

RULES AND STYLE GUIDE FOR SENDING ORIGINALS (BOOK PUBLISHED BY GEDISA AND THE SEP)

General rules

1. There will be admitted original unpublished texts that have not been previously published in books, scientific magazines or congress proceedings and in Spanish language.
2. In order to evaluate the publication of the texts, criteria related to the interest, originality and scientific scope of the topic, as well as its writing, will be taken into account.
3. Texts must be sent using the [form](http://www.sepsevilla2021.com) on the Congress website www.sepsevilla2021.com. Deadline for submission: 21 June 2021.
4. The maximum length, including figures (tables, graphics, etc.), notes, bibliographical references, etc. will be 6.000 words.
5. The text will include at the beginning the title of the paper and the identification data of all the authors in order of performance (full name and affiliation - professional category and university or, if applicable, centre of work).
6. The following structure is recommended for the texts: 1. Introduction; 2. State of the matter and/or interest of the topic; 3. Theoretical framework; 4. Objectives and methodology; 5. Analysis of results; 6. Conclusions; 7. References; 8. Supports. 9. Notes.
7. As a general rule, the basis of good Spanish will be the Diccionario de la Real Academia Española and the Diccionario Panhispánico de Dudas.
8. Latin or Spanish quotation marks will always be used to open or close a quote. If there is a quote within this quotation, high quotes or English quotes will be used. And, if there is another quote within this quotation, the single high quotes will be used to open and close. «The shirt you call "yellow" is actually red».
9. Accent should be placed on all capitalized words that carry it.
10. Be careful with the constructions in gerund. For example, no title or subtitle can begin in gerund.
11. The names of commissions, committees, ministries, etcetera, will be translated literally without putting the original English name in brackets or looking for equivalents in Spanish. Exceptions are made for the well-known ones, such as the OAS, the UN, etc.
12. In all possible cases, Americanisms and Argentinisms will be avoided, including common uses in Argentina. Thus, for example, the «p» in the participles of verbs derived from *escribir* will be eliminated and it will be said «*inscrito*», «*descrito*», etc., and not «*inscripto*», «*descripto*», etc.. The «p» in the derivatives of *psy-*, *psychology*, *psychiatry*, etcetera, will be maintained.
13. Although the Real Academia allows the elimination of the accent, the pronouns *éste*, *ése*, *ésta*, *ésa*, *aquél*, *aquella*, and the plurals with accent will be written to distinguish them from adjectives with the same spelling. Similarly, «*sólo*» (= only) will be accentuated to differentiate it from «*solo*» (= unique; without anything else; without company). Similarly, it is maintained the lower case e for «*estado*» (= situation, class or condition) and the upper case E for «*Estado*» (= government of a country).

14. The superscript number or the asterisk to indicate a footnote always follows the spelling sign, if any (full stop, comma, semicolon, colon, parenthesis, etcetera).

15. The notes will always go in the footer.

16. In general, internal references within the text will be used: *véase, véanse*(instead of *ver*) and will not be abbreviated *figura, capítulo, página, etcétera*. Nor should *señor, señora, doctor, profesor* and others like etcetera, be abbreviated within the text, especially if it is used before the full stop. Acronyms do not have periods or spaces, nor accents and do not have a plural, for example, the OAS, the UN, the CIA, the NGO (never the NGOs or NGO's). And acronyms should be in small caps.

17. Digits with decimals will always be separated by a comma and the millions and thousands by periods (except for years which do not have). In this way: \$ 4,50 US\$ 3.000 and year 2009. The English numeral .05 and similar will be converted into 0,05 and corresponding.

18. In general, numbers from one to nine and digits from 10 onwards should be written in letters. But in statistical and mathematical enumerations all data are in digits. Remember that in US English one billion equals one thousand millions (= 1.000.000.000), but in Spain, Latin America, Great Britain and others one billion equals one million millions (= 1.000.000.000.000).

19. 4-digit numbers: never write years with a period or blank space after the first digit (1945 and not 1.945 or 1 945).

20. The prefixes: pseudo, semi, pre, sub, post or pos and others are linked to the word.

21. As grammatical and stylistic rules, the abuse of adverbs ending in *-mente*(=ly) is to be avoided, and special care is to be taken with *,dequeísmo, leísmo, loísmo*.

22. People's titles: always in lowercase, except when they are part of a place name, building, street, holiday etcetera. (Plaza Príncipe de Asturias, Doctor Ribas street, San Martín day).

23. Upper / lowercase. We are generally guided by the rules of the Diccionario de la Real Academia de la Lengua Española and by María Moliner's Dictionary of the use of Spanish (in some points more coherent than the first one).

24. Composition of quotations that in the original book are in smaller letters and separated from the text: do not change the letter, but differentiate only with a blank space before and after the quotation.

25. Quotations within the text: When they are part of a sentence and they finish it, you must put the final quotation marks before the period (example: Unamuno said one day: «The fog is unbearable for me».) When the quotation within the text is a whole sentence, the quotation marks go after the period (example: To clarify this question you can consult Plato. «All that we know - he said in ... - never reaches the eternal ideas»).

26. Note numbers: Footnotes should be listed starting with 1 (superscript) in each chapter. The numbering (superscript numbers) will always follow the punctuation mark, except when they refer to a specific term or name within a sentence (example: As Pedro Sánchez said, the subject is little explored¹, although Pablo Álvarez believes this is not true². In any case, explored³ is a term that should be analyzed before making free statements).

27. Titles and subtitles: Never define with uppercase. The hierarchy of the different types of titles (chapter, section, subtitle, etc.) must be clearly indicated. As a guideline, the following organization is suggested for cases where there are several categories:

a) Title: in bold and body 17:

Example: **1. Memoirs**

b) Subtitle: in bold and body 15:

Example: **1.1. Memoirs in Spanish**

c) The following subscript: in bold and body 13:

Example: **1.1.1. Novel**

d) The following subscript: in bold, italics and body 13:

Example: **1.1.1.1. Lyric novel**

If there are more differentiations, keep writing the subtitles in normal lowercase with single tab entry and then double. (This saves work on the composition).

28. New paragraphs: Only give return, no tab entry at the beginning of the new paragraph. Of course, never return to the end of the lines.

29. Do not accept first line of paragraph at the end of the page, nor last line of paragraph at the beginning of the page (for layout, it is not necessary in the original manuscript).

30. Do not accept, either at the beginning or at the end of a line, more than two characters that are the same in successive lines (for layout, it is not necessary in the original manuscript).

31. At the end of the line, a maximum of three punctuation marks in a row (for layout, not necessary in the original manuscript).

32. Last line of paragraph, having more than three letters (for layout, not necessary in the original manuscript).

33. Never leave a single letter or syllable at the end or beginning of a line per word division (for layout purposes, this is not necessary in the original manuscript).

34. Parentheses and brackets always open and closed.

35. Centuries in small caps.

36. Close attention to letter, word and paragraph spacing (for layout, not necessary in the original manuscript).

37. %, °C, linked to the digit, etcetera...

38. Pay close attention to titles (erratum and index correspondence and any other place where they appear).

39. References within the text to tables, figures, chapters and other parts of the work, always in a low box (chapter 8, see figure 2, etc.).

40. Pay attention to the correlative numbering of tables, figures, etc.

41. Presentation format:

- Typeface: Times New Roman

- Body: 12.

- Spacing: double space.

- Alignment: justified on both margins: left indent (3 cm) / right indent (3 cm), with Spanish word cut.

42. The first page of the manuscript must contain the title and, if available, the subtitle of the work, as well as the name and surname of the author.
43. In order to facilitate the tracking of the material delivered and to be able to mark the value of titles, subtitles, etcetera, all original work must include the index of it, which will be located before the body of the text.
44. A blank line should be left between each epigraph.
45. The paragraphs of the work will not be separated by a white line.
46. The scripts between sentences will usually be —
47. The decades will be quoted in letters, e.g.: Decade of the fifties and not decade of the 50. If they are quoted in numbers, this will be made complete: The decade of 1960.
48. After a colon, it will start with a lowercase, except when it is a quotation or a sentence from another person entered in quotation marks.
49. All foreign words are in italics, except those which are gradually being admitted by the Real Academia. The names of the institutions are kept in round letters.
50. When in the same paragraph of the original is quoted several times from the same work: See M. Fulanito, «Patatípatatá», *Patatápatatí*, op. cit. page 512 and following.
51. References to the work quoted in the footnotes are used: Both *Ibid.* and *Op. cit.*, followed by the pages: [1] *Ibid.*, page 29.

Bibliographic presentation rules

Bibliographic references will be noted down as follows:

- **Book by one author:**

Surname, First name (with initial) (year of publication). Title and subtitle of the book in italics, publisher, place of publication.

Example: Coontz, S. (2006). *Historia del matrimonio. O cómo el amor conquistó el matrimonio*, Gedisa, Barcelona.

- **Book by more than one author:**

By two authors: Surname, First Name (with initial) and Surname, First Name (with initial) (year of publication). Title and subtitle of the book in italics, publisher, place of publication.

Example: Crispo, R. y Guelar, D. (2002). *La adolescencia: manual de supervivencia. Guía para hijos y padres*, Gedisa, Barcelona.

- **Article in books by publisher(s), coordinator(s) or compiler(s):**

Surname, First name (with initial) (year of publication). «Title of the article in quotes», in Surname, Name (with initial) (corresponding word: ed./eds.; coord./coords.; comp./comps., etcetera), Title and subtitle of the book in italics, publisher, place of publication.

Example: Zallo, R. (2002), «Políticas culturales territoriales: una experiencia rica pero insuficiente», en Bustamante, E. (coord.), *Comunicación y cultura en la era digital*, Gedisa, Barcelona.

- Magazine article:

Surname, First name (with initial) (year of publication), «Title of the article in quotation marks», in Name of the magazine, in italics, magazine number, publisher, place of publication, pages included. The abbreviation *pág./págs.* is preferred for indicating the pages.

Example: Soulages, J.-C. (2000), «Formato, estilo y géneros televisivos», en *deSignis*, n.º 8, Gedisa, Barcelona, págs. 67-79.

- References to bibliographical material available on the Internet:

Addresses should be written in round letters and not underlined.

Example: <http://www.cervantesvirtual.com/hemeroteca/signa/>

The following will also be taken into account:

- The bibliography will be listed in alphabetical order of the authors' surnames.
- When an author contains references to several works, these will be listed in descending order according to the year of publication (2004, 2003, 2002...).
- If there is more than one publication by the same author in the same year, the distinction will be made in letters, following the alphabetical order. Example: (1992a), (1992b), etcetera.
- If several works by the same author are to be quoted, the surname and first name of the author will only be given in the first reference. In subsequent references they will be replaced by a four-space line. Example: ECO, U. (1994).
____ (1991).
____ (1990).
- The names of the cities are translated (those with translations -London is Londres-, as well as everything that can be translated, except titles of works).
- If it is certain that the book in question is translated into Spanish, the full stop is removed and the following is added: (trad. cast.:.....), with the full notation of the corresponding edition, following the same rules as for the original.
- The abbreviation of the number will be n.º and for the note n. f. or ff. or s. or ss. we replace it with sig. or sigs.
- The accuracy of the information in the manuscripts, including figures, graphics and bibliographic references is the full responsibility of the author or authors.

Rules for submission of quotations

- Extensive textual quotations will be in a separate paragraph, with a double indent and without quotation marks, in body 11.
- Short quotations, integrated into the body of the text, will appear in quotation marks (« »). Deletions in literal quotations will be indicated by suspension points in square brackets: [...].
- Bibliographic references that appear in the text must be placed in parentheses, indicating the author's surname, year of publication and page number. For example: (Habermas, 1990: 15). The complete reference should be included in the bibliography.
- The system of bibliographical citations inside the text will be done as follows:

a) Author's surname, year, order in letters within the year if necessary, colon, page or pages of reference. Examples: (Greimas, 1988a: 36-38).

b) If there are multiple pages of reference, they should be separated by commas. Example: (Peirce, 1987: 27-29, 31-39).

c) If several authors or works are cited, they should be separated by a semicolon. Example: (Peirce, 1987: 27-29; Greimas, 1988a: 36-38).

d) If the cited author is included in parentheses, a comma should be placed after the surname. Example: (Echo, 1990).

Rules for the presentation of footnotes

- The footnotes will be composed in body 10.
- The bibliographic references in the footnotes must include the complete reference at the first appearance: Surname and First Name (with initial) of the author, Title and subtitle of the work, Publisher, place of publication, year (and abbreviated in the following). Likewise, the numbering of the footnotes will be in Arabic numerals and automatic numbering.
Example:
 1. Minsky, M., The Society of Mind, Simon & Schuster, New York, 1985.
 2. Kosko, B., Fuzzy Thinking: The New Science of Fuzzy Logic, Hyperion, New York, 1993.
- The superscript numbers in the footnotes will be placed after the various orthographic punctuation marks (commas, full stops, semicolons, colons, etcetera). Examples: «semiótica»,² / «semiótica». ²/ «semiótica»; ² «semiótica»:²

Rules for the presentation of acronyms

The first time an acronym appears, its full meaning should be written down, then the acronym.

Rules for the presentation of tables, graphs, charts and images

- They must be incorporated into the text in an orderly fashion.
- They must contain full reference sources.
- Each one shall have a title and a sequence number. Example: Table 1. Budget by organization, area and amount.
- Tables, graphs, charts or images may be sent separately in any standard readable format (indicate format), as long as the location suggested by the author is mentioned in the text. To ensure the final quality, the author will send the publisher a digital file with a high level of resolution (minimum 300dpi, preferably 600dpi; for black and white logos 1200dpi), either on physical support: CD or USB, or via e-mail. If these elements are too heavy, any compression format can be used (zip, rar, etc.), with an indication of which one it is.