

## JOURNAL LOGO

Abbreviated title

ISSN: 0000-0000 (*print version*)

ISSN: 0000-0000 (*electronic version*)

## INSTRUCTIONS FOR THE AUTHORS (Template for Social Sciences and Human Sciences)

### General Information

The Journal \_\_\_\_\_ (abbreviated title \_\_\_\_\_), with ISSN \_\_\_\_\_, is a publication of (or the dissemination entity of)<sup>1</sup> \_\_\_\_\_, published continuously since \_\_\_\_\_ with a \_\_\_\_\_ periodicity. It is a moderated journal that uses the system of external review by experts (peer review) in the knowledge area covering the objects researched and in the methods used in the research. It adopts and adheres to the publication standards established in-  
2 \_\_\_\_\_

It is important to remember that compliance with the \_\_\_\_\_ requirements (*corresponding reference Style Guide*) facilitates the indexing of the journal in the leading specialty databases, which benefits the authors and their centers because of the wider dissemination of the published works.

Each issue of the journal is published in both a printed version and an electronic version; the latter is available on \_\_\_\_\_ (*Insert URL for the journal website*)

### Scope and Policy (or Scope and Coverage)

The Journal \_\_\_\_\_ aims to collaborate in the dissemination of the growing number of original research, theory studies, techniques short notices, etc. conducted in Spain (*and around the world, when appropriate*) on \_\_\_\_\_ (*specify subject matter and specialty covered by the journal*), written in Spanish and in other languages (*specify languages accepted by the journal*). The works must be original, unpublished and not under consideration for publication in another journal. The author alone is responsible for the claims made in the article.

The following types of works will be considered for publication: original research, bibliographical reviews, studies, short notices \_\_\_\_\_ (*specify types of works accepted in each case*)

**Original.** Research works on \_\_\_\_\_. They must have the following structure: summary, key words, text (introduction, material and methods, results and discussion), \_\_\_\_\_

<sup>1</sup> Hereinafter, text in italics and in parentheses represents alternative information or clarifications on specific information that each journal or knowledge area must insert.

<sup>2</sup> The most appropriate shall be adopted for the different areas of knowledge. The reference style guides and publication standards used in Social Sciences and Human Sciences are:

-**MLA** (Modern Language Association, see <http://www.mla.org>).

-**APA Manual** (American Psychological Association <http://books.apa.org/books.cfm?id=4200061&toc=yes>)

-**Chicago Manual** (UNIVERSITY OF CHICAGO PRESS. 1993. *The Chicago Manual of Style*. 14th ed. Chicago: University of Chicago Press).

-**Modern Humanities Research Association.** *MHRA Style Book: Notes for Authors, Editors and Writers of Dissertations*. London: MHRA <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>

thanks and bibliography. The maximum length of the text will be \_\_\_\_\_ size DIN-A4 pages, (or in Word format), double-spaced, font size \_\_\_\_\_, font \_\_\_\_\_, with a maximum of \_\_\_\_\_ figures and \_\_\_\_\_ tables. The number of authors should not be greater than \_\_\_\_\_.

**Reviews.** State of the matter of (a specific topic). The maximum length of the text will be \_\_\_\_\_ size DIN-A4 pages, (or Word format) double-spaced, with \_\_\_\_\_ cm. margins and font size \_\_\_\_\_. The bibliography may not exceed \_\_\_\_\_ quotations. Optionally, the work may include tables and figures.

**Short notices:** These will be accepted for quick publication. They must be limited to one printed page; the structure described above is not required, but they must include a summary.

**Technical notes:** These provide a summary description of \_\_\_\_\_. The maximum length will be \_\_\_\_\_ pages, with \_\_\_\_\_ tables or figures.

**Other (specify contribution type)** \_\_\_\_\_

### **Presentation and structure of the works**

The following publication standards are based on \_\_\_\_\_  
(Applicable Manual or reference standard)

The manuscripts must be sent in triplicate (original and two copies) to \_\_\_\_\_ C/ XXXXXXX, 6, 1º 28003 – XXXXXXX, Spain (or to the e-mail address), on DIN-A4 paper, typed on one side, double-spaced, wide margins and with the pages numbered sequentially in the upper right-hand corner (or specify files and formats accepted). The manuscript shall be accompanied by a cover letter (use template provided by the journal) asking that the manuscript be taken into consideration, with the author explaining in 4-5 lines what the original contribution of the work presented is and its new developments, a statement of non-simultaneous submission to other journals and confirmation of the undersigned authors. This letter must also transfer the copyright to the publisher. The author must keep a copy of the original to avoid irreparable loss or damage to the material. The printed document must be accompanied with the corresponding diskette, including the work in \_\_\_\_\_ format. (or by e-mail only)

Bibliographic quotations must be marked as references following the discussion or thanks, if any. The bibliographic quotations, which must be sufficient in number and adequate, must be presented in the order of appearance in the text with the corresponding sequential numbering and they shall be identified with Arabic numerals in parentheses (as appropriate based on the quotation system adopted by the journal; that is numerical, quotation-note, author-year [Harvard system]). When a quotation appears in a table or figure only, the number corresponds to the location in which the table or figure is cited in the text for the first time.

### **The manuscripts must be presented according to the following order and structure:**

#### **Title Page. First page of the manuscript**

As the cover of the manuscript, this first must contain:

- Title of the article (concise, yet informative), in Spanish and English, made up of the greatest number of significant terms possible (taken when possible from a controlled specialty glossary, such as the Psychology Glossary, available on <http://www.apa.org/>). If necessary, a subtitle may be added, not to exceed 40 letters and spaces, in Spanish and English.

- First name and two last names of each of the authors, taking into account the signature format for indexing in international databases (see the recommendations provided in <http://www.accesowok.fecyt.es/>)
- Full name of the work center of each of the authors, which is referenced beside the name of the author with Arabic numerals in parentheses (*or superscript*).
- Name and full address of the person responsible for the work of the lead author as responsible for correspondence, including the phone number and fax number, when appropriate, as well as the e-mail address, if any.
- Information on grants, aid or financial support provided (Research Projects) to subsidize the work and other specifications, when applicable.

To better prepare this page, see the template (provided by the journal) attached to these instructions on how to prepare the manuscript identification sheet.

### Summary and Key-Word Pages. Second page of the manuscript

A second, separate page must contain the first and last names of the authors, the title of the article and the abbreviated title of the journal, article content summary in Spanish and the list of key words. Both the summary and the key words must have an English version.

- The Summary of the work must be between 150 and 250 words (*or between 250-300*). In the case of the original articles, the content shall be divided into four sections (structured summary): Introduction, Material and Methods, Results and Discussion. Each of them must describe, concisely, the purpose and objective of the research, the methodology used, the most important results and the main conclusions, respectively. The novel and relevant aspects of the work must be emphasized. In the case of Special Collaborations, the work will be summarized, without dividing it into these four sections.
- Key words: Beneath the summary, 5-10 key words or short phrases shall be specified to indicate the content of the work, for inclusion in collections and national and international databases. As many as possible should be provided, up to a maximum of ten. The controlled reference terms must be used (*according to each specialty, such as the Psychology Glossary accessible on <http://www.apa.org/> for Psychology, or, for economics, the AEA/JEL Classification System codes, (AEA Journal of Economic Literature) available on [www.aeaweb.org/journal/elclasjn.html](http://www.aeaweb.org/journal/elclasjn.html)*).

### Manuscript text. Third page, which is where the manuscript text begins

The third and following pages are dedicated to the manuscript text (\_\_\_\_pages maximum if it is an Original Article, and\_\_\_\_pages maximum if it is a Review. In the case of short notices, the length shall be\_\_\_\_, and for letters to the editor\_\_\_\_ ). In the case of Reviews, Letters and other options, the structured manuscript may be included in the appropriate sections to facilitate comprehension. However, the Original works must include, to the extent possible (*as allowed by the scientific discourse of the different knowledge areas*), the following sections: Introduction, Material and Methods, Results and Discussion:

**Introduction:** You must include the foundation and purpose of the study, using the bibliographic citations that are strictly necessary. Do not include data or conclusions of the work presented. Do not provide a detailed bibliographic review.

**Material and Methods:** It must be presented with sufficient precision so that the reader can understand and confirm the development of the research. Sources and methods published previously should be described just briefly, providing the corresponding quotes, except when they have been modified. The sample size

calculation and the sampling method used must be described, when appropriate. Reference must be made to the type of documentary, critical and statistical analysis, etc. used (*indicate as appropriate by area of knowledge*). If it is an original methodology, the reasons for using it must be explained, describing any possible limitations.

When dealing with experimental works in which groups of humans or animals have been used, indicate whether the ethical criteria approved by the commission corresponding to the center in which the study was carried out have been taken into account and, in any case, whether the agreements reached in the Declaration of Helsinki, revised in October 2000, drafted by the World Medical Association (<http://www.wma.net/>) have been respected. Neither the names nor the initials of the people participating in the study sample must be used. When referencing substances or chemical products, indicate the generic name, the dosage and the administration method.

**Results:** These shall appear in a logic sequence in the text, tables or figures, without repeating the same data included in each of them. Try to highlight the important observations. Describe, without interpreting or judging, the observations made with the material and methods used.

**Discussion:** Summarize the findings, relating the observations of this study with those of other studies of interest, highlighting the contributions and limitations of each. Do not repeat the data or other material already commented in other sections in detail. Mention the inferences from the findings and their limitations, including the deductions for future research. Link the conclusions to the study objectives, avoiding gratuitous affirmations and conclusions that are not fully supported by the study data.

**Thanks:** Thank only those who have made substantial contributions to the study, but who do not warrant the status of author; the author must obtain their consent in writing. Likewise, the Council Science Editors (CSE) recommend that authors, when appropriate, provide an explicit statement of the source of their research funding, placing it among the thanks (CSE 2000) (*Conflicts of Interest and the Peer Review Process. Draft for CSE member review, posted 3/31/00.* [http://www.cbe.org/services\\_DraftPolicies.shtml](http://www.cbe.org/services_DraftPolicies.shtml)).

**Bibliography:** The bibliography must be placed after the discussion or the thanks, if any, in the format indicated above based on the order of appearance in the text with the corresponding numbering.

The recommended style for the references is indicated below in the examples; it is based on the APA standards (*only examples of this system are provided. Each journal adopts examples from the reference manual*).

- The names of the journals must be abbreviated in accordance with the consensus reached in the area of knowledge, whenever there is a reference list.

- All authors must be mentioned, up to six, or the first six plus "et al" when there are seven or more.

The bibliography must be corrected by the author, correcting it with the copy in his or her possession. Avoid using vague phrases as bibliographical quotations. Do not use those that require clarifications such as "unpublished observations" or "personnel correspondence", although they may be cited in the text in parentheses. Works that have been accepted, but not yet published, shall be included in the bibliography, specifying the name of the journal, followed by the expression "pending publication".

The bibliographic quotes must be taken from the original documents, always indicating the starting and ending page number of the work from which they are taken. To ensure consistency, at any time during the publishing process, the journal editors may require authors to send the first page (photocopy) of each of the articles quoted in the bibliography.

For journals, given the their importance for quotation indexes and Impact Factor calculations, the following shall be cited: a) author(s), with their last name(s) and first name(s), without period or comma separators. If there is more than one author, they must be separated by a comma. All of them, up to a maximum of six; if there are more than six, the first six shall be indicated, followed by "et al". Place the year, in parentheses and a period after the final author. b) Title of the article in the original language, with the appropriate spelling and accents. Place a period after the title. c) Correct name of the journal, e) issue number (no.). A comma shall be used to separate this section and section f, f) first and last pages, separated by a hyphen.

The following are examples of properly referenced bibliographic quotations:

#### **Periodical Publications**

Journal article, one author

Bekerian, D. A. (1992). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

Journal article, two authors

Klimowski, R., Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

Journal article, three to five authors

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., and White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449.

Journal article, six authors

Kneip, R. C., Delamater, A. M., Ismond, T., Milford, C., Salvia, L., and Schwartz, D. (1992). Self- and spouse ratings of anger and hostility as predictors of coronary heart disease. *Health Psychology*, 12, 301-307.

Journal article, pending publication

Bekerian, D. A. (pending publication). In search of the typical eyewitness. *American Psychologist*.

Bekerian, D. A. (pending publication-a). Role of early supervisory experience in supervisor performance. *American Psychologist*.

Bekerian, D. A. (pending publication-b). Self- and spouse ratings of anger and hostility as predictors of coronary heart disease. *American Psychologist*.

Non-English journal article, with the title translated into English

Zajonc, R. B. (1992). Bischofs gefühlvolle Verwirrunggen über die Gefühllle [Bischof's emotional fluster over the emotions]. *Psychologische Rundschau*, 40, 574-576.

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#### **Books and Book Chapters**

References to entire books

Bekerian, D. A. (1992). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

Book, group authorship (governmental agency) as publisher

Australian Bureau of Statistics (1992). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Australian Capital Territory: ABS

Published book

Bekerian, D. A. (Ed.). (1992). *People in organizations: An introduction to organizational behavior*. New York: McGraw-Hill.

Book without author or publisher

*Merriam-Webster's Collegiate Dictionary* (10th ed.). Springfield, MA: Merriam-Webster.

Encyclopedia or dictionary

Bekerian, D. A. (1992). *The new Grove dictionary of music and musicians* (3rd ed., Vols. 1-20). New York: McGraw-Hill.

English translation of a book

Laplace, P. -S. (1951). *A philosophical essay on probabilities* (Trans., F. W. Truscott and F. L. Emory). New York: McGraw-Hill. (Original work published in 1814).

Chapter in one volume of a series

Maccoby, E. E. (1992). Socialization in the context of the family. En P. M. Musen (Ed. Serie) and M. J. Martin (Ed. Vol.). *Handbook of child psychology: Vol. 4. Socialization, personality, and social development* (3rd ed., pgs. 1-101). New York: McGraw-Hill.

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### Technical and Research Reports

Report available in the GPO (Government Printing Office), governmental institution as author

National Institute of Mental Health (1992). *Clinical training in serious mental illness* (Publication DHHS No. ADM 90-1679). Washington, DC: Government Printing Office.

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### Scientific Meetings (Congresses, symposiums, etc.)

Published congress minutes, contribution published in a symposium, article or chapter in published book

Bekerian, D. A. (1992). A motivational approach to the self. En R. DeMaier (Ed.), *Nebraska Symposium of Motivation: Vol. 38. Perspectives on motivation* (pgs. 574-596). Lincoln: University of Nebraska Press.

Regularly published minutes

Bekerian, D. A. (1992). In search of the typical eyewitness. *Proceedings of the National Academy of Sciences, USA*, 89, 574-576.

Unpublished work presented at a congress

Bekerian, D. A. (1992, January). Early data on the Trauma Symptom Checklist for Children (TSC-C). Presentation given at the *Congress of the American Professional Society on the Abuse of Children*, San Diego, CA.

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### Doctoral and Master's Theses

Unpublished doctoral thesis

Bower, D. L. (1993). *Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors*. Unpublished doctoral thesis. University of Missouri, Columbia.

Unpublished Master's thesis, non-American university

Saldaña, P. (1992). *Actitudes de los padres hacia la integración escolar*. Unpublished Master's thesis, Universidad de Salamanca, Salamanca, Spain.

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## Reviews

Review of a book

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

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## Audiovisual Media

Film, limited distribution

Bekerian, D. A. (Producer), and Smith, J. N. (Director). (1992). *Changing our minds* [Film]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 35R, New York, NY 10023).

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## Electronic Media

Online journal article, access limited to subscribers

Central Vein Occlusion Study Group. (1993, 2 October). Central vein occlusion study of photocoagulation: Manual of operations [675 paragraphs]. *Online Journal of Current Clinical Trials* [Online series]. Available in: Doc. No. 92.

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## References to electronic sources (INTERNET)

WWW sites

Tilton, J. (1995). Composing good HTML (Vers. 2.0.6). <http://www.cs.cmu.edu/~tilt/cgh/> (13 Jan. 1997).

*(For some areas, the Bibliographic References format system, known as the Harvard System, may also be adopted. All details on this system are accessible on <http://libweb.anglia.ac.uk/referencing/harvard.htm>.)*

**Tables:** These must be presented on separate pages, numbered according to their order of appearance in the text with Arabic numerals. They are used to clarify important points; double documentation by means of tables and figures shall not be accepted. The titles or footers that accompany them must perfectly explain their content.

**Figures:** All types of photographs, graphs or drawings are considered figures. They are assigned an Arabic numeral according to their order of appearance in the text, identified by the abbreviated term fig.(s). The footers or legends of each one must be typed, with the corresponding number on a separate sheet. The text in the figures must be in uppercase. They must be designed to fit the format of \_\_\_ mm wide (1 column), although they may also be accepted with \_\_\_ mm. (one full page), presented with good contrast so that quality is not lost in the reduction. Micro-photographs will be accepted in these proportions for publication without reduction; they must include a linear scale. Photographs shall be sent unframed, in triplicate, identified with a

label on the back that indicates the name of the author and the number and orientation of the figure. Only when authors wish to publish several photographs in a block must they be sent framed.

The publication of figures in color must be specified in advance. The author shall be responsible for the photomechanical expenses. In this case, it is advisable to send the negatives along with the printed copies.

The figures must clarify the text in a major way, and they must be used in the minimum amount necessary.

**Abbreviation:** Only standard, universally accepted abbreviations shall be used. See Units, Symbols and Abbreviations. When a term that is used frequently in the text is to be shortened, the corresponding abbreviation must accompany it (in parentheses) the first time it appears. No Roman numerals shall be used in the text; periods shall be used to the right of the zero for decimals, not commas. Trademarks shall not be used except as needed, in which case the first time they are used they shall be accompanied by the symbol.

## **Editorial process**

The works shall be submitted together with a cover letter which requests evaluation of the same for publication in one of the sections of the Journal, expressly indicating that it is a work that has not been disseminated or published previously, sent only to the Journal \_\_\_\_\_ for evaluation and publication, if appropriate, as well as the contributions regarding originality and novelty that, according to the authors, the work contains.

The cover letter must be signed by all authors. It shall include written authorization from all people appearing in the section of thanks or from those studied during the research whose identification is essential in presenting the results. It shall also include a statement, when appropriate, accepting the introduction of changes to the manuscript by the journal editors.

The Journal's editorial staff shall acknowledge receipt to the authors of the works they receive, subsequently notifying them of their acceptance or rejection.

The editorial staff shall pass the work under consideration for publication to the Editorial Board, verifying that it suits the journal's coverage and complies with the publication standards. If it does, it will be reviewed externally.

The manuscripts shall be reviewed anonymously (*blind or double blind*) by two experts in the study subject and/or methodology used. Based on the external reports, the Journal's editorial staff reserves the right to accept / reject the articles for publication, as well as to make style modifications and/or shorten texts that surpass the established limit, committing to respect the original content. The protocol used by the journal reviewers shall be made public as annexes to these standards (*published on the journal's website. See the external evaluators protocol template*)

In the event of differences of opinion between the two evaluators, the works shall be sent to a third evaluator. External paired review will be applied to original articles, short notices, reviews (*specify*) \_\_\_\_\_ Works that are reviewed and considered for publication following modification shall be returned within a period of \_\_\_\_\_ regardless of whether minor or major corrections are requested. The authors will receive the evaluation reports from the reviewers, anonymously, so that they may make (when appropriate) any necessary corrections or replies.

In general, once the external reports have been seen, the factors on which the Journal's editorial staff bases its decision on accepting/rejecting the works are the following: a) originality: completely original, valuable information, repetition of known results; b) timeliness and novelty; c) relevance: applicability of the results in resolving specific problems; d) significance: advancement of scientific knowledge; e) reliability and scientific validity: verified methodological quality; f) presentation: good writing, organization (logical coherence and material presentation).

The author(s) of accepted articles will receive printing proofs for correction by e-mail in PDF format\_\_\_\_. These must be returned corrected to the editorial staff of the journal by fax or PDF within\_\_\_\_ hours of receipt. Only minimal corrections may be made to the content of the original manuscript without an extra charge applying.

The author or the lead signatory will receive 50 reprints of the article after it has been published. The charge for these reprints shall be paid in the minimum proportion possible by the author or authors.

### **Ethical responsibility**

It is the responsibility and duty of the editorial staff of the journal\_\_\_\_\_ to remind its collaborators of the following:

–When describing the experiments carried out on human beings, indicate whether the procedures followed are in compliance with the ethical standards of the responsible human experimentation committee (institutional or regional) and the 1975 Declaration of Helsinki, revised in 2000. No names, initials or hospital numbers shall be used, especially in the figures. When describing experiments on animals, indicate whether guidelines from an international research institution or council or a national law regulating the care and use of laboratory animals were followed.

–The institution financing the research must grant permission for publication.

–The journal does not accept previously published material. The authors are responsible for obtaining the appropriate permission for partially reproducing material (text, tables or figures) from other publications and for citing their source correctly.

**Conflict of Interest.** The Journal expects the authors to declare any commercial association that may represent a conflict of interest as regards the article submitted.

**Authorship.** The list of signing authors must include only those who have contributed intellectually to the development of the work. Having assisted in the collection of data or participated in a technique are not in and of themselves sufficient criteria for listing as an author. In general, being listed as an author requires fulfilling the following requirements:

1. Participation in the conception and drafting of the work leading to the article in question. 2. Participation in drafting the text and in any revisions. 3. Having approved the final version to be published.

The Journal waives any liability due to possible conflicts derived from the authorship of the works published in the Journal.

**Informed Consent.** The authors must mention, in the methods section, that the procedures and controls used on patients were carried out after obtaining an informed consent form.

**Copyright Transfer.** The manuscript or the cover letter shall include a Rights Identification and Transfer Sheet (provided by the journal) signed by all authors.

### **Additional Information**

The Journal confirms receipt or announces on its website (*when appropriate*) all formalities carried out to keep the authors abreast of the status of their manuscript.

The judgments and opinions expressed in the articles and notices published in the *Journal* are those of the authors and not necessarily of the Editorial Board.

Both the Editorial Board and the publishing company waive all liability for the material published. Neither the Editorial Board nor the publishing company guarantee or support any product advertised in the Journal, nor do they guarantee the claims made by the manufacturer of said product or service.