
STYLE GUIDELINES

Format

Citation guidelines [American Psychological Association](#) Style Manual

Maximum length 30 pages (no page numbers)

Typography Times New Roman 12 pts.

Space lining Simple. No space between paragraphs.

Margins, indentation The text must be justified on both margins and without indentation within the first paragraphs. Margins size will be 2.50 cm.

Notes At the bottom of the page (footnotes), consecutively numbered. Times New Roman, size 10, simple space lining, justified on both margins.

Quotations, citation The APA guidelines will be followed. It is recommended a minimum use of quotations and citations; these will be used only if the text is particularly relevant or adequate for the discussed subject.

Tables and Figures

Tables Numbered with Arabic numerals according to their appearance in the text. At the bottom of each one of them they must include a short text summarizing its content. They will be integrated in the text.

Figures Drawings, images and graphics will be referred as “Figures” and they will be numbered with Arabic numerals according to their appearance in the text. They will not be integrated in the text. the figures must be sent in JPEG or TIFF format and numbered. A list of the figures is to be attached where the number of the figure will be indicated, as well as a short text specifying or summarizing the content of the concerned figure.

Bibliography

Bibliography will appear at the end of the text. It will only include the bibliography used in the elaboration of the paper and, therefore, it appears cited in the previously sent text. Bibliography must adjust to the APA guidelines.



Body of the article and Template

Title [English](Times New Roman 14, bold, centered)¹

Título (Times New Roman 12, bold, centered)

Surname, Name

Institution

Surname, Name

Institution

(Times New Roman 12, Right alignment)

(Times New Roman 12, Italics, Right alignment)

Resumen (Times New Roman 12, bold, justified in both margins)

Spanish, maximum length of 10 lines (Times New Roman 12, justified in both margins)

Palabras clave (Times New Roman 12, bold, justified in both margins)

5 Keywords maximum, based on ERIC Thesaurus (<http://eric.ed.gov/>) (Times New Roman 12, justified in both margins).

Abstract (Times New Roman 12, bold, justified in both margins)

English, maximum length of 10 lines (Times New Roman 12, justified in both margins)

Keywords (Times New Roman 12, bold, justified in both margins)

5 Keywords maximum, based on ERIC Thesaurus (<http://eric.ed.gov/>) (Times New Roman 12, justified in both margins).

1. Introduction (Times New Roman 12, bold, justified in both margins)

Text (Times New Roman 12, justified in both margins)

2. Section (Correlative Numbering, Times New Roman 12, bold, justified in both margins)

Text (Times New Roman 12, justified in both margins)

2.1. Subsection (Times New Roman 12, bold, justified in both margins)

Text (Times New Roman 12, justified in both margins)

a. *Subsection* (Times New Roman 12, cursiva, justified in both margins)

Text (Times New Roman 12, justified in both margins)

¹ Acknowledgements, financial support, etc. (Times New Roman 10, justified in both margins)



Table 1 (Times New Roman 12, justified in both margins)

Descriptive title of the table (Times New Roman 12, italics, justified in both margins)

Text		Text
Text	Text	
Text		
Text		
Text		

Source: Own or Author, year, p. xxx (Times New Roman 12, justified in both margins)



3. Conclusion (Correlative numbering, Times New Roman 12, bold, justified in both margins)



Text (Times New Roman 12, justified in both margins)



References (Without numbering, low case letters, Times New Roman 12, bold, justified in both margins)

APA Citation Style (Times New Roman 12, justified in both margins)