



**CHECKLIST BEFORE SUBMITTING THE MANUSCRIPT**

**1. CHECKLIST BEFORE SUBMITTING THE MANUSCRIPT**

To facilitate manuscript assessment and speed up notification of its possible publication, authors are advised to check their manuscript prior to submission, checking the following aspects.

<b>TITLE PAGE</b>	
The title of the manuscript is included in Spanish (maximum 80 characters).	
The title of the manuscript is included in English (maximum 80 characters).	
The two versions of the manuscript title are concise, informative and include as many identifying terms as possible.	
It includes an optional subtitle (in Spanish and English), if the meaning of the title needs to be anchored further (maximum 60 characters).	
It includes an abstract in Spanish, in just one paragraph with no epigraphes (minimum/maximum: 220/230 words).	
It includes an abstract in English, in just one paragraph with no epigraphes (minimum/maximum 200/210 words).	
The abstracts in Spanish and English must deal with the following subjects in order: justification of the theme, aims, study methodology, results and conclusions.	
8 keywords are included (in Spanish and English) (only single words, no phrases or combinations of words), with the most significant terms, standardised if possible.	
Texts in English (title, abstract and keywords) have been written or checked by a professional translator or an expert in this language (the use of automatic translation programmes is prohibited).	
All the identification details of the author(s) are included in the order stipulated in the guidelines: identification details and correspondence, professional affiliations...	
The academic title of doctor is indicated if possessed officially (accreditation may be requested).	
Names and surnames of the authors have been normalized.	
Every author has been identified by their ORCID code number.	
The maximum number of authors allowed is three, except for those manuscript that justify a greater number restricted.	
<b>MANUSCRIPT</b>	
The title of the manuscript is included in Spanish, in English, abstract in Spanish and English, keywords in Spanish and English	
The work respects the minimal and maximum extension allowed. <b>Research papers:</b> Between 5,000 and 6,500 words of text (including references). <b>Reports, Studies:</b> Between 5,000 and 6,000 words of text (references included) and <b>Reviews:</b> 6,000 and 7,000 words of text (references included)	
In the case of research papers, the manuscript complies with the structure stipulated in the guidelines.	
In the case of reports, studies or reviews, the manuscript complies with the minimum structure required in the guidelines.	
The manuscript explains and correctly cites the sources and materials used.	
The methodology described for research papers is clear and concise, and can be replicated if required by other experts.	
The conclusions are supported by the results obtained.	
If statistical analyses have been used, they have been reviewed/verified by an expert.	
The citations in the text comply strictly with APA guidelines, rejected in the instructions.	
If endnotes are used, they are descriptive and cannot be integrated into the general citation system. Footnotes are not accepted.	



The end references have been revised rigorously and only include those cited in the text.	
The end references comply in terms of style and format with the international guidelines of «Comunicar».	
The number of references is around 40	
The DOI have been included in all references that lead in the following format: doi: <a href="https://doi.org/XXXXXX">https://doi.org/XXXXXX</a>	
All web address references are shortened with <a href="https://bitly.com/">https://bitly.com/</a>	
If figures and tables are included, they provide additional information that is not repeated in the text. Their graphic quality has been verified.	
The number of tables and/or figures don't exceed six of them.	
If applicable, sources of funding or financial support are stated.	
<b>FORMAL ASPECTS</b>	
The guidelines have been rigorously observed regarding the use of bold, upper case, italics and underlining.	
Font size 10 has been used in the main body of the text, single spacing (1) and no tabulations.	
Headings are suitably and hierarchically numbered using Arabic numerals.	
The appropriate carriage returns have been used.	
Double spaces have been eliminated.	
Typographic quotations marks have been used (alt+174 and alt+175 to open and close).	
Word's spell-check facility has been used to correct obvious spelling mistakes.	
The manuscript has been reviewed by an external individual to guarantee correct grammar and style.	
<b>COVER LETTER</b>	
A cover letter has been attached indicating the originality and novelty of the manuscript, the section of the journal to which it is addressed, as well as informed consent for experimentation, if applicable.	
The cover letter includes an annex signed by all the authors, indicating their responsibility for the authorship of the manuscript and transferring copyright to the publisher.	
The manuscript is uploaded to the platform in Word format without any author identification.	
<b>ANNEX DOCUMENTS</b>	
Two documents have been sent: the main text and the cover letter / title page.	
Complementary documentation have been published using Figshare.	