

EDITORIAL UFV

Procedure of
publication



Universidad
Francisco de Vitoria
UFV Madrid

UFV Editorial will only accept originals whose text is definitive and has the corresponding reproduction permissions. In any case, there will not be allowed provisional versions of works.

TEXT

- The author will send to UFV a printed copy of his work and a digital file in Word, A4, Times New Roman, size 12 and line space 1,5.
- On the first page there will be the title and subtitle (if any) of the work and the name of the author or authors. The same happens with coordinators or editors if any.
- An index without page will be included.
- In the onomastic index, if it exists, the entries that must appear without including page numbers will be added. • The text shall be justified.
- In the case of numbering the chapters, the decimal numeration correlative from 1, shall be followed.

The images

- Must be your proprietary, authorised for commercial publication or be free of rights.
- Illustrations, tables, maps, graphs, shall be inserted in their proper place in the text and shall be accompanied by their respective legends or illustrations.
- If the images cannot be inserted, their position shall be visibly marked.
- In any case the images should be appended in separate files and will be named citing the chapter and the order of appearance (cap\2_img_1.tif) in the following format:
 - Images should not have been replaced by an image editor. Replacement does not increase image quality.
 - Images that do not conform to the aforementioned qualities shall not be included in the work.
 - The editorial may vary the size and position of the image for reasons of settings always with the authorization of the author.

Citations and Notes

- Textual quotations will be quoted when they are less than three lines, if they have more than three lines they will go without quotes and bleeding, to a body 10 letter and with a blank line before and after the appointment.
- Footnote calls shall be indicated in the text with the corresponding number (without parentheses or other signs) which shall follow the word to which they refer and this word is followed by a punctuation sign, between it and the sign itself, never after this, unless it is a point corresponding to an abbreviation.

Bibliography

- For bibliographic citations the style would be used: Vancouver, APA

Orthotypography

- Bold will be avoided whenever possible.
- Also, the underlining of the texts will be avoided.
- The italics will be used exclusively for the titles of libros, magazines, newspapers, conferences, foreigners or latinisms or to highlight words or phrases.
- Paragraphs shall end with an end.
- Between paragraphs no blank line is left.
- Angle or Latin quotes (""") shall be used when the standard so indicates. In the case of quotation marks between quotation marks, the interiors shall be straight or English ("""): "...." "....."..."".
- The point, comma and final comma are placed after the closing quotes; if there are three points, they are placed before the closing quotes and then the corresponding sign.
- Unnecessary foreigners words must be eliminated.
- The acronym shall be used if it is equivalent in Spanish: the U.S. and not USA. The plural of acronyms is not graphically marked with the s, which is correct to pronounce in the oral language, so it is appropriate to write NGOs, not NGOs or NGOs.
- In lowercase are written common names and: Months and days of the week.

The positions: the minister, the president, the ambassador, the director, the general, the bishop, the judge, the magistrate, the king, the pope, the prince, the doctor, the rector, the Vice-rector, the deca, etc. after two points it should be lowercase except if you enter a quoted quote that will start with a capital letter.

- Upper case, to the right extent. Beware of the indiscriminate-swimming use of capital letters. In the following link you can check the recommendations for use of upper and lower case letters of the RAE: <http://lema.ra.es/dpd/srv/search?id?BapzSnotjD-6n0vZiTp>
- Departmental names have initial capital letters. They go with initial capital letters and Master's degree work. Your abbreviations will be TFG and TFM.
- Doctoral thesis in capital letter.
- They go with uppercase initial Titles Own, Graduate, Doctorate and Master's Degree: Master's Degree in... or when appointed as a category: Postgraduate students, when general refers to it goes in lower case: I took a master with a lot of use.
- Educational Community and University Community go with Initial capital letters
Accent Mark:
- The capital letters are marked: CONFECTION.
- Abbreviations are marked if they keep the vowel accentuated of the word: núm. pág.
- It does not carry tilde "only" even if it is adverb. They do not carry demonstrators although they are pronouns "this/to/o", "that/to/o", "that/the/him". It does not carry the word "script". The conjunction or never carries tilde, not even when going between numbers. Curriculum is an adapted word, so it is written in round and tilde. Its plural is resumes.

- Rating: One does not write point:
- After the signs of interrogation, exclamation and suspensive points.
- In front of a closing sign of quotation marks, parentheses, brackets or stripes. In the expression of years: 2016, 1995.
- When you write numbers of more than four digits, you will group these three-to three, starting from the right, and you will put a space between the groups. In order not to be divided at the end of a line, a gap shall be used: 8 327 451. The numbers of four digits are written without spacing: 2458 (No 2 458).
- After the titles and subtitles, the table headers and tables and texts that appear under illustrations, photographs, diagrams, etc.
- On covers, covers, prologues, letter signatures and other documents, or any other time they appear alone in a row.
- The acronyms are written without point: UN, instead of O. N. U. The paragraphs are closed with an end point. After a point a space must go. The suspensive points are only three and will never go with the abbreviation etc.
- Percentages and other symbols (km, cm...). It will be a space between the figure and the percentage or symbol. In order not to be divided at the end of a line, a gap shall be used: 25 %, 56 km, 18 °C. However, they are written stuck ° and ''' when they go alone: 15°, 12', 15'''.

Abbreviations and symbols.

- The first ones are knitted, the seconds, no.
- They are short for: p. Admon. , a. C., Apdo.... See full list in <http://www.ra.e.es/diccionario-panhis-panico-de-doubts/apendices/abbreviations>).
- They are symbols: km, cm... (See full list in <http://www.ra.e.es/diccionario-panhispanico-de-doubs/apen-dices/simbolos-signos-no-literaizables>).
- They are invariable in plural.

UNIFICATIONS

- Writing of the dates. It is unified to day, month and year and when more must be specified week or fortnight is added: 5 ju-nium 2016, June 2016, second week June 2016, first fortnight June 2016.
- Writing of hours. The format will be used with two points: 9:00. • Coins: €/euros and other currencies that may appear are unified to the developed form: euros.
- Writing prefixes. Join the accompanying word: superfast, co-founder...
- The numerical representation of the ordinals will be: 1.º, 1.ª, 1.er, the character in flight will not be underlined.



