

RULES FOR THE PRESENTATION OF MANUSCRIPTS

The articles are to be original and unedited, they should not be in the process of evaluation or with any commitment to another publication; their contents should be related to investigation in the field of Peace Studies. The articles are to be sent to the Secretary of the *Revista Paz y Conflictos* (Peace and Conflicts Journal of the University of Granada) at the following email address: revpaz@ugr.es

Articles can be presented in Spanish, English, French, Italian and Portuguese.

Length and format of the articles

1. The text should be presented in one of the most common digital formats.
2. The length should be between 8,000 and 15,000 words – including the text of any boxes o tables, maps, graphics, bibliography and notes.
3. The page format should be DIN A4, with single line spacing with a font of Times New Roman 12 point – this font and sizing should be maintained throughout the article, both in the main body of the test, quotations, annotations, figures. etc.
4. The minimal use of format codes (tabs, margins, etc.) is recommendable, as is the use of the same font throughout.
5. All articles should contain: the title of the work; the full name of its author(s); an indication of the author's workplace, email and postal address; the summary and title of the article in the language in which it is written, as well as a version in English, and in Spanish if necessary; the key words in the language of the article as well as a version in English, and in Spanish if necessary; the text of the article itself; the notes if there are any; the bibliography; and a brief Curriculum Vitae of the author.
6. The title (in lowercase) should not be longer than 15 words and must reflect – unambiguously – the contents of the article.
7. The summary should be between 150 and 200 words long and must transmit the following information: the intentions of the study or investigation, the procedures and methodology employed, the most important results and discoveries and the principal conclusions drawn.
8. The key words should be between 3 and 10 in number and must reflect the contents of the article.
9. Specifications for the layout of the text:
 - The text should be composed consecutively, with only one space after the full stop, and one tab space to indicate the beginning of a new paragraph.

- For the organization of the contents (epigraphs y sub-epigraphs) using Arabic numbers is recommended, the first level being simple numbers (1,2,3...) en lowercase bold with a size of 12 points; those of the second level should be in lowercase, 12pt and comprised of the first-level number and the number of the sub-epigraph (1.1, 1.2, 1.3...)
- When the author wants to highlight any word and/or phrase in the text then this should be done in italics. However, when words or phrases highlighted by another author are reproduced then they should be within inverted commas. Bold and underlining should not be used within the body of the text.
- Abbreviations should be written without full stops and their meaning should be specified in the endnotes.

10. Bibliography

- Bibliographic references inserted in the text should be in parenthesis with the first surname in lowercase, except the first letter which should be in uppercase, the year of the edition and the page(s) (in the case of a textual quotation) for example: (Jiménez, 2004: 34).
- The notes should be numbered consecutively by means of reference marks in the text (in the case that it coincides with a punctuation mark then the reference should appear prior to this), and the contents of the reference will appear at the end of the text.
- At the end of the article the bibliography should be stated. Only works which have been quoted in the text should be mentioned in the bibliography. Works should be listed alphabetically by the author's surname, with the first letter in uppercase and the following letters in lowercase, followed by the initial, or preferably the full name, of the author or authors, with the year of publication in parenthesis. If there are various quotations from the same author then the works of this author should be differentiated by using lowercase letters consecutively - placed after the year of publication.
- For a book, the title should be in italics, followed by the city and publisher:
Eg.: Fisas Armengol, Viçent (1998) *Cultura de paz y gestión de conflictos*, Barcelona, Icaria.
- For an article, the title should be within double inverted commas, with the name of the journal in italics; this should be followed by the volume (Vol.) and number (num.) of the journal and the first and last pages of the article.
Eg. Rodríguez Alcázar, Francisco J. (2009) "Ciencia, tecnología y sociedad en el mundo contemporáneo", *Archivos filosóficos del sur*, núm.1, pp. 107-139.
- The same criteria should be applied to quotations from books – with the book title in italics.
Ejemplo: Renner, Michael (1997) "La transformación de la seguridad", en *La situación en el mundo 1997*. Barcelona, Icaria, pp. 217-244.

As far as possible, electronic resources should be quoted using the following general model: Main authority (author) (year) *Title*, Other author(s), [Type of media]. Edition. Place of publication: Editor (Collection), date of any update or revision. Physical description. <Availability and access>. [Date of consultation]

Eg: Ibáñez, Ana y Velásquez, Andrea (2006) "El proceso de identificación de víctimas de los conflictos civiles: una evaluación para la población desplazada en Colombia". *Documento CEDE, Edición Electrónica*. [En línea]. Bogotá: Universidad de los Andes, septiembre de 2006.

<<http://economia.uniandes.edu.co/publicaciones/d2006-36.pdf>>. [13 de mayo de 2008].

11. Tables, maps, graphics, photographs and figures are to be numbered consecutively (1, 2, 3...); they should be accompanied by a brief title (centred in the upper part, en lowercase letters). The source(s) should be indicated at the foot. The presence of these figures should be mentioned in the text. The images should be presented in jpg or gif format.

12. Articles should be submitted to the address indicated in the first paragraph and will be published on receiving a positive evaluation.

Evaluation

The articles received in the drafting of the *Revista Paz y Conflictos* (Peace and Conflicts Journal of the University of Granada) have the following evaluation process:

- An internal evaluation in which the articles are read and evaluated by members of the Editorial Board, who can accept or reject them (in the case of a rejection indicating the reasons for this choice); or, on the other hand suggest and/or recommend modifications that the author should take into account in order to pass the external evaluation.
- After being accepted by the internal evaluation, articles will then be sent to an external body for evaluation. If this evaluation is contrary to the first (i.e. if the article is refused by the external evaluation) then a third evaluation will be requested.

Authors should have in mind the observations about the work which have been laid out.

In order for the work to be accepted at the first evaluation it is very important that these Rules for the Presentation of Manuscripts are complied with.

The authors will be informed about the receipt of their work within fifteen days.

Sections of the Journal

Apart from the articles the *Revista de Paz y Conflictos* contains sections on:

- Summaries of works of investigation and doctoral thesis, in any field of Peace Studies, between 4,000 and 8,000 words.
- Book reviews between 1,000 and 4,000 words.
- Information: news and scientific meetings, new publications, etc.

En all of these cases the rules of publication are the same as articles submitted.

Each issue of the journal will be fixed on the 31 of May.

Duties of the author:

The authors of the articles should send, together with the article to be evaluated, a *declaration of originality and rights of release* (*declaración de originalidad y cesión de derechos del trabajo escrito*) which appears in the section “*Admisión de originales*”.