



## CHECKLIST. FINAL ASSESSMENT REPORT

### Paper

<b>Code:</b>
<b>Title:</b>
<b>Author/s:</b>

### 1. Format

✓	*	Style Guidelines	Comments
		<i>Citation</i> [APA 6. <sup>th</sup> edition]	Correctness in the text
			Correctness in the references
		<i>Maximum length</i>	Up to 30 pages
		<i>Typography</i>	Times New Roman 12
		<i>Space lining</i>	Simple. No space between paragraphs
		<i>Margins, Indentation</i>	Justified in both margins
			No indentation
			Margins size: 2,50 cm
		<i>Quotations</i>	Less than 4 lines in quotation marks
			More than 4 lines in a different paragraph with an indentation of 1cm. on both sides.
			It appears the reference page with the format: (Author, year, p.xx)
		<i>Notes</i>	At the bottom of the page (footnotes)
			Consecutively Numbered
			Times New Roman 10
			Simple space lining
			Justified in both margins

### Comments:

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## 2. Tables and Figures

✓	✗	<b>Style Guidelines</b>		<b>Comments</b>
		<i>Tables</i>	Numbered with Arabic numbers according to their appearance in the text with the call Table X	
			Short text at the bottom of the table	
			Referred in the text and incorporated in the corresponding place.	
			Homogeneous format of its contents	
			Clear and legible information	
			Identification of the authorship or the origin of the table.	
		<i>Figures</i>	Numbered with Arabic numbers according to their appearance in the text with the call Figure X	
			Short text at the bottom of the figure	
			Referred in the text where it corresponds.	
			Sent as an independent file	
			JPG or TIFF format	
			Resolution 300 ppp	
			List of the figures on a different document, with their titles	
		Identification of the authorship or the origin of the figure		
		<i>Format (titles)</i>	Times New Roman 12; Simple; Justified in both margins	

**Comments:**



### 3. References

✓	✗	Style Guidelines		Comments
		References	APA Citation Style	* See 1. Format
		Sources	Abbreviated according to <a href="#">CCHS-CSIC</a>	
			Abbreviated homogeneously in the text	
			Developed in <i>Sources</i>	
			References according to the standards	
		Abreviaturas	Abbreviated according to <a href="#">AJA</a>	
			Developed in <i>Abbreviations</i>	
			References according to the standards	
		Format	Times New Roman 12	
		Space lining	Simple	
		Margins, indentation	Justified in both margins, without indentation	

Comments:

### 4. Text Organization

✓	✗	Style Guidelines		Comments
		Authors	Surname, Name <i>Institution</i>	
			Times New Roman 12, Right alignment	
		Abstract	IMRAD structure	
			Up to 10 lines	
			Times New Roman 12, Justified in both margins	
			Abstract (English and Spanish)	
		Keywords	According to <a href="#">ERIC</a>	
			Up to 5 Keywords	
			Times New Roman 12, Justified in both margins	
			Keywords (inglés and Spanish)	



	<i>Titles (sections)</i>	Times New Roman 12; Bold	
		Justified in both margins	
		Correlative Numbering	
		Correct hierarchical organization	
		Introduction	
		Conclusion	

Comments:

## 5. Content

✓	✗		<b>Style Guidelines</b>	<b>Comments</b>
		<i>Research</i>	Suitable for the editorial line	
			Unpublished paper	
			Content and title match	
			Presents a research question	
			The global approach is appropriate	
		<i>In-text quotations</i>	There isn't an abuse of quotations (extensión/quantity)	
			Indicates the source of the information	
		<i>Footnotes</i>	There isn't an abuse of footnotes	
			Footnotes included are necessary	
		<i>References</i>	References used are relevant and appropriate	
			Updated bibliography	

Comments:

## 6. Expository Clarity

Comments:



## 7. Improvement Suggestions

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Style:

Content and Background:

## 8. Final Evaluation

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Mark the option which corresponds to your personal evaluation:

<input type="checkbox"/>	This paper can be published without modifications.
<input type="checkbox"/>	This paper can be published once the formal aspects have been corrected.
<input type="checkbox"/>	This paper could be published with important changes concerning background and content. A new submission would be necessary for its approval.
<input type="checkbox"/>	This paper cannot be published in the journal Panta Rei.