

INSTRUCTIONS FOR AUTHORS SUBMITTING ORIGINAL MANUSCRIPTS

1. General Requirements for texts

Writing a text implies that the author undertakes to comply with the following requirements:

- Texts must respect the technical and general requirements as set out below.
- The text must be unpublished and original.
- The author is responsible for the content of the text and for its originality.
- The author must have obtained any permissions necessary to reproduce images or other information that may be subject to copyright laws.

2. Specific requirements for texts

All texts must be accompanied by a first page which will contain the following information:

- Name and surname of the author
- Title
- Learning institution or place of work
- E-mail address
- Contact telephone number

2.1. Language

The title, abstract and keywords must be in the two official languages of the Basque Country (Euskera and Castilian Spanish) and in English. For the text, the author may use whichever language he/she chooses, giving preference to his/her mother tongue.

2.2. Size of texts

A distinction is made between theoretical texts and descriptive texts.

- Theoretical texts: between 3,000 and 4,500 words
- Descriptive texts: between 1,000 and 1,500 words

2.3. Title, subtitle and author(s)

The title and subtitle will describe the text content and will have a maximum length of 150 characters, including spaces. As regards authors, apart from surnames and names, their credentials, learning institution or place of work and e-mail address must be indicated.

2.4. Abstract and keywords

Each text will be accompanied by a summary where the object of the study is synthesised and the conclusions are anticipated. The abstract will be delivered in the three languages indicated above and will have a maximum length of 200 words.

A maximum of five keywords will be defined that should not repeat the text of the title. Obvious words such as architecture, urbanism, sustainability, etc. should be avoided. As with the abstract, the keywords will be delivered in the three languages indicated above.

2.5. Text

The text will be organized, where appropriate, in consecutively numbered sections (1, 2, etc.). In the event that there are sub-sections, these will be numbered as follows: 2.1., 2.2., and so on.

The personal or impersonal style may be used at the author's discretion. However, in order not to influence the reviewers of the texts, the author will have to refer to his own work in the third person.

When highlighting any part of the text, bold should be used and for citations, italics.

2.6. Citations

These can be in italics and in continuity with the text if they have a total of less than 35 words. In this case there will be no quotation marks. If the citations exceed the 35 word extension they will be put in a separate paragraph, in italics and enclosed in English quotation marks (" "). In the event that part of the text of the quotations is omitted, periods shall be used between the brackets to indicate it.

Each quotation will be accompanied by the author's first surname and year of publication (Author, year) of the reference text. The reference text will be specified in the Bibliographic Reference.

2.7. Footnotes

Footnotes will be placed at the end of the text and will be indicated with Arabic numerals.

The notes will not be used to indicate bibliographical references that must appear in continuity with the quotation as indicated in the previous section.

2.8. Illustrations

A maximum of 10 images and a minimum of one can be incorporated into each text. Each image will be numbered consecutively with Arabic numerals. The text will indicate the reference to each image as follows: (fig. 1), (fig. 2), and so on. The position of the image in the publication will be decided in the layout phase.

Each image must be accompanied by a photo caption that will be specified in a separate file.

Images will be delivered in .tiff format with a resolution of 300 dpi. Any image that does not meet these requirements will be automatically discarded.

2.9. Tables

Each text can contain a maximum of three tables that will be delivered in a separate file. Each table will be identified with an Arabic number in a correlative form (tab.1), (tab.2), etc. The same nomenclature shall indicate their position in the text.

2.10. Bibliographical references

The Harvard system of citations and bibliographical references must be used, whose specifications can be found on the web page link:

http://www.prigepp.org/congreso/documentos/Sist_de_citas_ref_bibl_Harvard.pdf

3. Remittal of articles

The following copies of each work in digital form will be sent:

- ✓ Full copy, including the author identification page, in .doc format. The file name will consist of an abbreviation of the title and a maximum of three words.
- ✓ Partial copy in .pdf format for submission to reviewers. In this case the author's identification sheet will be omitted to guarantee anonymity. The file name will be the same as the previous one preceded by the word revision. (Eg: revision_name file).

Tables will be submitted in a separate file in .doc format. The file name will be the same as the text preceded by the word tables. (Eg, tables_name). For the pdf version, intended for reviewers, the tables will be inserted into the text.

Images will be delivered in a separate file, .zip or .rar. The name of the file will be the same as that of the text file preceded by the word images (eg: images_file_name). The file corresponding to each image will be named by adding the identification code of each illustration to the name of the text file (eg fig1_file_name, fig.2_file_name, etc.). As with the tables, in the version for revision the images will be inserted into the text in the position that corresponds to them.

In the .zip or .rar file that contains the images, a .doc file will be placed, which indicates, for each illustration, the corresponding photo caption.

All of these documents will be sent to the following email address:
coleccionmetodologias@gmail.com