# Title of the article in the original language

## Title of the article in Spanish

## Title of the article in English

Name (s) and Last Name (s) of the first author

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Undergraduate and Postgraduate studies

Position

University, city, country

ORCID ID

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Position

University, city, country

ORCID ID

Abstract

The abstract is a brief presentation of the manuscript, where the author should give an overview of the basic content and relevance in the field of research by raising the interest in the readers. The abstract and the keywords facilitate the identification of this article in scientific databases; therefore, it is important that the author highlights the objectives of the study, methodology applied, main findings or results and conclusions. This section should be a paragraph of no more than 250 words written in third person. Citations, figures, charts and graphs should not be included here and their content and information should be found in the main body of the text. Key words in the abstract should appear in the part of “keywords”, as shown below. List between four and ten key words or short phrases specific to the subject of the article, separated by a comma and written in italics. The abstract and keywords should be in the article´s original language and translated into Spanish and English.

Keywords: *Word 1, word 2, word 3, word 4*, word 5, etc.

Abstract

In this section, the abstract translated into English is shown.

Keywords: *Keywords translated into English appear in this section.*

The next part of the text is reserved for the introduction of the article. As stated in the APA style, a title of “Introduction” is not needed here, given that its content and location allows it to be identified as such.

Here, the purpose and significance of the article should be defined. In this section, the approach to the problem should be developed, pointing out the background of the study; previous studies or facts leading to the topic of the article should be mentioned.

## Organization of issues in the article

After the introduction section, the author is free to outline the issues of the article as he/she considers appropriate. Depending on the manuscript type, it will be necessary to include sections such as: methodology (how the investigation was carried out, precise description of the method and techniques for data analysis applied), results (findings of the investigation answering the research question or objective and consistent with the development of the article), and discussion (explanation of the results and their interpretation in the perspective of other studies).

The following is a series of (mandatory) technical instructions about elements in the presentation of the manuscript for submission and how tables, figures and graphs should be inserted. In addition to that, information about levels of headings and citation according to APA style is given. (It is responsibility of the author to verify that his/her manuscript meets the criteria provided here and, if necessary, to consult additional information about APA style not presented here).

Elements in the presentation of the manuscript

* All pages of the document should have a margin of 3cm (1, 1 in.) on each side.
* The entire document should be written in Font Times New Roman
* Font size 12, with some exceptions specified below
* From the introduction section, the first line in each paragraph should be indented 1cm. (0.39 in.)
* The body of the text should be justified
* Sections in the article are not numbered
* Pages in the articles are not numbered
* To list concepts or items a 1 cm (0.39 in) indented black dot should be used.
* To list sub-concepts or sub-items a 2 cm (0.78 in) indented white empty dot should be used.
* The whole text should have 1 cm line spacing, except for the list of references.
* Title of the article
* The title of the article in the original language should be in font size 16 pt.
* The title of the article in Spanish and English should be in font size 14 pt.
* Spacing between paragraphs is mandatory.
* Direct quotations of 40 words or longer must be indented 2.54 cm (1 in.)
* Format each reference in the list of references with a hanging indent 1.27 cm. (0.5 in.)

Tables and figures

All tables and figures should be mentioned exactly as they are cited the first time and their content briefly explained when referring to them. For example, if the figure has as title “figure 1”, the author should use this name throughout the text and never use expressions such as “in the figure below” or “in the table on page 3”. Both, tables and figures should be placed in the center of the document.

Presentation of tables:The formatting of tables required here follows the guidelines of the APA style, seventh edition.

* The table should be organized into three horizontal rows. At the top of every column there should be a title describing the data presented in it.
* A note beneath the figure is added either to add information or to cite its source. The word “Note” is in italics followed by a dot.
* If the table is not the author´s, a reference should be added to the note, as:

Adapted/Taken from “A Dimensional Model of Personality Disorder,” by J.L. Tackett, A. L. Silberschmidt, 2008, Journal of Abnormal Psychology, 177, p. 457.

* If the table is the author’s, indicate it too (e.g. Source: own elaboration)

**Table 1**

*Table title*

|  |  |  |  |
| --- | --- | --- | --- |
|  | DATA 1 | DATA 2 | DATA 3 |
| TITLE ROW 1 | xxx | xxx | xxx |
| TITLE ROW 2 | xxx | xxx | xxx |
| TITLE ROW 3 | xxx | xxx | xxx |
| TITLE ROW 4 | xxx | xxx | xxx |

*Nota.* Explicación de información importante y referencia.

Presentation of figures:This section includes graphs, diagrams, drawings and pictures. The formatting of figures required here follows the guidelines of the APA style, seventh edition.

* Figure 1 (2,3…) in bold above de figure. Times New Roman, 10.
* Title in Times New Roman, 10, below the number of the figure. It must be short, simple and descriptive.
* A note is placed beneath the figure, if necessary, with a brief description or relevant information. Times New Roman, 10.
* If the figure is not the author´s, reference information should be included in the note, as:

Adapted/Taken from “A Dimensional Model of Personality Disorder,” by J.L. Tackett, A.L. Silberschmidt, 2008, Journal of Abnormal Psychology, 177, p. 457.

* If the figure is the author’s, indicate it too (e.g. Source: own elaboration)



*Figure 1.* Title. Description or important information.

Reference:

Heading levels

## Level 1

Level 1 heading is centered, boldfaced in 14 pt. It is an uppercase and lowercase heading. The paragraph begins below and it is indented. There should be a space between the heading, the preceding and following paragraphs.

Level 2

Level 2 heading is flushed left, boldfaced in 12 pt. The paragraph begins bellow and it is indented. There should be a space between the heading, the preceding and following paragraphs.

Level 3.Level 3 heading is indented 1.0 cm (0.39 in). It is boldfaced in 12 pt. It is a lowercase heading ending with a period. The paragraph begins after the heading.

Level 4.Level 4 heading is indented 1.0 cm. (0.39 in.) It is boldfaced and italicized. It is a lowercase heading ending with a period. The paragraph begins after the heading.

Level 5.Level 5 heading is indented 1.0 cm (0.39 in.) and italicized. It is a lowercase heading ending with a period. The paragraph begins after the heading.

Citing according to APA Style

Direct quotations.These quotations reproduce word by word text taken from external sources. The citation must contain the author(s)’ last name(s), the publication date and the specific page number; if the document does not have the pages numbered, it is necessary to indicate the paragraph number (use the abbreviation “para.”).

Less than 40 words.If the quotation is less than 40 words, it must be included in the text, within quotation marks and using roman letters, as:

Preceding text to the citation in the same paragraph. According to Gonzalez et al. (2013) “text cited as in the original source” (p. 135). Continuation of the paragraph.

Preceding text to the citation in the same paragraph. “text cited as in the original source” (Gonzalez et al., 2013, p. 135). Continuation of the paragraph.

40 words or longer.If the quotation is 40 words or longer, display it as a free standing block of text, indented 2.54 cm (1 in.), no quotation marks are used and the citation must not be italicized., as:

Preceding information to the textual citation (the author(s) and date of publication are indicated). Silva (2012) states that

In this freestanding block of text, the complete quotation is written (more than 40 words) as it appears in the document where it has been taken from. In case of adding information that does not belong to the original document, use square brackets [additional or clarifying information]. The paragraph must be indented (pp. 57-58).

Preceding information to the textual citation.

In this freestanding block of text, the complete citation is written (more than 40 words) as it appears in the document where it has been taken from. In case of adding information which does not belong to the original document, use square brackets [additional or clarifying information]. The paragraph must be indented. (Silva, 2012, pp. 57-58).

Paraphrased citations.These quotations restate someone else’s work in a new way (using your own words). The author’s last name, the publication date of the paraphrased document must be included in the same paragraph, as:

According to Garcia (2010), followed by the paraphrased information.

Paraphrased information followed by the cite in brackets (Garcia, 2010).

Citation of works by two or more authors.If the work has two authors, cite their last names separated by “&” and indicate both last names every time you reference the work in the text: Gutierrez & Rodriguez (2015) or (Gutierrez & Rodriguez, 2015).

When the work has three or more authors, the first author’s last name is cited followed by “et al.”, as: Hernández et al. (2008) or (Hernández et al., 2008)

If the works has six or more authors, the last name of the first author is indicated followed by et al. and the year, from the first time their work is referenced: Silva et al (2010) or (Silva et al., 2010).

**Citation of several works in the same parentheses.** Quotations of several works by different authors must be mentioned in alphabetical order and separated by semicolon, as: (González, 2005; Pérez et al., 2000; Rodriguez & Gómez, 2016).

For works done by the same authors with different publication dates in the same parentheses, the authors’ last names must be indicated followed by comma or “&” and the publication dates in chronological order, as: (Rodriguez & Gómez, 2000, 2016).

To cite in the same parentheses several works by the same author or the same group of authors that coincide on the publication date, each work must be distinguished with the suffixes *a*, *b*, *c*, *d*, etc., as: (Pérez & Martinez, 2003a, 2003b, 2003c).

Footnotes. These notes are not used to reference works cited in the text. All the references go at the end of the article in the Reference Section. The footnotes provide additional information about the content of the text or about the status of copyright permissions of contents taken from external sources.

## Conclusions

This section summarizes the most relevant elements of the study. It must be consistent with what is said in the rest of the document. In addition, the author could suggest future research on the topic.

References

The list of references must be in alphabetical order. It has double space and hanging indent 1.27 cm. (0.5 in.) It is compulsory to include active links of the online documents and the sources cited in the article must be referenced in this list and vice versa. Digital Object Identifier (DOI) must be included if the sources have it. You can verify if your consulted sources have DOI using the following link: <https://doi.crossref.org/simpleTextQuery>.

Below are some of the reference models for different types of documents:

Author’s last name, Name’s initial. (Year). *Name of the book in italics* (edition number, if applicable). Publisher.

Author’s last name, Name’s initial. & Second author’s last name, Name’s initial. (Year). Name of the chapter in Editor’s last name (Ed.), *Name of the book in italics* (xx ed., Vol. xx, pp. xx-xxx[[1]](#footnote-1)). Publisher.

Author’s last name, Name’s initial. (Year).Name of the article*. Name of the journal in italics, volume*(issue), xx-xxx[[2]](#footnote-2).

Author’s last name, Name’s initial. (Year). Name of the article*. Name of the journal in italics, volume*(issue),xx-xxx. http://linkofthearticle.

Author’s last name, Name’s initial. (Year). Name of the article*. Name of the journal in italics, volume*(issue),xx-xxx. http://DOInumber

Author. (date of last update). *Title of the work in italics*. Website name[[3]](#footnote-3). <http://xxxxxxxx>.

1. If the book does not have edition or volume, skip this information. [↑](#footnote-ref-1)
2. Page numbers. [↑](#footnote-ref-2)
3. If the author and the name of the website are the same, skip the latter. [↑](#footnote-ref-3)