



MANUSCRIPT STRUCTURE FOR AUTHORS

DOCUMENTS TO BE SENT WHEN SUBMITTING A MANUSCRIPT

1. MANUSCRIPT

Original manuscript, in accordance with the structure stipulated in the guidelines. This document must contain no reference to the author(s), since this file will be submitted for blind peer review.

- *Filename: manuscript, followed by the date submitted (full year, month and day, with two digits, separated by a single dash). For example: manuscript-2011-06-03.*

2. ANNEX: TITLE PAGE / COVER LETTER

Identification of the paper, including all the details that present the manuscript. Contains a declaration of responsibility for the authorship and originality of the manuscript, ethical responsibilities and any conflicts of interest, as well as an optional justification of why the journal was chosen, contributions made by the paper...

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MANUSCRIPT

Independent file no. 3

This document should contain no explicit references to the author/s of the manuscript, in order to preserve authorial anonymity for the purposes of the external peer review. All identifying references negate the system of blind evaluation.

Title of the article: maximum 80 characters including spaces.

- Concise and informative, in Spanish on the first line and English on the second line, including as many significant terms as possible.
- Maximum of two lines accepted
- If essential, subtitles can be included to anchor or expand on the meaning of the title, maximum of 60 characters, in Spanish and English.

Abstract in Spanish: 220/230 words (min/max).

- Providing a concise description of the motive and purpose of the research project, methodology used, key findings and main conclusions, following the structure: justification of the subject, goals, study methodology, results and conclusions.
- It should be written in an impersonal style: «the current work presents...».

Abstract in English: 200/210 words (min/max).

- Taking particular care of the linguistic quality of the text.

Keywords in Spanish and English (8 terms)

- Use single words and standardised terms if possible.

Research papers should rigorously respect the following structure, although sections 5 and 6 are optional. Reports, Studies and Reviews can also be more flexible in sections 2, 3 and 4. The Title Page and References are compulsory in all submissions.

1) Introduction

- This section must reflect the foundations and purpose of the study, using the most relevant citations. Data or conclusions of the work will not be included here
- It should not include findings or conclusions from the paper.

2) Material and methods

- Presented with precision for the reader to understand the research, if appropriate.
- If required, the sample and sampling methods should be described, and reference made to the type of statistical analysis employed.
- If the methodology is original, reasons must be provided to justify this usage and its possible limitations described.

3) Results

- Results should follow a logical sequence in the text; tables and figures can be included although only if absolutely necessary and providing they do not repeat the same data included in the main body of the text.
- The most important observations should be highlighted, describing findings made with the material and methods used but without interpreting them or making value judgements.



4) Discussion and conclusions

- This section should summarise the findings, relating the observations made in this respect with other relevant studies, signalling contributions and limitations, without reiterating data discussed previously in other sections. Inferences from the findings should be mentioned along with their limitations, including deductions for future research, and the conclusions should be linked with the study aims, avoiding gratuitous statements and conclusions not supported fully by the research data.

Notes (optional)

- They should always go at the end of the article (before the references).
- They should be inserted manually, since the automatic process used by Word is not recognised by publishing layout systems.
- The numbers corresponding to the endnotes should be inserted in superscript into the main body of the text and by the endnote itself.
- Notes must not include simple bibliographic citations (without comments), since these should be included in the references section.

Sources of support (optional)

- The Council of Science Editors (CSE) advises authors to provide a financial support statement for the research project (www.cbe.org).

References

- Bibliographic citations must be included as references to the text.
- The bibliography should not include any references not cited in the text.
- The number of references must be sufficient and necessary, presented alphabetically by the author's first surname (adding the second surname only when the first surname is very common).
- Bibliographic citations must be taken from the original documents – preferably journals and to a lesser extent books – always indicating the initial and final page of the article or work from which they have been taken, except for complete works.
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- It is prescriptive that the DOI (Digital Object Identifier System) of cited articles are reflected in the references, using their https link.
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2. ANNEX: TITLE PAGE / COVER LETTER

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- Research papers / Reports / - Studies / - Reviews

AUTHOR/S (maximum of three authors in order of priority):

- Full name (both surnames if required), institution and department (in the case of universities: Faculty and Department (repeat for each of the authors).

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- Note 1: The title Dr must be indicated before the name of any authors who hold this academic qualification.
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TITLE:

- Title in lower case letters in Spanish (maximum 80 characters).

- Title in lower case letters in English (maximum 80 characters).

ABSTRACT

In Spanish: 220/230 words (min/max).

In English: 210/220 words (min/max).

KEYWORDS

In Spanish and English: 8 standardised terms.

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