STYLE GUIDELINES OF REVISTA DE COMUNICACIÓN

1. GENERAL GUIDELINES

The article’s text should have a minimum extension of 5,000 words and a maximum extension of 10,000 words. Articles can be presented in Spanish or in English, they should be written using Times New Roman, 12, double spaced, with numbered pages.

The article must include:

- Title in Spanish using Times New Roman 14, in lower case characters.
- Title in English in lower case characters, in italics and bold characters using Times New Roman 14.
- Summary in Spanish (150 words) in round and bold characters.
- Abstract in English (translation of the summary in Spanish) in italics and bold characters.
- Key words (up to five words) in English and Spanish, separated by commas and written in italics and bold characters.

Information about the author will be included in a separate paper as follows:

- Author’s name: Name written in lower case characters and surname written in upper case characters.
- ORCID identifier if available. Otherwise, register on the website http://orcid.org.
- Author’s e-mail address.
- Subjects taught by the teacher.
- Institution’s name. Name of School. Corresponding City and Postal Codes.

2. HEADINGS

Headings and sub-headings will be numbered using normal or round style, without indentation.

The epigraph’s title will be written in bold characters.

Example:

1. First level title
   1.1. Second level title
   1.1.1. Third level title
   1.1.2. Third level title
   1.2. Second level title
   2.
   2.1.
   2.1.1. etc.

3. FORMAT AND REFERENCES

All work must be submitted using Times New Roman, in typeface point 12, double spaced. Pages should be numbered in the lower right corner. The author must specify their name, affiliation and contact information on a sheet separate from the rest of the manuscript, that information must not appear inside of the text.

Bibliography will also follow APA (6th edition) guidelines, and be placed at the end of the article, following alphabetical order of the authors Surname. For example:


4. FONT STYLE AND PUNCTUATION MARKS

4.1. Font Style

- It should be highlighted in italics
  - Foreign words.
  - The titles of books of books, magazines, newspapers (national and foreign, etc.).
  - The phrases and abbreviations of Latin words.
  - The foreign words not accepted by the Royal Spanish Academy. Italics will not be replaced by quotation marks in these words.

- The headings and sub headings are written in bold and round.

- Names of institutions will not be written in italics, even when they are not written in Spanish.

4.2. Punctuation marks

Capital letters should be accented.

Example: Ética (not Etica), África (not Africa), PERIÓDICO (not PERIODICO).

The period:

- When the period coincides with the end of parentheses, brackets or quotation marks, these signs are written before the period.

  Example: He was told that it was "impossible to assist until the next month". It was the first time requesting the services (after six years of paying).

- The number (superscript number referring to a footnote on page) is written before the period. Example: This is the view of Asín Palacios

- In the numerical quantities written in figures, a period is placed behind the thousand units and of a million. However, it is not written in the numbers of years, phone numbers and pages.

  Examples: Year 1994; p. 2059, telephone 278945.
– Decimal are separated by comma. 6,89
– Neither the title nor the headings and sub headings will have a period.
– Never write a period after closing with a question mark or exclamation point, except when parentheses, brackets or quotation marks are written behind these signs, in which it is again necessary the period even if there is an accumulation of signs:

Lippmann stated: "Fiction means lie?".

5. REVIEWS

The reviews should have a maximum of 1,000 words.

The work will be cited in the same way as it is specified in 'references'

The header is structured as follows:

Title (in italics)
Author, authors or coordinators
Editorial
Place of publication, year of publication
Number of pages

Example

Rolando Rodrich Portugal
La Gestión de la Comunicación Institucional en la Educación Superior
EAE
Spain, 2011
144 pp.

Additionally, name, surnames and e-mail address of the author of the review will be included.

5.1. Possible quotations are written in quotes. Then, the number of the page from which the quotation is taken will be inserted in brackets (p. 45). No data from the work is repeated because the references are already at the head of the review.

5.2. When the reviews are books in foreign language, any written quotations are translated into Spanish and quoted. Then, the number of the page where the quote was taken from.

5.3. Within the text of the review, the references of third works are written in brackets and the following elements will be detailed separated by commas in the order specified: author (if it is not the same as book under review), title of work, publisher, city and year. Example: Alfonso Nieto, in this new book the author expands outlined concepts made in his famous classic study of the Spanish press from the business point of view (La empresa periodística en España, Eunsa, Pamplona, 1973). Or from the work, the constant presence of the ideas of his great teacher is perceived (see Luka Brajnovic, journalistic ethics, Eunsa, Pamplona, 1978). The reference of the author of the book cited in the text will be made according to general rules, ie, the name in lowercase and the name in uppercase.