Author Guidelines

Presentation of articles

1. Title of the article (followed by subtitles if there are) (each may contain up to 120 characters)
2. Name and Surname of the author(s).
3. The name of the university, research center or other scientific entity where the author(s) work.
4. Acknowledgments and/or funding source (if any)
5. Abstract (which must contain from 150 - 200 words)
6. Keywords (from 4-7 words)
7. The text of the article must be structured as below:
   a. Introduction
   b. Analysis and Results
   c. Conclusion
8. Bibliography and References (which must not surpass 50 titles) must meet APA style standards. References during the text must be followed by a progressive number with superscript at the end of the word and explanations must be placed at the end of the page in which the reference is being inserted.
9. Figures (following the standard formats jpeg, gif, png) must have a resolution 300-600 dpi and be introduced in separate files, showing exactly the place where they will be placed, followed by the figures nomination.
10. Tables must be created in Excel format, in separate files, showing exactly where they will be placed, followed by clear descriptive labels.

Style Guide

1. Please follow U.S. spelling and punctuation conventions (i.e., labor, not labour; globalization, not globalisation.
2. Unless noted otherwise below, all content including text, abstracts, footnotes, appendices, and references, should have the following format:
   a. 12 point Times New Roman/Times font
   b. Double-spaced
   c. Six-inch lines/one-inch margins all around
   d. US Letter page size (8.5 X 11 in.) Left justified
3. Three headings are generally adequate to organize an article.
   a. First-Level: Centered, bold, capitalize first letter of each word.
   b. Second-Level: Left justify, bold, capitalize first letter of each word.
   c. Third-Level: left justify and indent; bold, italicize ,and capitalize first letter of first word only, follow with a period, include as part of text.
      i. Example:

<div align="center">**Heading One**</div>

Heading Two

  Heading Three. Thenormalparagraphtexthere…

4. Use footnotes only to explain material that cannot be justified for inclusion in text or tables. Number the notes consecutively, using Arabic numerals, beginning with footnote "1." Use your word processing program to insert footnotes.

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