



CHECKLIST BEFORE SUBMITTING THE MANUSCRIPT

Adapted from FECYT (the Spanish Foundation for Science and Technology) documents drawn up by the EC3 Research Group at the University of Granada. See front page and article template.

1. FRONT PAGE: document to be submitted to the platform	
The title of the manuscript is included in Spanish (should not exceed 80 characters).	
The title of the manuscript is included in English (should not exceed 80 characters).	
The title of the manuscript is included in Catalan (should not exceed 80 characters).	
The title is concise, informative and includes as many identifying terms as possible.	
All the identification details of the authors are included: identification details and correspondence, professional affiliations,...	
The document is in Word or Open Office format.	
If there are any acknowledgements, they must be included in this document.	

2. MANUSCRIPT: document to be submitted to the platform	
The abstract is included in Spanish (minimum/maximum: 220/230 words).	
The abstract is included in English (minimum/maximum: 200/210 words).	
The abstract is included in Catalan (minimum/maximum: 200/210 words).	
Includes the title of the manuscript, the abstract and the keywords. All of them in Spanish, English and Catalan.	
The texts in English (title, abstract and keywords) have been written or checked by a professional translator or an expert of the English language.	
The abstracts in Spanish, English and Catalan must deal with the following subjects in order: justification of the theme, aims, study methodology, results and conclusions.	
Includes 6 keywords (in Spanish, English and Catalan) with the most significant and, if possible, standardized terms.	
The paper respects the minimum and maximum extension allowed by category.	
In case of studies, the manuscript complies with the structure required in the submission guidelines.	
The manuscript explains and correctly cites the sources and materials used.	
The conclusions are supported by the results obtained.	
If statistical analyses have been used, they have been reviewed/verified by an	

expert.	
The citations in the text comply strictly with Harvard guidelines.	
The bibliographical references have been reviewed. The bibliography only includes works cited in the text.	
If figures, photographs and tables are included, they should provide additional and/or necessary information for the understanding of the text.	

3. MANUSCRIPT FORMAT	
The manuscript should be written in Arial size 11, without indenting or tabs, line spacing above paragraph 6, below paragraph 0, with single line spacing. Review the submission guidelines.	
Bold, upper case, italics and underlining has been used according to the guidelines.	
The headings are suitably and consecutively numbered.	
Photographs, tables or other graphic resources are properly displayed and correctly numbered.	

4. METADATA SUBMITTED TO THE PLATFORM	
When uploading the document, the metadata should be completed introducing the names of all the authors (minimum: name, surname and email).	
When uploading the metadata should be completed introducing the title of the manuscript (the title should be uploaded in English, Catalan and Spanish). The language can be changed clicking the tab at the top of the page.	
The authors' photographs can be uploaded as supplementary file (in JPG or TIFF format and of high quality).	
Review those documents uploaded as supplementary file. Remember to clear the check box "Accessible to reviewers" in those documents that reviewers should not see.	