
STYLE GUIDE FOR CONGRESS PAPERS

Conference papers should be sent to the Congress Secretariat at the very latest by April 15, 2012. The reading of papers during the Congress is subject to approval by the Scientific Committee.

Language: English, Spanish, Catalan, French, Italian, Portuguese or German.

Format: Word, Open Office, RTF, .doc (word).

Length: Submissions should consist of between six and ten A4 pages (including spaces, notes and bibliography), with pages numbered in the bottom right corner.

Title and subtitle: Times New Roman 12, bold. One or two lines maximum.

Key words: Between 5 and 10 keywords on the content of the article. If possible, do not repeat words used in the title of the article.

Body of the paper: Times New Roman, 12, normal, 1.5 line spacing, justified.

Margins: Top 2.5cm, bottom 2.5 cm, right 3cm, left 3cm.

Line spacing: 1.5 lines except for "Notes", "Bibliography", and "Diagrams" where it should be single spaced.

Images and graphics: Times New Roman, 9pt, bold. If images and graphics are used (maximum eight) they should be numbered using the key Fig. 1, Fig. 2 etc. They should be included at the end of the text.

Footnotes: (Times New Roman 9pt, single spacing). All the notes should go at the end of the paper, below the title "Notes" and numbered from 1 according to the order that they appear in the context of the paper. Each one should have a different paragraph.

Citation indexes

All the quotes in the paper must appear in the reference list.

BOOKS:

Book written by one author: FAMILY NAME, Name (of author). *Book title* (italics). City, Publisher, Year, page

Book written by two authors: FAMILY NAME, Name and FAMILY NAME, Name (of authors). *Book title* (italics). City, Publisher, Year, page.

Book written by three (3) or more authors: the first time, all authors should be named - FAMILY NAME, Name, FAMILY NAME, Name and FAMILY NAME, Name (of authors). *Book title* (italics). City, Publisher, Year, page. In later references you should only write the family name of the person who appears first in the order of the authors, followed by the expression "et al."

PUBLISHED ARTICLES:

Article published in a magazine: FAMILY NAME, Name. "Article title" (in quotation marks), *name of journal* (italics), issue of the journal, city, year (00.00.0000), page.

Article published in a newspaper: FAMILY NAME, Name. "Article title" (in quotation marks), *name of newspaper* (italics), city, year (00.00.0000), page.

Article published in a catalogue: FAMILY NAME, Name. "Article title" (in quotation marks), in *name of catalogue* (italics), city, publisher, year (00.00.0000), page.

ELECTRONIC PUBLICATIONS:

In addition to the name and family name of the author(s), the web address and the date the article was accessed should be included.

REPETITION OF A REFERENCE THAT HAS BEEN CITED IMMEDIATELY BEFORE

When you repeat the exact reference of the footnote on page immediately preceding, write *ibid* or *ibidem* (in italics):

1. FAMILY NAME, Name (of the author). *Title of the book* (in italics). City, Publisher, year, page.
2. *Ibidem* (in italics).

REPETITION OF A REFERENCE

When you repeat the reference of the footnote, write *op. cit* (in italics):

1. FAMILY NAME, Name (of the author). *Title of the book* (in italics). City, Publisher, year, page.
2. FAMILY NAME, Name (of the author). *Op.cit* (in italics). Page.

ABBREVIATIONS

If you use abbreviations in the paper they must be defined the first time they appear in the text before being used in the abbreviated form. For example: UNESCO (United Nations Educational Scientific and Cultural Organization). Please do not define or use abbreviations in the title.

BIBLIOGRAPHY

Times New Roman 9pt, single spacing.

If the author is deemed relevant you may include them in the bibliography. They should be included at the end of the document, after the footnotes page. Each one should appear in a separate paragraph and listed in alphabetical order by author's surname.

IMAGES

Times New Roman, 9pt, bold

The descriptions of each of the images should appear at the end of the document, after the "Notes" and "Bibliography" in "Images". When describing these images, indicate the author(s), title and year:

Fig 1. Description of the picture. Author(s) (name and family name), year.

The name of each one of them should be: Fig 1, Fig 2 etc, in the order of appearance in the context of the article.

Reading of papers during the Congress:

Languages: Catalan, Spanish, English

Reading time: Maximum 10 minutes.