

# NOTES FOR CONTRIBUTORS AND PUBLICATION GUIDELINES

The journal *Ars Longa* accepts: 1) Unpublished research works that have not been published (either the entire work or any part thereof, irrespective of the language of publication) and are not being considered for publication elsewhere; with an advisable maximum length of 30 pages (including bibliography and appendixes) and six illustrations. 2) Reviews of books that have been recently published, with a maximum length of 2 pages and the cover image. In both cases they should be typed, in Word format, double line spaced, using 12-point Times New Roman font, with approximately 25 lines or 2,000 characters (with spaces) per page. Nonetheless, the Editorial Board of *Ars Longa* reserves the right to advise the authors to extend or shorten their manuscripts. It is understood that the opinions expressed are the sole responsibility of those who sign the text, so the journal does not assume co-responsibility.

*Ars Longa* accepts contributions in English, Spanish or Valencian, as long as title, abstracts and keywords in both English and Spanish are included. As an exception, the Editorial Board may authorise the publication of articles in other languages. To send originals and their subsequent revision process, the journal uses the Open Journal System (OJS) editorial management platform, with access to the magazine's website: <https://ojs.uv.es/index.php/arslonga>

The Editorial Board establishes three phases of reception: October 15th, January 15th and April 15th, which will serve in each case as the start date of the evaluation process within the journal issue being prepared, which is accepted as such by the authors in the time in which they make the shipment.

The data of the author must be indicated during the process of sending originals through the OJS and includes, in a mandatory manner, the following information: Name and surname; ORCID personal identifier (Those who lack it must register for free at <http://orcid.org>); institutional affiliation or place of work; full postal address, contact telephone number and email address; title, summary, of less than two hundred words, with the orientation of the work and main contributions, as well as the keywords with five or six associated terms, separated by bars. In the submission of the proposals, the author must respond affirmatively to all the items in the checklist for the preparation of submissions (available on the journal's website, in the "acerca de" section).

*Ars Longa* follows a publication manual. Among other aspects, it includes an arbitration system for the acceptance of originals by anonymous evaluation, both by evaluators and authors, by two scientific advisors, of which at least one will be external to the journal's editor department. The assignment of experts will be carried out by the Editorial Board according to the subject of study after the meeting held at the end of each reception phase. In case of disagreement between the two evaluations, a third report will be requested.

through the OJS portal, the management team of the journal will facilitate: the reception of the original and the decision adopted by the evaluators with the possible suggestions. Once admitted, the proofs of printing will be distributed for the correction of errata in a period of less than two weeks, without involving significant changes in the typographic adjustment; and finally, an original of the magazine and the reprints of their contribution, assigned with DOI number will be delivered. The publication supposes the cession of rights in favor of the editor of the magazine for the purposes of electronic reproduction and dissemination.

## DELIVERY OF ORIGINALS

The manuscript that is delivered through OJS must guarantee anonymity in the blind peer evaluation process and can not be signed. The manuscript - in Word document or equivalent, never pdf - should be headed by the title, the summary and the key words, all in Spanish and English. The articles that do not strictly conform to these characteristics -as well as to the citation rules that are expressed below- will be returned to the authors for their new submission and will not be considered as introduced in the review process.

**Figures and tables** must be good quality, perfectly clear and high contrast, numbered consecutively with Arabic numerals, and referred in the body of the text. Captions should be typed on a separate page. Figures should be submitted as separate files as JPG or TIFF (at resolutions of 300-600 dpi) and, if appropriate, processed with Adobe Photoshop. In the journal, figures will be printed as black-and-white images, except in the table of contents, which may include some colour photographs.

**Footnotes** for in-text quotations, explanations or references: number consecutively with Arabic numerals. If there is a reference list at the end of the manuscript - which is recommended by *Ars Longa* -, use a shortened version of reference thus: Author's SURNAME, Author's first name(s), Year, p. 00-00. Otherwise, use a complete reference - according to the proposed referencing guidelines - the first time the source is cited, and then the shortened version in subsequent citations (with the number of footnote where is the complete reference in brackets).

The **bibliographical reference list** should be ordered alphabetically by authors' names, using the following bibliographical referencing guidelines (ISO 690:1987/690-2):

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## Exhibition Catalogues or Conference Proceedings

SURNAME, First name(s) of director (dir.), coordinator (coor.), exhibition curator (com.) or first author fol-

lowed by "et al." *Title of publication*. (Held at (place) and on (date)). Place: Publisher or Institution, YEAR.

#### Chapters in Books, Catalogues and Proceedings

Author's SURNAME, Author's first name(s). "Title of chapter". In: SURNAME, Initials of director/editor (dir./ed.), coordinator, exhibit coordinator (coor.) or first author followed by *et al.* *Title of publication*. Place: Publisher or Institution, YEAR, p. 00-00.

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Author's SURNAME, Author's first name(s). "Title of article". *Name of journal in italics*, Year, Vol., no., p. 00-00. If the article has DOI, its identification code will be included.

#### Periodicals

Author's SURNAME, Author's first name(s). "Title of article". *Name of periodical, date*, p. 00-00.

#### Classics

AUTHOR, *Title*, book/chapter in roman numerals, parts in Arabic numerals (For translations: Trans. Translator's Initials. Translator's Surname. Place: Publisher, year).

#### The Bible

*Book abbreviated title* chapter number, verse number.

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#### Films or music recordings

SURNAME, First name(s) of the author, composer (comp.) or director (dir.). *Title of play, work, record, film*

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-The use of VV AA is avoided, because it generates widespread and repeated anonymity of authorship.

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-More than three authors: first author's name followed by *et al.*: Author's SURNAME, Author's first name(s) *et al.*

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-If the author is an Institution and in case of anonymous/unknown author, use the first word of the source's title (avoiding articles or particles) instead of an author's name.