sent by email as an attached document and the file name should include your surname and a brief title. [surname] [brief title].

### 2. PAGE LAYOUT

- Page size: A4
- Top, bottom, left and right margins: 2.50 cm

### 3. ORTHOGRAPHY AND SPELLING

- Texts in English must follow either British or American spelling conventions throughout; texts in Spanish should follow the latest guidelines of the Real Academia Española.

## **4. TYPOGRAPHICAL CONVENTIONS AND STRUCTURE**

### **4.1. Title:**

- The title should be factual, instructive, and straightforward.<sup>4</sup>
- Titles should not be longer than 14 words.
- Size: 14 point type.
- Titles should be bold type and centered.
- Line spacing: 1.5

### **4.2. Author's name and affiliation**

- Size: 12 point type.
- The author's name and affiliation should be round type and right aligned.
- There should be a line break between the title and author's name and affiliation.
- Line spacing: 1.5

### **4.3. Main text**

- Size: 12 point type.
- The text should be justified, without additional separation between paragraphs, and using initial indent, except in the cases mentioned below:
  - The first paragraph of each section should not be indented.
  - The paragraph following an independent quotation should not be indented.
  - The paragraph following an image, a graphic, or a figure should not be indented.
- There should be three line breaks between the author's name and affiliation and the main text.

- Line spacing: 1.5
- The different sections included in the text should be presented in as follows:

1. SECTION TITLE (Sections' and sub-sections' titles should not be longer than 12 words)

*1.1. Sub-section title*

1.1.1. Sub-sub-section title

#### **4.4. Independent quotations**

- Quotations longer than three lines should be treated as independent paragraphs.
- Independent quotations should be right indented with a 2.5 cm margin to the left. Do not indent the first line more than the rest of the paragraph.
- Size: 10 point type.
- Line spacing: 1.0
- There should not be any blank lines before the quotation.
- There should be a blank line between the quotation and the following paragraph.

#### **4.5. References**

- References should be included as an independent section after the text.
- This section should be titled "REFERENCES".
- Size: 12 point type.
- Line spacing: 1.5
- Special indent: Hanging indent
- The references should follow MLA 9th edition. If more information about how to cite is required, please read the document related to references that is attached to the call.

#### **4.6. Notes**

- Only ENDNOTES should be used; FOOTNOTES should not be used in the text.
- Reference marks to endnotes should be numbered consecutively for the whole paper with Arabic numerals and should be superscripted.

- They should be placed at the end of the sentence after the full stop period or other punctuation if the text is written in English. If the text is written in Spanish, the reference marks should be placed before punctuation.
- Spacing: Avoid using two spaces after a period.

#### 4.7. Images, graphics, and figures

- Images, graphics, and figures should be included in the document in the exact place in which they should appear. In addition, all the images, graphics, and figures should be submitted as independent files.
- All the images, graphics, and figures should be centered on the page.
- Images, graphics, and figures should be numbered (Image 1, image 2, figure 1, etc.). In addition, if it is necessary, a title can be added to the image, graphic, or figure. The full name of the element, consisting of the numbering and the possible title, should appear below the image, graphic, or figure. It should be centered on the page and bold type. The size should be 12 point type.
- The reference of the image, graphic or figure should be included under the name of the element. It should be centered on the page and round type. The size should be 12 point type.

#### 5. ADDITIONAL INFORMATION

- Submission of an article requires the assurance that the manuscript is an original work which has not been published previously (paper or online publication) and is not currently being considered for publication in another publishing house.
- Authors give the copyright to the publisher upon acceptance. Authors are also expected to take responsibility for obtaining permission to reproduce any illustrations, tables, etc. from other publishing houses.
- Authors of accepted papers are responsible for proof-reading and must return proofs (via email, when appropriate) without delay. **No modifications or additions will be accepted in the**

**galley proofs** except when completing references or providing full reference to one's own previous work.

- If a text written in Spanish includes literal quotes in English, or vice versa, translations should not be included; except in those cases in which the object of the text is the translation itself.

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<sup>1</sup> In order to continue with the publishing process, authors should carry out the corrections and modifications suggested by the reviewers and the Editorial Board.

<sup>2</sup> The length of the texts may vary depending on the publication. Please, consult the specific call for more information.

<sup>3</sup> If the images, graphics or figures submitted by the author do not have enough quality to be published, the author should send them again following the requirements provided by the Editorial Board.

<sup>4</sup> Titles of the proposals are provisional. The Editorial Board will assess the final title of each publication.