

UFV EDITORIAL

# Manuscript Guidelines

VICE PRESIDENT OF FACULTY AND  
ACADEMIC AFFAIRS



Universidad  
Francisco de Vitoria  
**UFV** Madrid

UFV Editorial accepts only original manuscripts with final text and corresponding reproduction authorizations. Under no circumstances will provisional manuscripts be accepted.

## TEXT

- Authors should submit a printed copy of the manuscript and a digital file in Word format, A4 size, font Times New Roman 12-point case and 1.5 spacing.
- The first page should include the following information: Title, running title (where applicable), name of author/s, coordinators and editors (where applicable).
- Justified text.
- Should the chapters be numbered, the numbering must follow the decimal system starting at 1.

## IMAGES

- Images must be owned, authorized for commercial publication or royalty-free.
- Illustrations, charts, maps and graphs must be inserted where the text refers to them and accompanied by their respective legends or captions. If the images cannot be inserted, their position shall be visibly indicated
- All images should be attached on separate files and named including the chapter title and order in which the image appear (chap\_2img\_1.tif) in the following format:
  - Printed or digital manuscripts: correct size image, 300 dpi, CMYK and preferably tif. or jpg. format.
  - Manuscripts exclusively digital: correct size image, 115 dpi, RGB tif. or jpg. format.
- Images should not have been *modified* by an image editor.
- Images that do not conform to the requirements described above will not be accepted.

- The Editor may vary the image size and position with the author’s permission.

## QUOTATIONS AND NOTES

- Quotations under 3 lines must be enclosed in quotation marks. Quotations longer than 3 lines will not have quotation marks but will be indented. Font 12-point case. A blank line should be left before and after the quotation.
- Footnote references must be indicated in the text, after the word it refers to and before a punctuation mark, should there be one. References must be numbered consecutively following the order in which they are cited (without brackets or other signs).

## BIBLIOGRAPHY

The APA style must be used for bibliographic citations. Below is a quick reference guide:



## ORTHOTYPOGRAPHY

- Avoid bold lettering when possible.
- Avoid underlining text.
- Italics should only be used for books, magazines, newspapers, and conferences titles, foreign words or to highlight words or sentences.
- Paragraphs must end with a period and followed by a new paragraph.
- No blank line must be left between paragraphs.
- French style quotation marks («») must be used when required. Should there be quotation marks inside quotation marks, the inner ones should be straight (""): «.....".....". ». The Period, colon and semicolon must be placed after the closing quotation marks. In the instance where there is an ellipsis, it must be placed before the closing quotation marks and the corresponding punctuation sign must follow the closing quotation marks.
- The use of unnecessary foreign words must be avoided.



