

STYLE SHEET FOR SUBMISSIONS TO  
*Cultura Escrita & Sociedad*

## **I. General rules**

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**1. ADDRESS.** All authors wishing to publish in the journal *Cultura Escrita & Sociedad* should send their articles or suggestions for reviews to the editorial board (address: *Cultura Escrita & Sociedad*, Universidad de Alcalá, Facultad de Filosofía y Letras, Departamento de Historia I y Filosofía, Seminario Interdisciplinar de Estudios sobre Cultura Escrita, C/ Colegios, 2, 28801 Alcalá de Henares, Madrid, Spain). All submissions should be in electronic format, on either disk or CD-Rom, along with two copies in paper. They should include the name(s) of the author(s), all relevant postal and electronic addresses, and the name of the institution with which the author(s) is/are affiliated. The Secretary of the editorial board will acknowledge receipt of all submissions.

**2. LANGUAGE.** All articles in this journal will be published in Spanish, although one may submit articles written in other major languages. If accepted for publication, they will be translated.

**3. FORMAT FOR PRESENTATION.** Articles and reviews should be written in Word. The standard maximum length for articles is 25 folio pages containing 30 lines a page. There are two lengths for reviews: extended (maximum 4 folio pages) or short notice (1 folio). All text should be formatted in size 12 type (preferably in *Times New Roman*). Footnotes should figure in size 10 type, and indented citations in the main text in size 11 type. Both text and notes should be single-spaced.

**4. SYSTEM OF EVALUATING SUBMISSIONS.** *Cultura Escrita & Sociedad* uses a system of anonymous evaluations. The editorial board will send each submission to two specialist evaluators, whose reports will determine whether it is published.

**5. ABSTRACT AND KEYWORDS.** Each submission should be accompanied by a brief (maximum 150 words) summary or abstract in both Spanish and English, along with a list of keywords. The title should also appear in both Spanish and English.

## **II. Structure**

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**1. HIERARCHY OF DIVISIONS WITHIN TEXTS.** Up to four levels of hierarchy will be allowed, if they are marked by correlative numbering or any other clear and coherent method of classification that adopts the following typographic code:

TITLE: in capitals (12)

SUBHEADINGS: round boldface (12)

FIRST SUBDIVISION: cursive (12)

SECOND SUBDIVISION: round (12)

THIRD SUBDIVISION: cursive + indent (12)

FOURTH SUBDIVISION: round + indent (12)

**2. ILLUSTRATIONS.** Texts may include illustrations, images, and/or graphics. These need to be of acceptable quality for publication, the minimum resolution being 300 ppp. All

such images should be sent in tiff format. Images derived from Internet should be avoided, given their poor resolution. Figures and illustrations should be sequenced in Arabic numbers; tables should be sequenced in Roman numerals. All figures, illustrations, tables, and graphs should be captioned.

**3. CITATIONS.** All short citations (fewer than 50 words or 6 lines) should figure in double sharp quotation marks («»). Verse lines should be separated by slash marks (/), with a space before and after each slash. Lengthy citations (more than 50 words or 6 lines) should appear without quotation marks in a separate indented paragraph, in round size 11 type and set off by a blank line before and after the citation. Brackets should always be used to mark a citation within a citation. Footnotes deriving not from the author but from the translator will be marked by an asterisk at the beginning of the note and the identification [N. del T.] at the end. Ellision of any portion of the original text being cited should be indicated by bracketed leaders [...].

**4. FOOTNOTES.** The traditional system of footnotes will be used. Reference marks will thus appear in the text in the form of exponential Arabic numbers placed after the punctuation signs at the end of a citation or sentence.

Bibliographic citations in footnotes should refer to author, year of publication, and pages (when necessary) according to the following model: LAST NAME(S) (in upper case), year of publication, volume number (when necessary), page numbers (when necessary). For example: CASTILLO GÓMEZ, 2004, 165-166.

In the event that more than one work by the same author and published in the same year is cited, the works should be marked in alphabetical order according to the order of their appearance in the text, as in the following example: CHARTIER, 2003a, 43. A list of full bibliographic references should appear at the end of the text, as per the norms specified in the following section.

The first reference to an archive or library should include its full name, followed by its abbreviation in parenthesis. It should appear in the latter format throughout the rest of the text. For example: Archivo Histórico Nacional (AHN). When a work is cited in two or more notes in a row a cursive *Ibidem* should be used, to avoid repetition.

## **5. BIBLIOGRAPHIC REFERENCES**

5.1. The editor, coordinator, compiler, or director of a collective work should not be identified as the principal author. Rather, he or she should be specified on each occasion as follows: editor (ed.), coordinator (coord.), compiler (comp.) or director (dir.).

5.2. Citations of foreign-language works should provide information regarding Spanish translations in brackets when relevant. Example:

PETRUCCI, Armando: *Prima lezione di Paleografia*, Roma-Bari: Laterza, 2002. [*La ciencia de la escritura. Primera lección de Paleografía*, translation by Luciano Padilla López, Buenos Aires: Fondo de Cultura Económica, 2003].

5.3. Bibliographic references should obey the following criteria:

### **5.3.1. Books**

a) SURNAME(S), Name: *Book title: subtitle*, place of publication: publisher, year of publication, p./pp. when appropriate. Example:

PETRUCCI, Armando: *Escritura, alfabetismo, sociedad*, Barcelona: Gedisa, 1999.

or

b) SURNAME(S), Name: *Book title: subtitle*, edition/prologue/translation by. Name Surname(s), place of publication: publisher, year of publication, p./pp. when appropriate. Example:

ZABALETA, Juan de: *El día de fiesta por la mañana y por la tarde*, edition by Cristóbal Cuevas, Madrid: Castalia, 1983.

### 5.3.2. Chapter from Book

SURNAME(S), Name: «Title of the relevant part of the book», en Name Surname(s) edition/coord./trans./prologue (according to the case, and in parenthesis), *Book title: subtitle*, place of publication: publisher, year of publication, p./pp. when appropriate.

Example:

AMELANG, James S.: «Clases populares y escritura en la Europa Moderna», en Antonio Castillo Gómez (coord.): *La conquista del alfabeto. Escritura y clases populares*, Gijón: Trea, 2002, pp. 53-67.

### 5.3.3. Journal Article

SURNAME(S), Name: «Title of article», *Title of journal*, number of volume or issue, year of publication, p./pp. when appropriate. Example:

CÁTEDRA, Pedro M.: «Bibliotecas y libros de mujeres en el siglo XVI», *Península. Revista de Estudios Ibéricos*, 0, 2003, pp. 13-27.

## III. Spelling and stylistic issues

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1. Boldface and underlining should not be used, excepting the use of boldface to mark subheadings, as noted above.
2. Quotations should be marked in « ». Internal quotations should be marked in “ ”, and further quotations within should be marked in ‘ ’.
3. Centuries should figure in small caps (siglo xx). Successive years should always figure in full, thus 1936-1939, not 1936-39 nor 1936-9.
4. All titles of books and publications cited in the text should appear in *cursive*. The same applies to terms in foreign languages, with the exception of longer citations in foreign languages. Titles of works of poetry and the names of institutions such as Centre National de la Recherche Scientifique or British Library, do not require cursive.
5. Accents should be marked on capital as well as lower-case letters.
6. Parentheses should appear in the following order: the first parenthesis should be round, that is, ( ). The next or internal parenthesis should be marked as brackets [ ]. They should close in inverse order.