EVERY MANUSCRIPT THAT DOES NOT COMPLY WITH THE STYLE CRITERIA
MAY NOT BE CONSIDERED APT FOR PUBLICATION.

STYLE CRITERIA

The quotes and references accompanying the text shall always be included in footnotes, numbered logically from start to end of the article itself (1, 2...). The footnotes to the title or the author themselves will be numbered with asterisks.

At the end of the text shall be added a relation of all the bibliographical references organized alphabetically. Both footnotes and bibliographical references shall follow the following criteria:

1. Academic texts

Book	Last Name, First Name, *Title: subtitle*, Place, Publisher, Year, pp[1]. xxx-xxx.
Two-authors-book	Last Name, First Name, Last name2, First name2, *Title: subtitle*, Place, Publisher, Year, pp. xxx-xxx.
Multiple authorship book (more than three)	Last Name, First Name et al., *Title: subtitle*, Place, Publisher, Year, pp. xxx-xxx.
Book chapter	Last Name, First Name, "Title: subtitle", in Last Name, First Name, Title: subtitle, Place, Year, pp. xxx-xxx.
Paper/article	Last Name, First Name, "Title: subtitle", *Journal Title*, Vol./nº[2] (year), pp. xxx-xxx.
Dissertations, thesis and non-published manuscripts[3]	Last Name, First Name, *Title: subtitle* (kind of document), Place, University, Year, pp. xxx-xxx.

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[1] In any case, to point out a single page p. must be used; in case it makes reference to several pages, pp. must be used.

[2] Non-necessary to use to use abbreviators like Vol., Nº or similar, just use the number. In case of having both number and volume, add the bar. Year within parenthesis.

[3] Includes non-published lectures, in said case a full date of the event must be included

Book or quoted article	Last Name, First Name, Abbreviated Title…, op. cit. pp. xxx-xxx. Last Name, First Name, "Abbreviated Title", op. cit. pp xxx-xxx.
Work with the same author than previous footnote	Idem., *Title: subtitle*, Place, Publisher, Year, pp. xxx-xxx.
Work quoted in previous footnote	Ibid., pp. xxx-xxx.
Identical quote in previous footnote	Ibid.
Indirect quote	Cf. Last Name, First Name, *Title*, Place, Publisher, Year, pp. xxx-xxx.

2. Other documents

Press[4]	Last Name, First Name, "Title/headline", *Newspaper's name*, full date[5], p. xxx [if possible].
Personal interviews	Interview to Full Name of Interviewed individual, Personal interview, full date of the interview.
Published interviews	"Interview to Full Name of Interviewed individual", interviewed by Full Name of Interviewer, in Full work reference.
Archival sources	"Document Title", *Archive name* (acronym/s), City, Section, Collection, tome [optional], f. [sheet]/p. [page]. Year.
Official documents	*Institution name*, Number [if proceeds], full date, pp. xxx-xxx.
Movies/Documentaries	Movie Title, Last Name, Director's First Name (dir.), Year [xx:xx min.][6]
Series/Documentary series	"Episode Name", *Series Title*, Production, Year [xx:xx min.]

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[4] Even if the press is digitalized or available in the internet, not needed to add a URL.
[5] 2nd June 1999.
[6] The content of said box indicated the length, if pertains to, the reader must be directed to. At quoting one must use brackets.

TV/Radio Programme	"Title of emission" [if proceeds], *Name of the programme/channel*, full date, [xx:xx min.]
Archival source already quoted	"Abbreviated title", op. cit., archive's abbreviated name, pp. xxx-xxx.

The abbreviators id., ibid., op. cit. and other Latin abbreviators shall only use caps if they are at a footnote's beginning; they shall be written normally, without cursive and never will be underlined. The titles of books and magazines and the names in a language which is not the manuscript's own shall be written in cursive. In any reference shall be written either p. or pp. before the page/s numbers. In case of a reference to magazines, volume and issue shall only appear as separated numbers by a bar and followed by the date within parenthesis, as indicated above.

3. Digital references

The inclusion of a URL shall be limited to blogs, websites or publications that only shall be available in digital form. The press, even if purely digital, shall be quoted as specified above. The URL used must not make reference to searches' results or searches done by the author, because those will not work. Otherwise, links to files or downloads shall not be allowed. It is recommended to use simplified addresses. Introduce them with the formula "Available in:".

Websites	Available in: www.nombredelsitioweb.ext[7] [full date of consultation].
Blog Entries	Last Name, First Name [when possible], "Title of entry", full date of publication, available in: www.nameofsite.ext [consulted in full date]

4. Graphical material

The texts submitted to Historia Actual Online might include graphics, tables, maps and/or images that might be fitting. The figures numbering will follow a typological criterion:

Good ✓	Bad ✗
Table 1 – Graphic 1 – Table 2 – Table 3 – Graphic 2	Table 1 – Graphic 2 – Table 3 – Table 4 – Graphic 5

The graphic material size and disposition might change according to the needs of the editorial team from the initial arrangement proposed by the author.

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[7] Not necessary to include the http:// formula because modern browsers use it automatically. Ext makes reference to the original extension of the website (.com; .es; .net).

4.1. Tables

Table 1. Table title

	Titular1	Titular2	Total
Row1	1.234,00	Text	x.xxx
Row2	1.234,12	Text	x.xxx
Total	2.468,12		x.xxx

Own elaboration [if possible]. Source: reference.

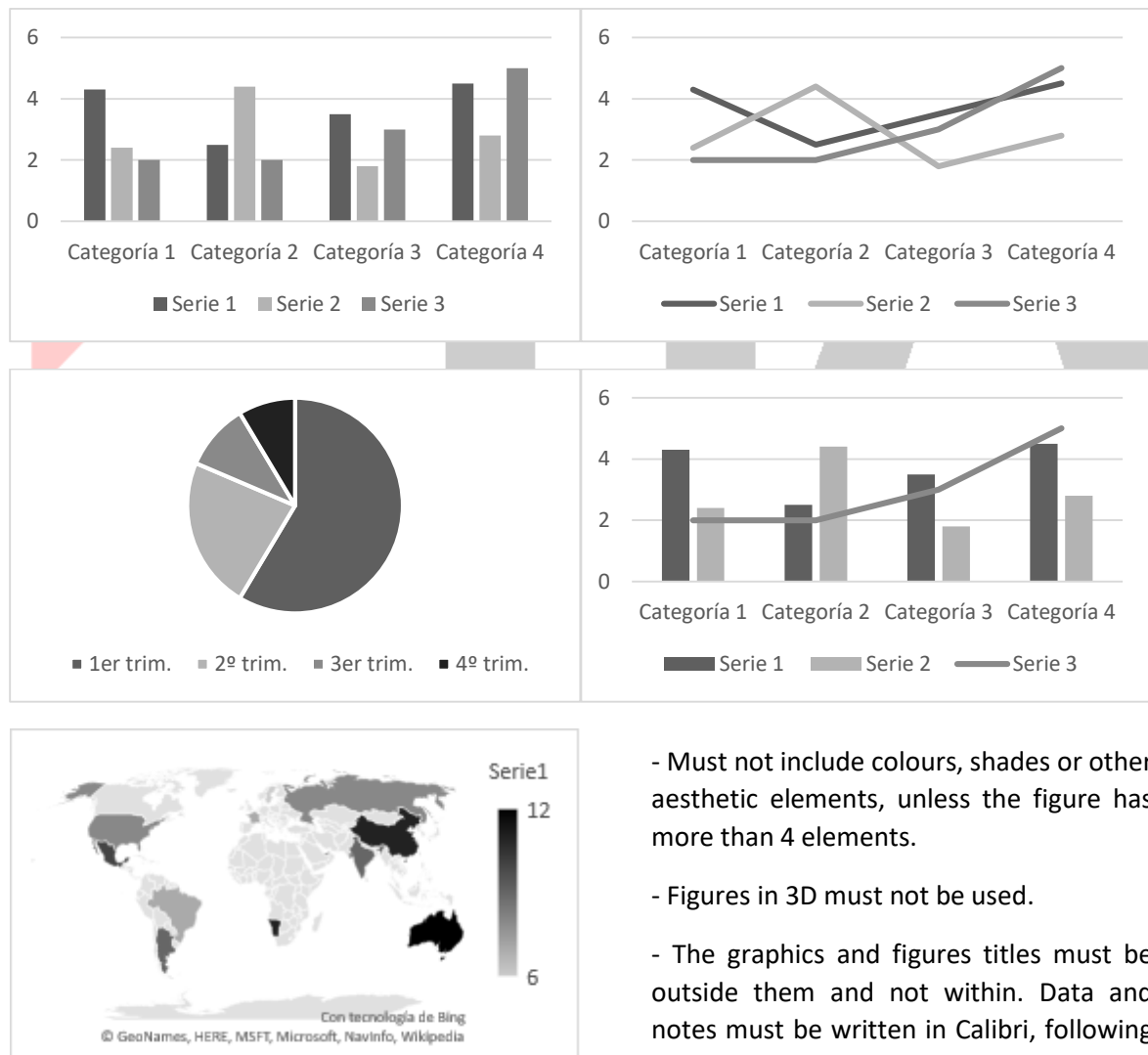- The size of cells and the table must be adjusted to the content itself.

- Must not include colours, shades and other aesthetic elements.

- The numbers must have same amount of decimals, must be justified to the right and having thousands separator.

- Texts must be justified to the left and a limited use of abbreviators is recommended.

4.2. Graphics and maps

Graphic 1. Graphic title/Map

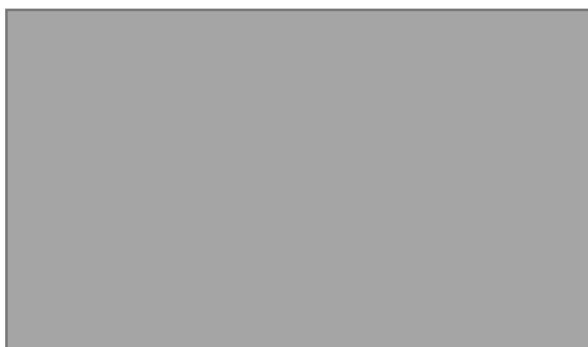Own elaboration [if possible]. Source: reference.

- Must not include colours, shades or other aesthetic elements, unless the figure has more than 4 elements.

- Figures in 3D must not be used.

- The graphics and figures titles must be outside them and not within. Data and notes must be written in Calibri, following the journal's criteria.

4.3. Images

Image 1. Image title

- Images and photos must be inserted within the text and, if the file is NOT submitted in ".docx" format, they must be sent in a different compressed file.

- The images format must be either ".jpg" or ".png".

- Recommended: use an image with as much quality as possible.

Own elaboration [if possible]. Source: reference.

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ASOCIACIÓN DE HISTORIA ACTUAL