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## GUIDELINES FOR SUBMITTING ARTICLES

Authors should submit one copy of the article and images by e-mail to the following addresses: Leticia Sastre ([leticia.sastre@cultura.gob.es](mailto:leticia.sastre@cultura.gob.es)) and Clara Nchama ([clara.nchama@cultura.gob.es](mailto:clara.nchama@cultura.gob.es)). The author has to send his name, phone and e-mail, and the title of the article. The article file should be in Microsoft Word format. The phone will be not published.

### a) Extension

Articles should not exceed **15 pages of text and 10 images**. The body of the article: **1.5 line spacing**. The format of the letter: **Century Gothic 10**.

### b) Item Format

#### TITLE:

The title will be capital letter, flush left, and if there is a subtitle, will be in lower case.

#### AUTHOR:

Author's name, the institution to which belongs to and contact email address (flush left, in lower case). The text must be accompanied by a short summary (3 or 4 lines) of the author's curriculum vitae.

#### ABSTRACT AND KEY WORDS:

The abstract must be submitted in Spanish and English, and will contain the general aspects of the work (150 words) and 5 keywords.

#### CITATIONS AND FOOTNOTES PAGE:

Harvard citations, according to the following model:

A single author: (Last, 2003: 100-105)

Two or three authors: (Surname 1, Surname 2 and Surname 3, 2003: 100-105)

More than three authors: (Surname 1 et alii, 2003: 100-105)

If you include more than one citation within the same parentheses should be separated from the former by a semicolon.

Please, we advise you to minimize footnotes.

#### IMAGES:

Figures and images should be indicated in the text where they should be inserted (eg [ Figure 1]). Text at the end of the foot will identify each one of the images.

In order to ensure good quality in editing digital images file type " Tiff" are requested (stored in a



separate file to text) with a minimum resolution of 300 ppi printing and a minimum size of 10x15 cm. Please, compressed into "Zip".

Files "Jpg" are not recommended for printing so, please, avoid this format. If necessary, make the file in "high quality".

If the images are subjected to reproduction rights, the author should indicate it in the foot of the images proposed to illustrate the article.

#### FIGURES, TABLES AND MAPS :

Figures, tables and maps must be submitted in separate files and be always accompanied by a table of values necessary for their manufacture. They will be identified with footer concise. The text should indicate its location, in case brackets. Eg [Table 3 ].

#### REFERENCES:

Will be presented at the end of the article and will follow the Harvard model:

##### Monographs:

SURNAME1, N., SURNAME 2, N. and SURNAME3 , N. (year of publication ): Title, Publisher, Place of publication.

Eg CARRETERO PÉREZ, A., et alii. (1998): *Normalización documental de museos: elementos para una aplicación informática de gestión museográfica*, Ministerio de Educación y Cultura, Madrid.

##### Journal articles:

SURNAME1, N., SURNAME 2, N. and SURNAME3, N. (year of publication): "Article Title", *Journal* , number of the magazine pages.

Eg. RODRÍGUEZ EGUIZÁBAL, A. (2003): "Nueva sociedad, nuevos museos. El papel del marketing en los museos", *Revista de Museología*, 24-25, 25-38.

##### Chapters in books:

SURNAME1, N., SURNAME 2, N. and SURNAME3, N. (year of publication), " Title of Chapter" in SURNAME4, N., SURNAME 5, N. and SURNAME6, N. (ed. ) *Book Title*, Publisher, Place of publication: page numbers.

Eg.: LUZÓN NOGUÉ, J. M<sup>a</sup>. (1995): "El Museo del Prado", en AA. VV., *Los Grandes Museos Históricos*, Fundación Amigos del Museo del Prado, Madrid: 10-30.

##### Communications in conferences:

SURNAME1, N., SURNAME 2, N. and SURNAME 3, N. (year of publication), "Title of paper", *name congress*, Publisher, Place of publication : page numbers.

Eg.: HERRANZ RODRÍGUEZ, C. (1991): "Las colecciones textiles del Museo del Pueblo Español", *Conferencia Internacional de Colecciones y Museos de Indumentaria*, Ministerio de Cultura, Madrid: 128-130.

##### In press:

SURNAME 1, N., SURNAME 2, N. and SURNAME3 , N. (in press): *Title*.

SURNAME 1, N., SURNAME 2, N. and SURNAME 3, N. (in press): "Article Title", *Journal*, issue of the magazine.

SURNAME 1, N., SURNAME 2, N. and SURNAME 3, N. (in press): "Chapter title", in SURNAME4, N., SURNAME 5, N. and SURNAME 6, N. ( ed. ) *Title of the book*.



SURNAME 1, N., SURNAME 2, N. and SURNAME 3, N. (in press): "Title of paper", *conference name*, place and date of the congress .

Publications Online:

SURNAME1, N. (2003 ) : "Title" <address <web , [ date accessed ] .