

INSTRUCTIONS FOR AUTHORS

1.- Submission of an article is taken to imply that it has not previously been published, and is not being considered for publication elsewhere.

2.- Contributions should be submitted electronically to cimu@campusmoncloa.es until January 9th, 2015. The main text should be in Word format, the figures and their references should be sent in a separate file in TIFF or JPG format.

3- Manuscripts can be submitted in English or Spanish. In both cases must include an abstract in English and Spanish (maximum 250 words) and the keynotes (3 to 6) in English and Spanish.

4.- Manuscripts must not exceed eight pages including notes and bibliographical references.

5.- Page format: DIN A4, top and bottom margins 25 mm., left margin 30 mm, right margin 30 mm, with justified text. The font used for the main text will be Arial (11 point, single-spaced).

6. –The format of the article should include:

- Title in capital letters, centred, 14 point bold (no underlining).
- Two line spaces.
- Author/s name/s, institutional affiliation (university, institution, profession...)
- Email: lower case, 10 point bold, left justified.
- Three line spaces.
- Abstract in English and Spanish (max. 250 words).
- Keynotes (3 to 6) in English and Spanish (lower case).
- Main text of the article: 11 point, justified text; paragraphs should be separated by one line space. If section titles are used they should be in bold, but not underlined. A new section should be preceded by two line spaces.

7. – For bibliographical references Harvard system should be used. When making reference to an author's work in the text, their name is followed by the year of publication. When mentioning a part of the work a page reference should be included. Where there are several authors, only the first author should be used, followed by et al. If there are more than one publication from an author illustrating the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first). Several works published by the same author in the same year should be differentiated by adding a lower case letter with no space after the year.

8. – Footnotes should be placed at the end of the article and use a 10 point font. The footnote numbers should be consecutive and be placed in the text in parentheses.

9. – The Reference section should be placed after the footnotes.

Bibliographical references. Full references should be listed alphabetically at the end of the manuscript. For detailed guidance please see the example references below:

Book: LAST NAME, Name Initial, (year of publication), *Title*, City of publication: Publisher.

Chapter of the book: LAST NAME OF THE AUTHOR OF THE CHAPTER, Name Initial, (year of publication), “Chapter Title”, in Name Initial of the compiler, LAST NAME OF THE COMPILER (comp), *Title of book*. City of publication: Publisher, pages.

Journal Article: LAST NAME, Name Initial (year of publication), “Title of the article”, *Title of the journal*. Volume (number), pages.

Web resources should be cited by indicating the URL and, when possible, the author, title, name of the site, year of publication, and date last accessed.

10.- Short biographical note at the end of the text (max. 5 lines).

11.- Authors will need to clear permissions for all illustrations, where appropriate, to submit with the article. A maximum of 4 illustrations per article is allowed. Images must be of sufficient quality to be printed and must be submitted as separate **300 dpi or higher image files in JPEG format**. They should be numbered and come with the corresponding figure caption: Fig. 1 ... (11 point bold) and references to figures in the text should be in parentheses (Fig. 1). The list of illustrations references must be submitted in a separate file in word format. If the illustrations are copyrighted the author is to assume responsibility for payment and the Congress organizers will not accept them if there are any doubts regarding this.

12. Copyright. Upon receipt of accepted manuscripts authors will be invited to complete an online Licence to Publish form.

13. Authors will receive proofs of their contributions in pdf format, for the correction of typographical errors only. In order to minimize delays, it will be assumed that proofs not returned within seven days of issue have met with the author’s satisfaction. Once the text has been corrected the paper will be published in the Congress Book.