**Chapter Title**

*Name*

*Affiliation*

**1. LEVEL 1**

**1.1. Level 2**

*1.1.1. Level 3*

The manuscripts are to be sent in Word format or compatible (not PDF). They should not include a summary or an abstract, nor keywords. Line spacing should be 1.5, in Times New Roman 12 font and a 10 point spacing after paragraphs. Default margins. Justified alignment. Do not number pages.

Paragraph beginnings are not indented. “English quotation marks” are to be used, with punctuation marks placed inside them. For *emphasis*, *metalanguage* or *foreign language words*,italics are to be used.

The approximate length of each contribution is to be 5000-6000 words, including bibliography and annexes. APA (sixth edition) should be used for citations and bibliographic referencing: <http://www.muhlenberg.edu/library/reshelp/apa_example.pdf>.

Direct quotations outside the body of text (those longer than four lines) are to be indented on the left with a default tabulation, and in font size 10 with single line spacing. Referencing of the citation’s author, year and page are to be placed here (Author, 2017, p.1):

This is an example of a quote outside the body of text. This is an example of a quote outside the body of text. This is an example of a quote outside the body of text. This is an example of a quote outside the body of text. This is an example of a quote outside the body of text. This is an example of a quote outside the body of text. This is an example of a quote outside the body of text. This is an example of a quote outside the body of text. This is an example of a quote outside the body of text.

Use the least amount of footnotes possible and these should be in font size 10, justified alignment and single line spacing. Each footnote’s number should come before the corresponding punctuation mark[[1]](#footnote-1).

The bibliographic references section is to be referred to as the **Bibliography**, although it should not be numbered. To insert a bibliographic citation in the text, we recommend using the function included in Microsoft Word for this purpose (*References - Insert citation)*, using *APA Sixth* style. This enables you, if necessary, to change in one go all of the publication’s bibliographic references automatically. To do this you can use the function *References - Bibliography - Insert bibliography.* This allows you to insert automatically the entire bibliography quoted in the document in the corresponding section.

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| **Element 1** | **Element 2** | **Element 3** |
| The table’s content is to be in font size 11 and single line spacing. |  |  |
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**Table 1.** Each table, figure or graph should have a legend, using this format

(centred, size 11 and single line spacing).

Spelling in papers in English should be British English or American English consistently.

1. Example of a footnote. [↑](#footnote-ref-1)