



Presentation Guidelines

File characteristics:

- Text: Word, OpenOffice o LibreOffice.
- Images and tables: JPEG.

Total length: 4.000-4.500 words, bibliography included.

First page: title, authorship (name, ORCID identifier, if available, and institution), abstract (maximum 250 words) and keywords.

Text format

- A4 (3 cm on all margins).
- Simple line spacing, without separating space between lines.
- Complete justification.
- ARIAL 11 points, title 14 points, 1st level subtitle 12 points.
- Notes at the end of the text, numbered 1, 2, 3...
- Paragraphs without indentation, with a space after each paragraph.
- Numbered section headings (2, 2.1, 2.1.1...), with a maximum structure of three levels.

Tables and figures

- In JPEG files sent separately, with a resolution of 3,500 pixels on the long side, numbered and indicating location in the text. If the resolution is insufficient, a higher quality will be required.
- At the bottom of each of them, with Arabic numerals, the order, brief descriptive title and, if applicable, reference or origin in parentheses will be indicated.

Citation:

- Short quotes (up to 40 words). Within the text, between double quotes (“...”) and never in italics, and at the end of the quote the location data will be included: surname, year and page in parentheses.
- Long textual quotes (more than 40 words): in independent paragraph, indented on the left, without quotation marks, without italics and without indentation on the first line. After the full stop, the author, year and page number are quoted in parentheses.
- For internal distinctions within a citation, single quotes ('...') will be used.

Bibliographic references

- In the final section of “Bibliography”, with a forced page break.
- Only references cited in the text will be included, except in works of a bibliographic nature.
- For its preparation, APA style, 7th edition (<https://normas-apa.org/rereferences/>) will be used.
 - o Sorted alphabetically by authorship or, if none, by title.
 - o When an author has more than one work, the name will be repeated for each entry and they will be ordered chronologically.
 - o The collective works of an author will come after the individual ones.
 - o When applicable, include the complete DOI following the format recommended by APA, regardless of whether it is the print or online version. (<http://www.crossref>)
 - o For documents available on the Internet, the URL will be indicated (except if the DOI has been included) and the date of consultation in parentheses [...].
 - o In the case of works in the process of publication, “in press” will be indicated at the end of the reference.

Appendices

- They will appear at the end of the text, introduced by the word “Appendix”, with a forced page break.

Publication

- **Paper edition:** text of the presentations and summary of the communications.
- **Digital edition:** text of the presentations and full text of the communications.
- **Web:** all full texts published individually.