



RULES FOR DRAFTING FINAL TEXTS

IMPORTANT

To ensure timely production of the Book of Proceedings, it is essential that all contributions adhere to a uniform format, minimizing the need for complex adjustments. Please format your text according to the established guidelines and follow the instructions below. Thank you.

GENERAL GUIDELINES FOR TEXT EDITING

- Maximum 2500 words, excluding title, authors, abstract, keywords, appendices, references and biographical notes.
- Margins: 2,5 cm on all sides.
- Standard paragraph: Times New Roman 12, 1.5 pts. spacing, justified without indentation.
- Paragraph spacing: Preceding 0, Following 6. Avoid separating paragraphs and/or sections by pressing "Enter", use the paragraph formatting function.
- Titles: follow the template.
- Footnotes: Times New Roman 10. 1 line spacing. Reduce footnotes as much as possible (bibliographical references should be at the end).
- Numbered scheme: use the format 1. / 1.1. to hierarchise headings and sections. The section number will be followed by a full stop and hyphen, then the title will be separated by a space. The subsection number will be followed by a space before the title
- Citation System: APA system.
- Tables and figures included in the text. Centred. Title above the table or graph. Font or Note below the table or figure. Times New Roman 12
- References: Only include authors and references mentioned in the text.
- Pages number: right-aligned, in the bottom.
- The text can be written in English or Spanish.



EXAMPLE OF TEXT STRUCTURE

Title

[Times New Roman 14. Bold. Centred].

Author-a 1(UNED), Author-a 2 (UCM), Author-a 3 (U. Sorbonne)
[Times New Roman 12. Italics. Centered].

Abstract [TNR 12. Bold. Justified].

Text (maximum 500 words)

Keywords [TNR 12. Bold. Justified].

Text (5 keywords separated by dots)

[Separated from the beginning of the text by two spaces].

1.- Introduction [Times New Roman 12. Bold. Justified. Insert full stop and hyphen after the number].

Paragraph [Times New Roman 12]

[Separated from the next section by a space.]

2.- Research design

2.1 Objectives and hypotheses [Times New Roman 12 Insert only one space after the last number of the subsection].

Paragraph

2.2 Data and methods

Paragraph

Table 1

Figure 1



[separated from the next section by a space]

3.- Results

Paragraph.

[separated from the next section by a space]

4.- Conclusions

Paragraph.

[separated from the next section by a space]

References [attention: unnumbered section].

Use the APA system. [Times New Roman 10, single spaced, no space between paragraphs] Alphabetical order by surname.

[separated from the next section by a space]

Annexes (if necessary) [attention: unnumbered section]

- Paragraph.

Authors' biographies [attention: unnumbered section]

Author-a 1 (max 100 words) [Including information on affiliation and position, research topics, recent or relevant publications and email.]

Author-a 2 (max 100 words). Idem

Author-a 3 (max 100 words). Idem



FORMAT FOR IN-TEXT CITATIONS AND REFERENCES

Examples of in-text citations

Zarzuri (2016, p. 15) states that this type of militant "who surrendered his 'I' to the organisation, dissolving himself in it".

Pickard (2019) suggests that the mistrust and disaffection towards politicians and the precariousness in which young people live

- Citations in a text must appear between double quotation marks "...", without italics. The reference should include date of publication and page, separated by a comma.

Examples of references in the text

The profound socio-ideological and political changes leading to a much more individualised society (Giddens 1991; Beck 1997; Dubet 2002).

- References in the text should be arranged in chronological, not alphabetical, order. Different authors should be separated by semicolons. Different publications of a same author, dates should be separated by commas.
- If the reference mentions three or more authors, only the first author is included followed by *al.* in italics.
- If the reference includes two authors, use 'and' in between the names rather than &.

FORMAT TABLES AND FIGURES

- Include tables and figures in the text. The title should be centred
- Number tables and figures consecutively (e.g. Table 1, Table 2...Chart 1, Chart 2).
- Titles of tables and figures [Times New Roman 12] after numbering (e.g. Table 1. Socio-demographic characteristics of respondents).
- Notes or font: below the table or graph [Times New Roman 12].