

Guidelines for preparing manuscripts

1. Manuscript format and structure

The authors should use the following [template](#) to send their manuscripts and follow the guidelines outlined in it.

2. Numbers

Manuscripts should comply with the following considerations:

- Decimals should be separated by a period (E.g. 0.5).
- Use a zero before decimal points when the number can be higher than 1 in absolute terms (E.g. Cohen's $D = 0.70$).
- Do not use a zero before the decimal point when the number cannot be higher than 1 in absolute terms (proportions, correlations, statistical significance levels) ($\alpha = .01$).
- Do not use commas to separate groups of three digits (E.g. 251945 subjects).
- Use words to express numbers from zero to nine and numerals to express numbers higher than 10, except in cases in which the numbers:
 - Precede a unit of measurement (E.g. cm).
 - Represent a statistical or mathematical function, a percentage, a ratio, a percentile, or a quartile (E.g. 2%).
 - Represent times, dates, ages, scores on a scale, or precise amounts of money (E.g. 8 months).

- Denote a specific place in a numbered series, parts of a book and tables (E.g. Cohort 1).

For further information, consult the following paper:

Frías-Navarro, D. (2020). *Herramientas para la redacción del informe de investigación. 7ª edición del Manual de Publicación APA (American Psychological Association)*.
<http://www.uv.es/friasnav/EscribirnumerosFormatoAPA.pdf>

3. Tables and figures

Cite tables and figures in the text. These should provide additional information, in other words, they should not duplicate information already included in the text of the manuscript. Tables and figures should not take up more than one page.

Do not include vertical lines in tables and use the same size and type of font as the rest of the manuscript. Occasionally, a smaller font can be used to enable the table to fit on one page, although font size smaller than Calibri 8 must not be used. Use single spacing in the body of the table.

Tables should permit editing and must not include images. All tables will have the following format:

Table 1 [Format of table numbering: Calibri 11 points; aligned to the left; bold font]

Table title [Format of table title: Calibri 11 points; aligned to the left; italics]

Variables	Group A		Group B	
	Subgroup A.1	Subgroup A.2	Subgroup B.1	Subgroup B.2
Variable 1	23	25	24	26
Variable 2	4	3 ^a	5	2
Variable 3	56 [*]	46	46	57 ^b

Note. Explanations to clarify the contents of the table or copyright attributions are included as notes. Not all tables require notes.

^a Note type 1.

^b Note type 2.

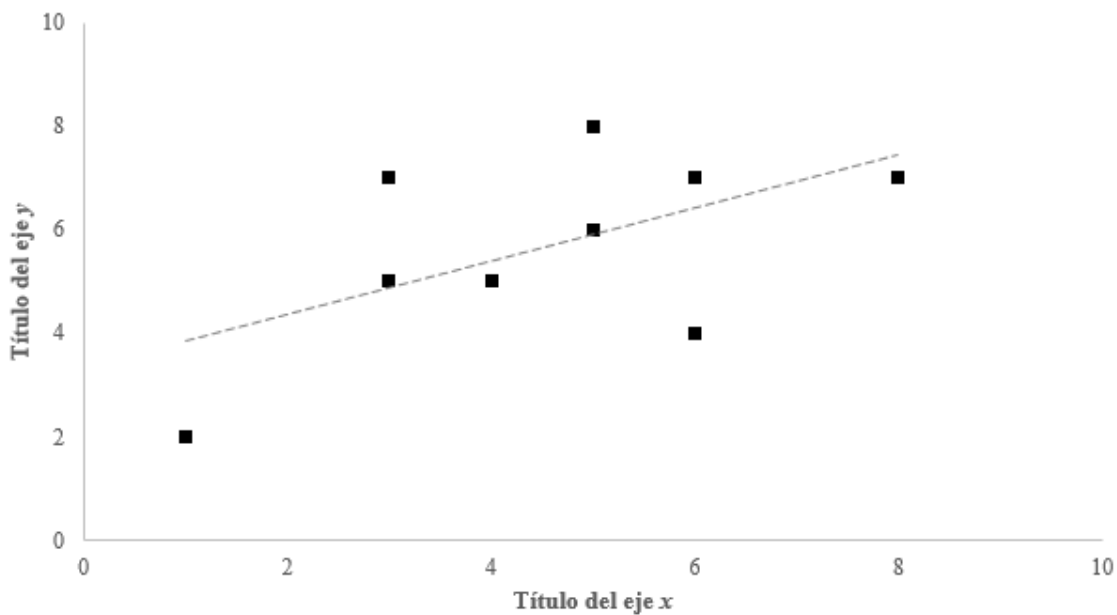
* Significance level.

Construct figures in grayscale unless there is a reason to do otherwise. When sending files, upload images as independent files in JPG or TIFF format with a technical quality in accordance with the standard for most printers (300 dpi).

All figures must have the following format:

Figure 1 [Format of figure numbering: Calibri 11 points; aligned to the left; bold font]

Figure title [Format of figure title: Calibri 11 points; aligned to the left; italics]



Note. Include explanations about figure content or copyright attributions as notes.

Not all figures require notes.

^a Note type 1.

^b Note type 2.

* Significance level.

4. Citations and bibliographic references

The format of citations and bibliographic references should follow the seventh edition of the *Publication Manual of the American Psychological Association* (APA). Authors must check full correspondence between in-text citations and the list of bibliographic references.

4.1. In-text citations

- In-text citations must include the names of each of the authors in alphabetical order separated by a semicolon.
- Include direct quotes of up to 40 words in the text in quotation marks. Quotes longer than 40 words must be included in an independent paragraph indented 0.5 inches (1.27 cm) without quotation marks.
- The page number should be included for direct quotes.

Author type	Citation in parentheses	Narrative citation
One author	(Levin, 2019)	Levin (2019)
Two authors	(Ballesteros & Mata-Benito, 2018) Note: Use “&” to separate the surnames of the two authors.	Ballesteros and Mata-Benito (2018) Note: Use “and” to separate the surnames of the two authors.
Three or more authors	(Pérez Juste et al., 2009)	Pérez Juste et al. (2009)
Corporate author, without acronym	(Ministerio de Educación y Formación Profesional, 2021)	Ministerio de Educación y Formación Profesional (2021)
Corporate author with acronym	First citation: (Organization for Economic Cooperation and Development [OECD], 2019) Following citations: (OECD, 2019)	First citation: Organization for Economic Cooperation and Development (OECD, 2019) Following citations: OECD (2019)

4.2. Bibliographic reference list

- Only include sources in the reference list that have been consulted directly. Do not, under any circumstances, include references of works cited in the consulted sources.

-
- Arrange the references of all the sources cited in the text in alphabetical order of the first author's surname.
 - If two or more sources by the same authors are listed, arrange these chronologically. Arrange entries from the same year by title¹ and add a lower case letter after the year (2021a, 2021b, 2021c, etc.). This letter must be included in the in-text citation of the source.
 - In sources of unknown date, use the abbreviation n.d. for no date in parentheses.
 - If available, include a DOI (*Digital Object Identifier*) or URL for the document. It is not necessary to add “retrieved from” or “consulted in” before the DOI or URL.
 - If a document has both a DOI and a URL, include only the DOI.
 - The DOI should start with “https://doi.org/” or “http://dx.doi.org”.
 - Authors are advised to shorten long DOI or URL (70 characters or longer) using shortDOI (<http://shortdoi.org>), or with a tool to shorten URL (for example, Bit.ly or Goo.gl).

¹ Do not take into account articles that precede the nouns (a, the, etc.) when ordering the sources.

Document type	References
Articles in journals	<p>Surname, A., & Surname, B. (Year). Article title. <i>Journal title</i>, volume (issue), first page-last page.</p> <p>Surname, A., & Surname, B. (Year). Article title. <i>Journal title</i>, volume (issue), first page-last page. https://doi.org/ / https://xxxxx</p>
Book	<p>Surname, A., & Surname, B. (Year). <i>Book title</i>. Publisher.</p> <p>Surname, A., & Surname, B. (Year). <i>Book title</i>. https://xxxxx</p> <p>Surname, A., & Surname, B. (Year). <i>Book title</i>. Publisher. https://doi.org</p> <p>Editor, A., & Editor, B. (Eds.) (Year). <i>Book title</i>. Publisher.</p>
Chapter of book	<p>Surname, A., & Surname, B. (Year). Chapter title. In A. Editor & B. Editor (Eds.), <i>Book title</i> (Edition, volume, pp. xx-xx). Editorial.</p>
Conference session	<p>Surname, A., & Surname, B. (Year, first page-last page). <i>Title of contribution</i> [Type of contribution]. Name of conference, Location. https://doi.org/ / https://xxxxx</p>
Doctoral theses	<p>Unpublished:</p> <p>Surname, A.A. (Year). <i>Title of thesis</i> [Unpublished doctoral thesis]. Name of institution.</p> <p>Published:</p> <p>Surname, A.A. (Year). <i>Title of thesis</i> [Doctoral thesis, Name of institution]. Database or archives. https://xxxxx</p>

Note. Common source types can be consulted in the following link: [Common Reference Examples Guide, APA Style 7th Edition](#)