

## **Style Guidelines**

For the convenience of the authors, the original manuscripts should be written according to the template provided by the journal (in Spanish, in English) and, in the case of more specific phenomena, also following the guidelines of these Style Guidelines, which are detailed below.

### **1. Length**

**Articles** will have a minimum length of 4.500 words and a maximum length of 10.000 words.

**Reviews** will have a minimum length of 1.000 words and a maximum length of 2.000 words.

### **2. Page Setup**

#### **2.1. Margins:**

- Top: 2,5 cm
- Lower: 2,5 cm
- Left: 3 cm
- Right: 3 cm

#### **2.2. Paper size: A4 (width 21 cm, height 29,7 cm)**

#### **2.3. Font: Arial**

**2.4. Line spacing:** Except for the sections specified below, a line spacing of 1.5 shall be used throughout, including paragraph breaks. Footnotes shall be set in single spacing, with a line spacing of 1.15.

- abstract
- examples
- lists
- quotations of more than 3 lines
- titles of graphical materials

### 3. Title and personal data

#### 3.1. Title

- Title in the language in which the article is written (Spanish or English): at the beginning of the document, after two paragraph breaks, centered, 12 points, normal type, bold, without quotation marks or underlining, in UCO color (RGB code: 135, 31, 48).
- Translation of the title into English (for articles in Spanish only): after a paragraph break (Arial, size 6), centered, 11-point font, regular (not bold), without quotation marks or underlining, in UCO color (RGB code: 135, 31, 48).

Examples:

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**Estudio histórico de *quimón*, *quimono* y *quimona* en la lengua española**

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Historical study of *quimón*, *quimono* and *quimona* in the Spanish language

- If there are acknowledgements, they should appear in a footnote, indicated by an asterisk in the title of the language in which the publication is written.
- In the case of reviews and biographical sketches, there should be no title; instead, the full details of the work (in APA 7<sup>th</sup> edition format, specifying the names of the authors, pages and ISBN) or the conference (title, abbreviation, location, date) should appear.

Examples:

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**Trigo Ibáñez, Ester (2011): *Dialectología y cultura. El léxico disponible de los preuniversitarios sevillanos*. Aduana Vieja. 543 páginas. ISBN: 978-84- 96846-50-0**

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**III Congreso Internacional de Lingüística Clínica (3CLC)¶  
Málaga (España), del 15 al 17 de noviembre de 2012**

### 3.2. Personal data

- Name(s) of the author(s): separated by a paragraph break from the title. Author's full name and surname(s). 11 points, normal type, right justified, 1,15 line spacing, black (automatic).
- Institution: on the next line, immediately below the author's first and last name. 11 points, italics, right justified, 1,15 line spacing, black (automatic).
- E-mail: on the next line. 11 points, normal type, right justified, 1,15 line spacing, no hyperlink, in UCO color (RGB code: 135, 31, 48).

Example:

¶  
Claudia Fernández Blanco  
*Universidad de XXX*  
claudiaxxxx@universidadxxx.es

In the event that there is more than one author and each belongs to a different institution, the institution and email address shall be placed beneath each author. They shall appear in separate columns within a table.

Example:

Elena Martín García <i>Universidad de Sevilla</i> elenaxxxx@universidadxxx.es	Paul O'Donell <i>Consejo Superior de Investigaciones Científicas</i> paulxxxxxx@universidadxxx.es
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### 4. Abstracts and keywords

- They will be preceded by a paragraph break after the e-mail.
- Abstracts should be no less than 100 words and no more than 150 words.
- Key words will be mandatory 4.
- Abstracts and keywords shall be titled “**ABSTRACT:**” (font 11, small caps, bold, UCO color) and “**KEYWORDS:**” (font 11, small caps, bold, UCO color).
- Both the content of the abstract and the content of the keywords will go on the same line as the title, after the colon.
- Content of the abstract: 11 points, normal, 1,15 spacing, justified alignment.
- Content of keywords: 11 points, normal, 1,15 spacing.
- There will be no paragraph break between the “**ABSTRACT:**” and the “**KEYWORDS:**”.

- The body text will start leaving paragraph break from the keywords.

## **5. Body text**

### 5.1. Font size

- 12 points throughout the text
- Footnotes: 10 points
- Quotations of more than three lines: 10 points

### 5.2. Paragraphs

- Line spacing: 1,5
- Indentation of first line of paragraph: 1 cm
- Indentation of quotations of more than 3 lines: 1 cm left
- French indentation in bibliographic references: 1,25 cm
- Spacing between paragraphs: No space

### 5.3. Sections and subsections

If the (sub)section has a title:

- Section and subsection titles are written without indentation.
- A paragraph break should be left between the last paragraph of a section and the first paragraph of the following section.
- A paragraph break shall not be left between the title and the first paragraph of a paragraph.
- No period shall be placed at the end of the title of the (sub)paragraph.
- UCO color (RGB code: 135, 31, 48) should be used for paragraphs and subsections.
- The work should be clearly differentiated into sections and subsections. It is recommended not to exceed three hierarchical levels of structuring. The sections should be numbered, and the hierarchical order should be as follows:

**1. Normal bold** (12 points)

**1.1. Normal** (12 points)

**1.1.1. *Italics*** (12 points)

**1.1.1.1. Normal** (12 points) (avoid this level)

If the (sub)section **does not** have a title:

- Numbering shall be in Arabic numerals (1., 1.1., 1.2., 2., etc.).
- Both sections and smaller subsections and divisions shall have the same first line indentation as the rest of the paragraphs (1 cm).

- A paragraph break should be left between the last paragraph of a section and the first paragraph of the next.

#### 5.4. Notes

- All notes should be footnoted and numbered with consecutive Arabic numerals. In the body of the text, they shall be marked with a superscript before the punctuation mark if any (example: “language<sup>1</sup>.”).
- The text of the notes should appear in Arial 10-point format, single spacing (1) and justified alignment. There will be no paragraph breaks between one note and another.
- The use of notes to indicate complete bibliographical references should be avoided, since these will be included in the body of the text, as indicated below.

#### 5.5. Quotations

- Quotations up to three lines in length (including the third line) shall be integrated into the text enclosed in English quotation marks (“ ”) and **not** with Latin quotation marks (« »).
- Quotations of four or more lines will be separated from the body of the text by a paragraph break (12 points) at the beginning and end of the quotation, and by a 1 cm indentation to the left.
- A font size of 10, normal font and single spacing (1,15) will be used for the text of the quotation. There will be no first line indentation.
- Double Latin quotation marks (« ») will be used to mark quotations within quotations.
- Words to be emphasized shall be marked in italics.
- Omissions within quotations should be marked by three dots in square brackets: [...]. It will not be necessary to indicate omissions at the beginning and end of the text with brackets.
- When quotations are in a footnote, proceed as above, i.e., body and footnote quotations receive the same treatment, with the font size of the footnote (10 points).

#### 5.6. Examples

- They will be coded with font size 10.

- The number in the example will be indented 0,5 cm from the left margin of the page.
- The text of the example will be indented 1 cm from the left margin of the page.
- They will be ordered by Arabic numerals in parentheses: (1), (2), (3), etc., and with consecutive numbering, i.e., no restarting at the end of each section.
- A paragraph break will not be left between examples headed by numbers.
- Words that are to be highlighted should be marked in italics.

Example:

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- (1) Con todo lo dicho, nada se ha dicho todavía acerca del tema de la violencia en la sociedad contemporánea, considerado *en términos generales y básicos* (CREA, 1980, España).
- (2) Lo importante en el film, como tal, es la manera en que la guerra civil es utilizada como pretexto para construir una metáfora definitoria de la Historia de España *en términos generales* (CREA, 2000, España).

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- If necessary, several examples can be grouped under the same number using letters. No paragraph break will be added between examples headed by letters and grouped under the same number.

Ejemplo:

- (1) (a) Tu pluma vale más que mil palabras, tus palabras ya lo dirán los espectadores, qué es lo que vale. Bueno, pues nada más, Pedro Rodríguez, alquimista de quemadas políticas y acordeonista de los rumores que van y vienen con la noticia confidencial. Yo me voy a dormir, ¿te vienes? (CREA, 1983, España).  
(b) Para nosotros ha sido suficiente el que hayamos dado unos pasos, en vista de los cuales pues queremos evitar unos y otros una confrontación sobre un tema tan delicado como es éste (CREA, 1987, España).

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## 5.7. Lists

- They shall be coded in font size 11 and single spacing (1).
- The number or bullet in the list shall be indented 0,5 cm from the left margin of the page.
- The text of each item in the list shall be indented 1 cm from the left margin.
- The list should be separated from the body text by a paragraph break at both the beginning and end of the list.

Example:

Se destacan las siguientes variables sociales:

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- sexo
- edad
- nivel de estudios

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Entonces, la clasificación de Molina Martínez y Hurtado Albir (2001, pp. 114-117) distingue las siguientes técnicas de traducción:

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- **Adaptación:** reemplazar un elemento cultural por otro propio de la cultura receptora.
- **Ampliación lingüística:** añadir elementos lingüísticos.
- **Amplificación:** introducir precisiones no formuladas en el texto original (informaciones, paráfrasis explicativas, etc.).
- **Calco:** traducir literalmente una palabra o sintagma extranjero.
- **Compensación:** introducir en otro lugar del texto un elemento de información o un efecto estilístico que no ha podido reflejarse en el mismo sitio en que está situado en el texto original.
- **Compresión lingüística:** sintetizar elementos lingüísticos.
- **Creación discursiva:** establecer una equivalencia efímera totalmente imprevisible fuera de contexto.
- **Descripción:** reemplazar un término o expresión por la descripción de su forma y/o función.

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#### 5.8. Tables, charts, photographs

- All tables, photographs, graphs, etc., must be of sufficient quality to be published.
- In the case of external graphic materials, the authors of the work must have the necessary permissions to reproduce them.
- Their inclusion in the text should be merely for reasons of intelligibility and, in the body of the text, it should always be announced that a graphic element is going to be introduced and, also, the content of the element should always be explained verbally after it has been presented.
- Tables shall be sent in table format and not as an image.
- The font size for tables shall be 10 points and single spacing (1).
- Tables, drawings, graphs, etc., will appear isolated from the body of the text by a preceding and following paragraph break (size 12, 1,5 line spacing), centered and all will carry in the following line of text, without any space, spacing (1,5), a

title preceded by the reference to the type of material (Figure, Illustration, Table) (normal type), followed by the corresponding Arabic numeral (normal type), a period (.) and a brief descriptive legend in italics, font 10, centered alignment, single spacing (1,5), and all in UCO color. After this information, there will be a paragraph break.

Example:

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*Ilustración 1. Título de la figura 1*

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- Each type of material (illustration, figure, table) will have its own numbering; e.g., Illustration 1, Illustration 2, Table 1, Illustration 3, Figure 1.

## **6. References**

All bibliographic citations must be made according to the APA format (7<sup>th</sup> edition), whose criteria can be consulted in this link to the [official APA website](#) and in [this guide](#) elaborated by the Library of Educational Sciences of the University of Sevilla, as detailed below.

### **6.1. Quotations within the body of the text**

- The following system will be followed: author's surname(s), comma and a space, year of publication; this, in turn, will be separated from the page number(s) by a comma and a space; in addition, the page number(s) will be preceded by the abbreviation p./pp. or the symbol § for paragraphs or paragraphs. all in parentheses, for example: (Cano Aguilar, 1989, p. 465).
- In the case of Spanish authors, their two surnames should always be indicated.
- If the work has two authors, they will appear separated by *and*, for example: (Alvar Ezquerra and Nieto Jiménez, 2007).
- If the work has more than two authors, add *et al.* for example: (Salguero Lamillar *et al.*, 2005). However, citations with more than two authors, which in the text



appear indicated by the surname of the first author followed by “*et al.*”, will be reflected in the final bibliography with the data of all authors and not with *et al.*

- If reference is made to several works, they will be ordered chronologically and separated by semicolons, for example: (Cano Aguilar, 1989, p. 465; López Serena, 2011, p. 427).
- If reference is made to several works by the same author, they will be ordered chronologically and separated by commas; for example: (Cano Aguilar, 1989, 1996, 2007). In case of indicating the pages, the works will be separated by semicolons; for example: (Cano Aguilar, 1989, p. 56; 1996, pp. 100-103; 2007, p. 78).
- If the citation comprises several pages, the number of the initial and final page will be given, separated by a hyphen and without blank space: (Cano Aguilar, 1989, pp. 465-467).
- If the citation comprises several single pages, the number of each page will be given, separated by commas and space (Cano Aguilar, 1989, p. 465, p. 467, p. 470).
- Page numbers are not included when the reference is to an entire work (Cano Aguilar, 1989) or to several works by the same author (Cano Aguilar, 1989, 1996, 2007). When a quotation is taken from a specific page or pages, these must be indicated obligatorily (Cano Aguilar, 1989, p. 12). The use of *following* and *ff.* (*following* and *ff.*) should be avoided whenever possible: Coseriu (1980, p. 50 ff.).
- If a word from a dictionary is cited, it will be done as follows: Author or institution, comma, year of edition handled, colon, s.v. (in italics) and the quoted word in italics and lowercase: (Alvar Ezquerro and Nieto Jiménez, 2007: s.v. *diaphragm*).
- If publications by the author of the article himself are cited, they should appear anonymized both in the body of the text and in the final bibliography (located at the beginning of the list), for example: (Author, 2024).
- When the reference is included in the body of the text, reference will be made to the author's surname(s) (without pointing out the initial) and the year and page number(s) will appear in parentheses, but not the author's surname(s), for example: “as noted by Cano Aguilar (1989, p. 465)”.

- Any reference that appears in the body of the text should also be mentioned in the bibliography at the end of the article and vice versa. References that have not been cited in the body of the text cannot be included in the bibliography.

## 6.2. References at the end of the paper

- Unnumbered section, on a different page titled as “**References**” or “**Bibliografía**” (11 points, normal type, bold, justified alignment, UCO color).
- Bibliographical references should be French indented 1,25 cm.
- Links will always appear in UCO color.
- Only works that have been cited in the body of the text should be referenced.
- The bibliography should follow the APA format (7<sup>th</sup> edition), and the first names of the authors should be given to ensure the visibility of women in science.
- Works should be ordered alphabetically according to the surname of each author.
- When there is more than one work per author, these will appear in ascending chronological order, i.e., from the oldest work to the most recent.
- In case there are works by the same author on the same date, these will be ordered with letters (2019a, 2019b, 2019c...).
- In case several works by the same author are cited and some of them are co-authored, they will appear after the list of the author’s individual works; it is understood, after the most recent one. If there are two or more co-authored works, they will also be listed in ascending chronological order, i.e., from the earliest work to the most recent.
- If no date of publication appears in the work, “(n.d.)” should be indicated in the same place.
- The last bibliographic reference is separated from the dates of receipt/acceptance of the article with a paragraph break.

References are indicated according to the following examples:

### **a) Books:**

- Surname(s), comma, author’s name. If there are several authors, starting with the second author, this same order and procedure should also be followed. The name of the last author is separated by “and”.
- Year of publication in parentheses.

- Title in italics, period<sup>1</sup>.
- Publisher, period.
- If the book is electronic, the link is added after the period with which the publisher closes.
- Add, whenever possible, the identifier (DOI, handle, etc.).

Examples:

Gómez Solana, Aurora (2025). *Gramática del español peninsular*. Universo.

Gómez Solana, Aurora (2025). *Gramática del español peninsular*. Universo.  
<http://gep.gsolana.universo.es>

Gómez Solana, Aurora y Ramírez Navarro, Enrique (2025). *Gramática del español peninsular*. Universo.

Gómez Solana, Aurora (2025). *Gramática del español peninsular* (4.<sup>a</sup> edición). Universo.

Gómez Solana, Aurora (2025). *Gramática del español peninsular* (Vol. 3). Universo.

#### **b) Edited volumes:**

Edited or coordinated volumes are cited in the same way as books but will be added, in parentheses, before the year, as appropriate: (Ed.), (Eds.), (Coord.), etc.

Examples:

Gómez Solana, Aurora y Ramírez Navarro, Enrique (Eds.) (2025). *Gramática del español peninsular*. Universo.

Gómez Solana, Aurora (Coord.) (2025). *Gramática del español peninsular* (4.<sup>a</sup> edición). Universo.

**c) Books published after the first edition** by a publisher other than the original author. They shall be cited in a similar manner to books, but indicating the editor first and the author after the title, as shown in the following example:

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<sup>1</sup> If the edition consulted is not the first, the edition number shall be indicated in parentheses in the bibliographic references.

Example:

Gómez Solana, Aurora (Ed.) (2025). *Gramática de la lengua castellana* [De Elio Alfredo Posadas]. Universo. (Trabajo original publicado en 1615).

**d) Translated books:**

They shall be cited in a similar manner to books, indicating the translator after the title, as shown below:

Example:

Gómez Solana, Aurora (2025). *Gramática de la lengua inglesa* (Trad. Elio Alfredo Posadas). Universo. (Trabajo original publicado en 2015).

**e) Journal articles:**

- Surname(s), comma, author's name. If there are several authors, starting with the second author, this same order and procedure should also be followed. The name of the last author is separated by "and".
- Year of publication in parentheses.
- Title of the article in normal type, without quotation marks, period.
- Name of the journal in italics, comma.
- Volume (if any) in italics.
- Issue number (if any) in parentheses and without space with the volume, comma. If there is no volume, the number is indicated in the same way.
- Indication of pages of the article (essential), without parentheses or abbreviation "pp.", period.
- Add, whenever possible, the identifier (DOI, handle, etc.).

Examples:

Gómez Solana, Aurora (2025). La gramática del español peninsular en libros de textos. *Ramas. Revista de lengua española de la Universidad de Córdoba*, 5(1), 56-78. <http://ramas.gsa5.uco.es>

Gómez Solana, Aurora (e. p.). La gramática del español peninsular en libros de textos.

*Ramas. Revista de lengua española de la Universidad de Córdoba*, 5(1), en prensa.

**f) Chapters in collective volumes:**

- Surname(s), comma, author's name. If there are several authors, starting with the second author, this same order and procedure should also be followed. The name of the last author is separated by "and".
- Year of publication in parentheses.
- Title of the chapter in normal type, period.
- "En" (if the article is written in Spanish) / "In" (if the article is written in English), proper name(s) of the editor abbreviated, period, full last name(s) and all in normal type. If there are several editors, this order is also followed. In parentheses add (Ed.), (Eds.), (Coord.), etc., comma.
- Name of the compilation in italic type, space.
- Pages in which the chapter is found in parentheses and with the abbreviation "pp.", period<sup>2</sup>.
- Publisher, period.
- Add, whenever possible, the identifier (DOI, handle, etc.).

Example:

Gómez Solana, Aurora (2025). La gramática del español peninsular en libros de textos. En Norberto Pérez Logan (Ed.), *Los tipos de gramáticas del español* (pp. 75-95). Universo. <http://universo.gsagram.com>

Gómez Solana, Aurora (2025). La gramática del español peninsular en libros de textos. En Norberto Pérez Logan y Rosaura López Menéndez (Eds.), *Los tipos de gramáticas del español* (pp. 75-95). Universo. <http://universo.gsagram.com>

Gómez Solana, Aurora (2025). La gramática del español peninsular en libros de textos. En Norberto Pérez Logan (Ed.), *Los tipos de gramáticas del español* (Vol. 2, pp. 75-95). Universo. <http://universo.gsagram.com>

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<sup>2</sup> If it is desired to indicate the volume of the work, see example three.

**g) Conference proceedings:**

They shall be cited like book chapters. If no editors are available, this information shall be omitted — as in the second example:

Examples:

Gómez Solana, Aurora (2025). La gramática del español peninsular en libros de textos. En Norberto Pérez Logan (Ed.), *Actas de III Congreso Internacional de la Universidad de Córdoba* (pp. 75-95). Universo. <http://universo.gsagram.com>

Gómez Solana, Aurora (2025). La gramática del español peninsular en libros de textos. En *Actas de III Congreso Internacional de la Universidad de Córdoba* (pp. 75-95). Universo. <http://universo.gsagram.com>

**h) Specific documents taken from a website / web pages:**

- Surname(s), comma, author's name. If there are several authors, starting with the second author also follow this same order and procedure. The name of the last author is separated by "and".
- Year of publication in parentheses, period.
- Title in italics, period. If any other information is to be included (such as the type of version or edition, see the second example), it shall be indicated in parentheses.
- Link to resource.

Examples:

Swift, Aurora T. (2009). *Corpus de la lengua española del siglo XIX*. <https://www.corpusdelalenguaespañolaXIX.org/>

Real Academia Española y Asociación de Academias de la Lengua Española (2025). *Diccionario de la lengua española* (Versión electrónica 23.9). <https://dle.rae.es/>

**i) Academic works: thesis, master's thesis, bachelor's thesis, etc.:**

- Surname(s), comma, author's name.
- Year of reading or defense of the work in parentheses, period.
- Title of the paper in italics.
- The type of work shall be placed in brackets "[ ]".
- The university or institution endorsing it, followed by a period.
- If there is a web link to the work, it is included after the period in the square brackets.

Example:

Gómez Solana, Aurora (2025). *Hacia una gramática descriptiva de la lengua española*  
[Tesis doctoral]. Universidad de Córdoba. <http://handle.gsolana.hugdle.es>

Gómez Solana, Aurora (2025). *Hacia una gramática descriptiva de la lengua española*  
[TFM]. Universidad de Córdoba. <http://handle.gsolana.hugdle.es>

Gómez Solana, Aurora (2025). *Hacia una gramática descriptiva de la lengua española*  
[TFG]. Universidad de Córdoba. <http://handle.gsolana.hugdle.es>

**7. Other aspects**

- In all spelling matters, in the case of Spanish, the rules of the [Ortografía de la lengua española](#) in its most updated version will be followed; in the case of English, the Oxford spelling model will be followed.
- Books or articles in press shall be marked with (in press) in place of the year.
- The use of bold and underlined letters in the text shall be avoided.
- Latin etymologies are marked in small caps.
- Single quotation marks (") shall be used to enclose concepts or meaning.
- When percentages are indicated, the comma should be written at the bottom of the line, never at the top, and the symbol should be included after a space with the figure (56,78 %).

**Abbreviations**

- Latin abbreviations should be marked in italics and lower case (*vid.*, *et al.*, *cf.*).
- Abbreviations equivalent to titles of works or corpus names known by their acronyms will be capitalized and italicized (*GRAE*, *DLE*, *CORDE*, *CREA*).

## Punctuation

- Parenthetical pauses will be transcribed by means of dashes (—), which should not be confused with the hyphen (-); the following example is an example: “a clear preponderance of *-illo* is discovered in the different varieties of Spanish spoken in the New World—in coexistence, of course, with other suffixes, such as *-ico*, *-uelo*, *-ito*, etc.—, in later times this preference for *-illo* will give way to an important predominance of another of the suffixes”.
- The closing dash in the incises is not suppressed even if a period or any other punctuation mark should appear after it.
- If pairs are used in opposition or equivalence, no space shall be inserted between the slash and the terms in question: “father/mother”.
- If the hyphen (-) is used to join the elements of a compound word (French-German) or to express relationships between single words (syntactic-pragmatic relationship). No space is inserted between such an orthographic sign and the terms it joins.
- If the signs “+” or “x” are used, a space is inserted between the terms they add or relate, respectively (*haber de* + infinitive).

In case of any other doubt that does not appear in these rules or that is not properly explained, please [contact](#) the editorial team of the journal.