Style Sheet

Please, keep to the guidelines provided. Otherwise, your submission will not be considered for publication. You can find a template here: http://revistacaracteres.net/normativa.

General guidelines:
- Submissions should be sent via email attachments in Word Format (doc or docx), Rich Text Format (rtf) or Open Document (odt).
- Texts should not exceed 35,000 characters, including footnotes and works cited.
- Papers must be written in a style and register adapted to academic writing. We strongly recommend proof-reading before submission.
- In all cases a separate document will be attached in which will be included the following data: title of the article, name of the author or authors, institutional affiliation and a short bio (5 lines max.).

A. Type area:
- Margins: top, inner and outer margins: 2,5 cm
- Overall page format: 21 cm (width) x 29,7 cm (height) (A4)

B. Text layout:
- Type font: Times New Roman
- Type size:
  - Title: 14 pt
  - Name of the author(s) and institutional affiliation: 12 pt
  - Main text, headings, etc.: 12 pt
  - Block quotations: 11 pt
  - Footnotes: 10 pt
- Title of the article: bold. It should be in English and in another language (preferably Spanish); the title and its translation should be in separate lines. Then they should be followed by 1 blank line. For example:
  - The Erase of Language
  - El borrado de la lengua

- Name of the author(s): if there is more than one, they will appear in separate lines. Names will follow this order: 1) First name 2) Family Name. In bold.
- Institutional affiliation: after the author’s name, in brackets. E.g.:
  - Joseph McMillan (University of Miami)
  - Cindy Grosjean (independent researcher)

- Abstract: preceded by 1 blank line. It should include 150 words, be indented (1,25 cm to the left and 1,25 cm to the right), consist of one paragraph, and contain no bibliographical reference in parenthetical form. It will be written in English and in another language (preferably Spanish). Both abstracts should be separated by a blank line.
Keywords: after the abstract a list of 5 key words in English and another language (preferably Spanish) should be included and then followed by 1 blank line. There should be no blank line between lists of key words.

Main text:

1. Paragraphs
   - Paragraph titles: with decimal numbering, as follows:
     - 1. Introduction
     - 1.1. Digital Literature
     - 1.1.1. Blog Published Narrative
   - Plain paragraphs: First-line indents (1,25 cm). Single spacing, no blank line between paragraphs.

2. Quotations and footnotes
   - Block quotes: more than 3 lines should be set as indented paragraphs without quotation marks. Left indent: 1,25 cm.
   - Quotations of less than three lines will appear within the body of the text between inverted commas.
   - Omissions in the quotations should be acknowledged by three dots between square brackets: [...]
   - Footnotes: justified, number in superscript type.

3. Illustrations, tables, images, etc.
   - They have to be numbered independently from each other throughout the entire text. They need to have captions with “Figure xx” or “Table xx” resp., followed by the caption text. They must be included under the Figure, Table, etc. and centred. They must not exceed a 500-pixel width. Please send illustrations and graphs as separate files, indicating in the body of the text where they are to be inserted.
   - All images must acknowledge their origin in the caption and include the necessary data for their identification (author, work, year, URL, etc.), as required.

4. Any acknowledgments or references to funding, research projects, etc. must be stated in a footnote to the name of the author.

5. Any appendices must be included after the Works Cited.

6. Please do not include headers, or page numbers.
C. References

References within the text and in footnotes:

- Abbreviated format should be used; i.e. author + publication year + page number(s).
  For instance (one author, two authors, three or more authors):
  (Smith, 1997: 39-45), (López & Sarmiento, 2003: 34), (Fernández et al., 2011: 80)

- If sources do not include page numbers (web, e-book), the format will be stated instead. Alternatively you can use the abbreviation n.p. (non paged) as deemed appropriate.

Works Cited

   **In the case of several authors, all will be included with their first name and surname. If they are editors, compilers, or directors, the following abbreviations will be employed: (ed.) / (eds.), (comp.) / (comps.), (dir.) / (dirs.)

1.1 Electronic books: Author’s surname, full name (year in brackets). Title of the Book. Place of publication: Publisher. E-book.


3.1. A newspaper article: Author’s surname, full name (year, day month in brackets). “Title of the Article”. Newspaper. pp. pages.


5. Websites (entire website): Author’s surname, full name (year in brackets –if indicated on the web-). Website title. <URL>. (Date of access day-month-year).

**Please, do not leave any spaces in the URL.


5.1. Websites (entire websites from institutions): Name of the Institution, (year in brackets –if indicated on the web-). Website title. <URL>. (Date of access day-month-year).

** Please, do not leave any spaces in the URL.


5.2. Websites (part of a website): Author’s surname, full name (year in brackets –if indicated on the web-). “Title of the Section”. Website title. <URL>. (Date of access day-month-year).

** Please, do not leave any spaces in the URL.


5.3. Articles in online journals: Author’s surname, full name (year in brackets). “Title of the Articles”. Journal volume (issue). <URL>. (Date of access day-month-year).

** Please, do not leave any spaces in the URL.

5.4. Articles in online journals with page numbers or in PDF format: **Author's surname, full name (year in brackets).** “Title of the Articles”. *Journal* volume (issue). <URL>. pp. pages. (Date of access day-month-year).

**Please, do not leave any spaces in the URL.**


5.5. *An online newspaper article: Author's surname, full name (year, day month in brackets).* “Title of the Article”. *Newspaper*. <URL> (Date of access day-month-year).

**Please, do not leave any spaces in the URL.**


*Level-5 (2009).* *Professor Layton and the Lost Future*. Japan: Nintendo. NDS.

7. *Films: Director’s surname, full name (dir.) (year in brackets).* *Title*. Film Studios.

*Bello, John de (dir.) (1978).* *Attack of the Killer Tomatoes!* Four Square Productions.

8. *An unpublished thesis or dissertation. Author’s surname, full name (year in brackets).* *Title*. Kind of text and publication status. University, Country
