

## GUIDELINES FOR CONTRIBUTORS TO *ÁMBITOS*

1. *Ámbitos* is an international scientific journal of Social Sciences and Humanities research, accessible to all the scholars whom wish to deliver scholarly research to a wider audience.

2. Manuscripts sent for consideration must be original and unpublished works. They will be peer-reviewed by an anonymous committee as selected by the Editorial Board. This committee, composed by external examiners from the Editorial Board and the Editor-in-Chief, will make a decision regarding its acceptance for publication in accordance with the scientific precision of the committee members. The Editorial Board will communicate the acceptance or the rejection of the articles to the authors in a maximum period of six months after the reception of the papers.

3. The articles accepted for publication will be inserted in the journal as determined by the Editorial Board, according to their order of arrival and their subject.

4. Manuscripts must be typed or printed 1.5-spaced, with a font size of 12 points, and their maximum length must not exceed 25 single-faced pages, including tables and figures. The text should include the name of the author(s), Spanish and English abstracts (each no longer than fifteen lines), five Spanish and English key words, and the Spanish and English titles. Manuscripts may be written in Spanish, English, French, Italian or Portuguese, although they must include the titles, the abstracts and the five key words both in Spanish and in English. The author(s) will send two typed-copies on paper (one of them without the name of the author(s)) to the Association, together with an electronic version on an electronic device.

5. The footnotes should be numbered continuously. The citations in notes and in the bibliography at the end of the article should be as follow:

a) Books: Surname of the author in capitals, the initial of the name in capitals, title of work in italics, place of publication, year, and cited pages.

b) Book chapters and works in collaborative volumes: Surname of the author in capitals, the initial of the name in capitals, title in quotation marks, surname and initial of the name of the director, coordinator or editor of the work in capitals, title of work in italics, place of publication, year, and cited pages.

c) Articles: Surname of the author in capitals, the initial of the name in capitals, title in quotation marks, name of the journal in italics, volume number, year in parenthesis, and pages.

d) Newspapers: Title of the paper in italics, and date (day, month, and year).

e) Archival documents: Reference archive (the first citation should incorporate the entire reference and the next, in abbreviation), type of document –Chapter record, Census, etc.–, section, bundle, and folio number (if applicable).

6. The tables, charts and figures should be numbered continuously and should be added a summary –it should have the source and what it represents–. They should be presented properly and the author(s) should indicate where they should be inserted.

7. The scholars can send reviews of books edited after the last volume of *Ámbitos*. They should not be more than 3 pages written on one side only, typed 1.5-spaced, with a font size of 12 points. The manuscript will be signed by the author(s), who will send to the Association two typed-copies on paper together with an electronic version on an electronic device.

8. The Editor-in-Chief will allow the publication of transcriptions and/or document reproductions, which should be always accompanied by an explanatory introduction written by the author. The Editor-in-Chief will reserve decisions about possible revisions for the scientific committee. The author(s) will send to the Association two typed-copies on paper accompanied by an electronic version on an electronic device.