

## **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 parts indicated below, always use 1.5 line spacing, including paragraph breaks. The following parts should be single spacing (1)

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

### **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, 13 points, normal type, bold, without quotation marks or underlining, in UCO color (RGB code: 135, 31, 48).
- Translation of the title into English (only for Spanish articles): after one paragraph break, centered, 13 points, normal type, bold, without quotation marks or underline, in UCO color (RGB code: 135, 31, 48).

Examples:

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

**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:

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

**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). 12 points, normal type, right justified, 1,5 line spacing, black (automatic).
- Institution: on the next line, immediately below the author's first and last name. 12 points, italics, right justified, 1,5 line spacing, black (automatic).
- E-mail: on the next line. 12 points, normal type, right justified, 1,5 line spacing, as a hyperlink, in UCO color (RGB code: 135, 31, 48).

Example:

Alberto Fernández Blanco  
*Universidad de Salamanca*  
[albertotxxx@universidadxxx.es](mailto:albertotxxx@universidadxxx.es)

In case there is more than one author and each one belongs to a different institution, the institution and its e-mail will be placed below each one of them. There will be no space between the authors' information.

Example:

Elena Martín García  
Universidad de Sevilla  
[elenatxxx@universidadxxx.es](mailto:elenatxxx@universidadxxx.es)

Paul O'Donell  
Consejo Superior de Investigaciones Científicas  
[paulotxxx@universidadxxx.es](mailto:paulotxxx@universidadxxx.es)

#### **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, normal type, bold, UCO color) and "**Keywords:**" (font 11, normal type, 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, italics, single spacing, justified alignment.
- Content of keywords: 11 points, normal, single 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: 11 points

### 5.2. Paragraphs

- Line spacing: 1,5
- Indentation of first line of paragraph: 1,25 cm
- Indentation of quotations of more than 3 lines: 1,50 cm left and right.
- 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 sub-sections.
- 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 (1,25 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 1,50 cm indentation to the right and left.
- A font size of 11, normal font and single spacing (1) 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 11.
- The number in the example will be indented 1 cm from the left margin of the page.
- The text of the example will be indented 2 cm from both the left and right margins 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 be left between examples headed by numbers.
- Words that are to be highlighted should be marked in italics.

Example:

- (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).

- 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:

(3) (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).

### 5.7. Lists

- They shall be coded in font size 12 and single spacing (1).
- The number or bullet in the list shall be indented 1 cm from the left margin of the page.
- The text of each item in the list shall be indented 2 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:

- sexo
- edad
- nivel de estudios

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

- **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.

#### 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, single spacing (1), 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 11, centered alignment, single spacing (1), and all in UCO color. After this information, there will be a paragraph break.

Example:



Figure 1. *Title of the figure 1*

- 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 Ezquerro 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).
- The page number is not included if the reference is to an entire work (Cano Aguilar, 1989) or to several works by the same author (Cano Aguilar, 1989, 1996, 2007). If the citation has been extracted from a specific page(s), it must be indicated (Cano Aguilar, 1989, p. 12).
- 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**" (12 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 abbreviated with a period (.). 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. In case the edition handled is not the first one, the date of the original publication should be indicated in brackets: ([2004] 2005), period.
- Title in italics, period.
- 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:

Castillo Carballo, M.<sup>a</sup> Auxiliadora and García Platero, Juan Manuel (2010). *La lexicografía en su dimensión teórica*. Servicio de Publicaciones de la Universidad de Málaga.

Blas Arroyo, José Luis (2011). *Políticos en conflicto: una aproximación pragmático-discursiva al debate electoral cara a cara*. Peter Lang.

Fuentes Rodríguez, Catalina ([2000] 2015). *Pragmática y Análisis del discurso*. Arco Libros.

Fuentes Rodríguez, Catalina and Alcaide Lara, Esperanza. (2008). *(Des)cortesía, agresividad y violencia verbal en la sociedad actual*. Universidad Internacional de Andalucía. <https://core.ac.uk/download/pdf/72018462.pdf>

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:

Ortiz López, Luis (Ed.) (1999). *El Caribe hispánico: perspectivas lingüísticas actuales (Homenaje a Manuel Álvarez Nazario)*. Iberoamericana/Vervuert.

Busse, Winfried and Studemund-Halévy, Michael (Eds.) (2011). *Lexicología y lexicografía judeoespañolas*. Peter Lang.

c) Books published after the first edition by a publisher other than the original author. They will be cited in the same way as books, inserting after the title and period “Edition of...”.

Example:

Covarrubias Orozco, Sebastián ([1611] 1977). *Tesoro de la lengua castellana o española*. Edition of Martín de Riquer. Turner.

d) Journal articles

- Surname(s), comma, author's name abbreviated with a period (.). 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. If the edition used is not the first, the date of the original publication should be indicated in square brackets: ([2004] 2005), period.
- Title of the article in normal type, without quotation marks, period.
- Name of the journal in italics, comma.
- Volume (if any).
- 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:

Albitre Lamata, Paula (2019). Análisis de los mecanismos de cortesía en cartas españolas del S.XVI. *Revista de Filología y Lingüística de la Universidad de Costa Rica*, 45(2), 27-66. <https://doi.org/10.15517/rfl.v45i2.39113>

Bartomeu Pi, Pau (2019). Las peticiones en la conversación coloquial española y alemana: un acercamiento a sus tipos y formas. *Círculo de Lingüística Aplicada a la Comunicación*, 79, 139-160. <https://doi.org/10.5209/clac.65653>

Brenes Peña, Ester (2017). La reserva argumentativa. Análisis pragmalingüístico de sus correlatos sintácticos. *Pragmalingüística*, 25, 89-106. <https://revistas.uca.es/index.php/pragma/article/view/2427>

e) Chapters in collective volumes

- Surname(s), comma, author's name abbreviated with a period (.). 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. In case the edition handled is not the first one, indicate the date of the original publication in brackets: ([2004] 2005), period.
- 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.
- Publisher, period.
- Add, whenever possible, the identifier (DOI, handle, etc.).

Example:

Kogan, Leonid (2011). Proto-Semitic Phonetics and Phonology. In Stefan Weninger (Ed.), *The Semitic Languages: An International Handbook* (pp. 53-151). De Gruyter Mouton.

f) Specific documents taken from a website / web pages:

- Surname(s), comma, author’s name abbreviated with a period (.). 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.
- “Retrieved on [date of consultation or last access]”, comma.
- “from [link to resource].”
- It is important to include the date a document was accessed, since the contents of websites change.

Examples:

Davies, Mark (2002-2009). *Corpus del español (100 millones de palabras, siglo XIII-siglo XX)*. Retrieved on January/27/2021, from <https://www.corpusdelespanol.org/>

Real Academia Española and Asociación de Academias de la Lengua Española (2024): *Diccionario de la lengua española (DLE)*. Electronic version 23.8. Retrieved on January/21/2024, from <https://dle.rae.es/>

g) Academic works: thesis, master’s thesis, bachelor’s thesis, etc.:

- Surname(s), comma, author’s name abbreviated with a period (.).
- Year of reading or defense of the work in parentheses, period.
- Title of the paper in italics.
- Between brackets “[ ]” must be the type of work, the university or center that endorses it, period after the brackets.
- If there is a web link to the work, it is included after the period in the square brackets.

Example:

Pérez Béjar, Víctor (2018). *Pragmagramática de las estructuras suspendidas* [Doctoral thesis, University of Sevilla]. <https://idus.us.es/handle/11441/79957>

## 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.*, *ibid.*, *et al.*, *cfr.*).
- 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.