

Publication standards for submitting scientific articles: style sheet

The style sheet ensures consistency in the treatment of similar elements. If these very simple rules are followed, the work of correcting the original will be facilitated, as well as the final editing adjustments. The rules proposed by APA will be followed.

1. Write clearly and accurately

The APA Standards invite the elimination of redundancies, ambiguities, generalities that do not hinder understanding. The appropriate length of a text is that strictly necessary to say what must be said.

2. Format for the presentation of works

- Font: Times New Roman.
- Font size: 12 pt. for the central text and 10 pt. for direct quotes in a separate paragraph.
- Line spacing: double spaced for all text with the sole exception of footnotes.
- Margins: 2.54 inches on all sides of the page.
- Indentation: marked with the keyboard tabulator or 5 spaces at the beginning of each paragraph.
- Text Alignment: Left, also called broken or flagged.
- Page numbering: at the bottom right of each page.

3. Organization of headings

The APA Manual recommends the hierarchy of information to facilitate the ordering of content.

- Level 1: centered heading in bold, with uppercase and lowercase letters.
- Level 2: left-aligned heading in bold with upper and lower case.
- Level 3: paragraph heading indented, italics, uppercase, lowercase.

4. Serialization

Serialization can be done with numbers or bullets, but its use is not indistinct. The numbers are for sequential or chronological order; they are written in Arabic numerals followed by a period (1.). The bullets are for series where the sequential order is not important, they must be the same throughout the content. As a general rule, the series must maintain the same syntactic order in all statements and must be kept in parallel alignment.

5. Tables and figures

For the creation of tables and figures it is possible to use the available formats of electronic programs. There is no determining prescription about the model that should be used. The APA Standards indicate that the tables and figures should be numbered with Arabic numerals, in the order in which they are mentioned in the text (Table 1, Figure 1). This must appear accompanied by a clear and precise title as the header of each table and figure. Both tables and figures are marked with a note if data or abbreviations must be explained. If the material is taken from a copyrighted source, credit to the original author and copyright owner must be given in the note. In addition, it is necessary to have the written authorization of the owner of the rights to be able to reproduce the material.

6. Punctuation marks

6.1. The use of the comma

- Use a comma after an introductory phrase or clause.
- Use commas before and after a parenthetical phrase or clause.
- Use a comma to separate two independent clauses linked by a coordinating conjunction (and, but, for, nor or, so, yet).
- Use a comma to separate items in a series.

6.2. The use of the semicolon

This sign indicates a pause greater than the one marked by the comma and less than the one indicated by the period. It is the one that represents the highest degree of subjectivity in its use. Used:

- to separate two independent clauses that are not joined by a conjunction;
- to separate elements in a series that already contain commas.

6.3. The use of the colon

Its use stops the speech to draw attention to what follows. They are used, among other functions:

- use a colon only after a complete introductory clause. In other words, after only something that could stand on its own as a complete sentence;
- you capitalize the first word after a colon if it's the start of at least one complete sentence (or of course, if it's a proper noun).

6.4. The use of double quotes

Are used:

- to quote verbatim words;
- to introduce a word or phrase in an ironic, inappropriate or vulgar tone;
- to highlight the title of an article or chapter when it is mentioned in the body of the text.

Not used:

- to cite words or phrases as a linguistic example, these are marked in italics;
- to introduce a key term, it is also marked in italics.

6.5. The use of parentheses and brackets

APA Style uses parentheses in references to present supporting information important for a work's identification and retrieval. Examples of information presented in parentheses in references include the following:

- report numbers edition information for books editor and/or translator names for authored books volume numbers for books when the book does not have a separate volume title page numbers for edited book chapters' season and episode information for TV show episodes' version numbers for data sets and software;
- Information in parentheses appears either on the work itself or on closely related material (e.g., in the database record for the work). The information is presented in parentheses because it is not a part of the actual title of the work. Do not italicize parenthetical information, even if the title of the work is italicized.

APA Style uses square brackets to describe works. The descriptions serve various purposes, including the following:

- identifying the context in which a work was published or presented (e.g., dissertations and theses, conference presentations) identifying when a source is outside the typical peer-reviewed literature (e.g., fact sheets, brochures, PowerPoint slides, artwork, social media posts, YouTube videos) indicating that the source may not consist of text on a page (e.g., films, data sets, computer software, and mobile apps) providing translations of titles for references that are in a different language than that of the paper (e.g., books in a different language; see also Section 9.38).
- Square brackets indicate that the writer has provided the information and that it may not appear on the actual work. You can create your own wording for the bracketed description

6.6. Punctuation marks to insert subsections or clarifications: comma, dash or parentheses?

The three punctuation marks are used to insert subsections or clarifications, however, to choose between one or the other, the following aspects will be taken into account:

- The paragraphs between dashes have a lower semantic connection with the rest of the sentence in which they are inserted than the paragraphs that appear between commas, but a greater relationship than those that are written in parentheses.
- The comma frames information closely related to the statement in which it is inserted.
- Parentheses delimit secondary incidental information, which is why the items in parentheses are often sentences with full meaning and with little or no syntactic link with what precedes and follows in the discourse.

The dash is represented by a horizontal stroke (–) that is longer than the dash (-).

From a PC keyboard, it can be done with Ctrl + Alt + hyphen.

From a Mac keyboard, it can be done with Shift + Alt + hyphen.

7. Capital letters

The use of capital letters is very restricted in Spanish. Some of the general formal issues are related to putting accents when required by punctuation rules and to take into account that capital letters i and j do not have a period, I and J. Capital letters are used in acronyms and acronyms (for example, APA, BDI, WHO). Initial capitalization is used:

- after the point that closes a sentence or is the first word of a piece of writing;
- after the colon that announces the verbatim reproduction of a quote (in English, after a colon the word that follows is always capitalized);
- in first names and surnames;
- divinities;
- in personified abstract names such as “Evil”;
- in proper, geographical names; etc.

They are of special importance, the initial capital letter, for the purposes of this document, the following cases:

- words in article headings and subheadings;
- table titles and figure legends;
- references to titles of sections of the article (for example, “in the Method section it is...”);
- university and college departments (Department of Personality Psychology, Psychological Evaluation and Treatment of the Faculty of Psychology of the UNED);

- drug and equipment names and trademarks (MAOIs, Selective Serotonin Reuptake Inhibitors; Apple; DAX Software); test and test titles (for example, “Visual Perception Evaluation Method”; “Multiphasic Personality Inventory” Minnesota-2”; “McGill Short form Pain Questionnaire”);
- names of conditions or groups in the experiment (for example, “under conditions A and B it...”);
- Names of factors, variables, and effects (for example, “in Factors 2 and 3...”; “the 3 x 2 (Group x Trial) design”; “the Sex x Age interaction was significant”).

8. Italics

Italics are used:

- in book and journal titles (eg Psychology for inclusive education: New directions in theory and practice or Psicothema);
- when referring to genera, species or varieties (eg *Macaca mulatta*);
- introduction of a new, technical, or key concept or label (eg “so from now on, the emotion term will refer to...”);
- letter, word or phrase cited as a linguistic example (for example, “the list was made up of words with an affective color such as sad or happy”);
- letters used as statistical symbols or algebraic variables (eg, p , F , trial n);
- some test scores and scales (z-scores or d-scores), except for the Greek letters that appear in normal text (for example, p);
- volume numbers of journals in reference lists (eg, *Psicothema*, 3, 245–259);
- in scale ranges, for example, the scale used goes from 1 (always) to 5 (never).

9. The numbers

- From one to nine are written with all their letters, except when it comes to sums of money or percentages: 4 thousand pesos 8 percent
- From 10 onwards, figures are written with numbers, except at the beginning of a sentence: I have 22 books. Twenty-two books I have.
- If figures are listed, they are all written with numbers: He has published 22 novels, 14 short stories and 7 essays.
- For millions, the word “million” is used: 22 million
- Decimals are entered with commas, not points: Inflation is 11.8%
- To separate the hours from the minutes, a period is used, followed by the letter “h”. If it is an hour on the dot, the two minute zeros are not used: It is 3:15 a.m. and it still hasn’t arrived. John arrives at 10 p.m.
- The numbers of laws and decrees, years and addresses are written without a dot: Law 1420 Year 2017 Av. España 146.

10. Abbreviations

The general recommendation is not to abuse abbreviations. Yes, they can be used in schematic texts, such as graphics and bibliography, where the space requirement forces the words to be shortened.

10.1. Abbreviations

In APA, abbreviations should be limited to instances when a) the abbreviation is standard and will not interfere with the reader’s understanding and b) if space and repetition can be greatly avoided through abbreviation. You should not overuse abbreviations (writing is easier to understand when words are written out); you should also not underuse abbreviations (in general, if you use an abbreviation, it should appear at least three times in your paper, because fewer uses mean it is more likely your reader will forget what the abbreviation refers to).

There are a few common trends in abbreviating that you should follow when using APA, though there are always exceptions to these rules. When abbreviating a term, use the full term the first time you use it, followed immediately by the abbreviation in parentheses.

According to the American Psychological Association (APA), abbreviations are best used only when they allow for clear communication with the audience.

Exceptions: Standard abbreviations like units of measurement and states do not need to be written out. APA also allows abbreviations that appear as words in Merriam-Webster's Collegiate Dictionary to be used without explanation (IQ, HIV, RNA, CIA, UNESCO).

Do not use periods or spaces in abbreviations of all capital letters, unless it is a proper name or refers to participants using identity-concealing labels:

G. R. R. Martin, J. K. Rowling, F. Scott Fitzgerald, P. T. Barnum, F.I.M., S.W.F.
MA, FBI, CD, URL, HTML, RSS, APA

Exceptions: Use a period when abbreviating the United States as an adjective (U.S. Air Force or U.S. President)

Use a period if the abbreviation is a Latin abbreviation or a reference abbreviation:

etc., et al., e.g., a.m.
Vol. 1, p. 68, 3rd ed.

Do not use periods when abbreviating measurements:

mm, ft, lb, mi, min, kg, l

Exception: Use a period when abbreviating inch (in.) to avoid confusion.

Units of measurement and statistical abbreviations should only be abbreviated when accompanied by numerical values:

15 mg, 250 mi, M = 5.7
measured in milligrams, several miles after the exit, the means were determined

Only certain units of time should be abbreviated.

Do not abbreviate:

day, week, month, year

Do abbreviate:

hr, min, ms, ns, s
To form the plural of abbreviations, add s alone without apostrophe or italicization.
kgs., CDs, Eds.

Exception: To avoid confusion, do not add s to pluralize units of measurement (i.e., use "12 m" to signify "twelve meters," not "12 ms").

10.2. Acronyms and acronyms

- Acronyms are juxtapositions of the initials of the words that make up a statement or phrase and serve to refer in an abbreviated way to organizations, institutions, companies, etc.: YPF
- They are written without periods and without spaces between the letters that constitute them: DNI
- When acronyms are read as a word, they are acronyms, and, in general, they end up being incorporated into the general lexicon as common nouns (with a lowercase initial) or proper nouns (with an initial capital letter): ufo; Mercosur

11. Summons

The APA Manual and its standards use an Author-Date citation system and page number marking is always preferred for textual citations and paraphrases.

11.1. Verbatim or direct quotes:

These exactly reproduce the material, without changes or additions. The author, year and page number must be indicated. If the cited source does not have pagination, then the paragraph number is written.

If the citation has less than 40 words, it is placed as part of the body of the text, between quotation marks and at the end, in parentheses, the reference data is indicated.

- Models:

When analyzing the results and according to the opinion of Machado (2010): "All the participants..." (p.74).

Analyzing the results of previous studies we found that: "All participants..."

(Machado, 2010, p. 74)

If the citation has more than 40 words, it must be written in a separate paragraph, without quotation marks, aligned to the left and with a margin of 5 spaces or 0.5 cm. All citations must be double spaced and 10 pt.

- Models:

Machiavelli (2011) in his work *The Prince* states the following:

Men, when they have a good from whom they thought they had an evil, are more obliged to their benefactor, the people quickly become more benevolent with him than if he had led him to the principality with his favors (p. 23).

It is easier for the prince not to oppress the people and to rule for them, because:

Men, when they have a good from whom they thought they had an evil, are more obliged to their benefactor, the people quickly become more benevolent with him than if he had led him to the principality with his favors (Machiavelli, 2011, p. 23).

11.2. Indirect quotes or paraphrases

In these cases, the idea of another is reproduced in one's own words. They follow the rules of textual citation, except for the use of quotation marks and citations in a separate paragraph.

- Models:

According to Huizinga (1952), good customs and distinguished manners are characteristic of the nobility, as well as the practice of justice and the defense of the territories for the protection of the people.

This is how the great monarchies of Spain, France and England appear, which tried to seize European hegemony by waging war on several occasions (Spielvogel, 2012, p. 425).

The only cases where the page number can be deliberately omitted is in paraphrases, and this is when several ideas expressed throughout a work are being summarized and not a particular idea that is easily located in the cited source.

11.3. Other citation rules:

- Two authors: Machado and Rodríguez (2015) affirm... or (Machado and Rodríguez, 2015, p. 10).
- Three to five authors: when they are cited for the first time, all surnames are named, then only the first, and et al is added. Machado, Rodríguez, Álvarez and Martínez (2015) state that... / In other experiments, the authors found that... (Machado et al., 2015).
- Six or more authors: from the first mention, only the surname of the first is placed, followed by et al.
- Corporate or institutional author with acronyms or abbreviations: in the first citation, the full name of the organization is placed and then the abbreviation can be used: Organization of Petroleum Exporting Countries (OPEC, 2016) and then OPEC (2016); World Health Organization (WHO, 2014) and then WHO (2014).
- Corporate or institutional author without acronyms or abbreviations: Instituto Cervantes (2012), (Instituto Cervantes, 2012).
- Two or more works in the same parentheses: they are arranged alphabetically following the order of the reference list: Many studies confirm the results (Martínez, 2012; Portillo, 2014; Rodríguez, 2014 and Zapata, 2015)
- Secondary sources or quote within a quote: Carlos Portillo (cited in Rodríguez, 2015).
- Ancient works: ancient and well-known religious texts. (Quran 4:1-3), Luke 3:2 (New Testament). They are not included in the reference list.
- Personal communications: personal letters, memos, electronic messages, etc. Manuela Álvarez (personal communication, June 4, 2010). They are not included in the reference list.
- Source without date: it is placed in parentheses s.f. Alvarado (s.f), Bustamante (s.f).
- Anonymous source: the first words of the title of the cited work are written (Management Report, 2013), Lazarillo de Tormes (2000).
- Quotes by the same author with the same publication date: in these cases, a suffix is placed to the year of publication to make a difference (Rodríguez, 2015a), (Rodríguez, 2015b). They are arranged alphabetically by title in the reference list.

12. Bibliographic references and bibliography consulted

It is organized alphabetically and indented:

- Book: Surname, A. A. (Year). Title. City, Country: Publisher
- Book with publisher: Surname, A. A. (Ed.). (Year). Title. City, Country: Publisher.
- Electronic book: Surname, A. A. (Year). Title. Retrieved from <http://www...>
- Electronic book with DOI: Surname, A. A. (Year). Title. doi: xx
- Book chapter: only in the cases of compilation books and anthologies where each chapter has a different author and a compiler or editor: Surname, A. A., and Surname, B. B. (Year). Title of the chapter or entry. In A.A. Surname. (Ed.), Title of the book (pp. xx-xx). City, Country: Publisher.
- Periodical printed publications: Surname, A. A., Surname, B. B., and Surname, C. C. (Date). Article title. Journal name, volume(number), pp-pp.

- Periodical publications with DOI: Surname, A.A., Surname, B.B. and Surname, C.C. (Date). Article title. Journal name, volume(number), pp-pp. doi: xx
- Periodic online publications: Surname, A. A. (Year). Article title. Journal name, volume(number), pp-pp. Retrieved from <http://www...>
- Printed newspaper article: Surname A. A. (Date). Article title. Newspaper name, pp-pp. Or the version without author: Title of the article. (Date). Newspaper name, pp-pp.
- Online newspaper article: Surname, A. A. (Date). Article title. Name of the newspaper. Retrieved from <http://www...>
- Degree thesis: Author, A. (Year). Title of the thesis (undergraduate, master's or doctoral thesis). Name of the institution, Place.
- Online degree thesis: Author, A. and Author, A. (Year). Title of the thesis (undergraduate, master's or doctoral thesis). Retrieved from <http://www...>
- Reference to web pages: Surname, A. A. (Date). Page title. Place of publication: Publishing house. Retrieved from <http://www...>
- Sources on CDs: Surname, A. (Year of publication). Title of the work (edition) [CD-ROM]. Place of publication: Publishing House.
- Movies: Producer's Surname, A. (producer) and Director's Surname, A. (director). (Year). Name of the film [film tape]. Country: producer.
- TV series: Surname of the producer, A. (producer). (Year). Name of the series [TV series]. Place: Producer.
- Video: Surname of the producer, A. (Producer). (Year). Series name [Source]. Place.
- Podcast: Surname, A. (Producer). (Date). Title of the podcast [Audio podcast]. Retrieved from <http://www...>
- Internet forums, list of electronic addresses and other online communities: Author, (Day, Month, Year) Title of the message [Description of the form] Retrieved from <http://www...>