



RULES FOR THE SUBMISSION OF CONTRIBUTIONS TO *PH INVESTIGACIÓN* semi-annual journal intended for cultural heritage researchers

Texts: texts should be submitted using the Open Office Writer format (preferably) via the "Área Personal" [Personal Area] of www.iaph.es/phinvestigacion, once the author has registered (username and password).

Contributions, in English or in Spanish, will have a length of 6,000 words and will be preceded by an abstract (250 words) in both languages.

Blind peer review: in order to guarantee the integrity of the blind peer review of the submission –which will be carried out by a few external reviewers– make sure that:

- ✓ any reference to the authors has been eliminated from the document, utilising "author" and "year" in the bibliographic references and the body of the text rather than the author's name, article title, etc.;
- ✓ any element that may identify the authors has been deleted from the archives (from the 'properties' field).

Graphs, photographs and maps: images accompanying the text will be attached as additional files during the five-step submission process. All images will be required to provide a descriptive caption in addition to indicating the image author and source. The text will indicate the image's location, if necessary; in any case, priorities will have to be established if various options are submitted.

Publishing images with poor technical or aesthetic quality will not be permitted, nor will it be possible to publish images lacking the appropriate permissions for reproduction.

Digital images (.jpeg) must be presented in individual electronic files (1 file = 1 graph/image) and never inserted in the word document or in a file with other images.

Graphs will be accompanied by their corresponding value tables so that they can be reconstructed to be better understood if necessary.

Bibliographic references and bibliography at the end of the document: references will be constructed according to the author-date system (AUTHOR'S SURNAME, year of publication: page number), meaning that footnotes will only be utilised for discussions and mailings.

The bibliography at the end of the document will be constructed by emphasising the author's surname and the date of publication. The guidelines UNE 50-104-94 and ISO 690-2 will be followed to the extent possible.

Some basic examples¹:

Book

LOMINADZE, D. G. (1981) *Cyclotron waves in plasma*. 1st ed. Oxford: Pergamon Press, 1981. 206 p. (International series in natural philosophy; 5)

WOLLSTONECRAFT, M. A (1996) *Vindication of the rights of women: with strictures on political and moral subjects* [en línea]. New York: Columbia University, Bartleby Library, 1996 <<http://www.cc.columbia.edu/acis/bartleby/wollstonecraft/100.htm>> [Consulta: 5/05/2011]

¹ Formats: surname(s) and names of authors, in bold; titles of books and journals, in italics; location: editorial, year of publication; web addresses between the symbols < >; 'consulted on' dates in brackets.



For **electronic** (DVD, CD, Internet) **documents** (books, journals...), the format type will be recorded in brackets –[online] [CD] [DVD]– following the title of the book or journal.

Additionally, Internet document references will include, at the end of the reference and between the symbols <>, the web address; and in brackets the date consulted.

Chapter from a book

MUÑIZ, J. (1987) Tratamiento quirúrgico del ulcus gastroduodenal. En MORENO GONZÁLEZ, E. (dir.) *Actualización en cirugía del aparato digestivo*. Madrid: Jarpyo, 1987, vol. IV, pp. 367-369

Contribution from a serial publication

WEAVER, W. (1985) The collectors: command performances. *Architectural Digest*, Diciembre 1985, vol. 42, n.º 12, pp. 126-133

Unpublished thesis

MATEO MIRAS, J. A. (1988) *Estudio Sistemático y Zoogeográfico de los Lagartos Ocelados Lacerta Lepida Daudin (1802), Lacerta Pater (lataste, 1880), (Sauria Lacertidae)*. Tesis doctoral inédita, Universidad de Sevilla, 1988

Legislation

DECRETO 206/2006, de 28 de noviembre, por el que se adapta el Plan de Ordenación del Territorio de Andalucía a las Resoluciones aprobadas por el Parlamento de Andalucía en sesión celebrada los días 25 y 26 de octubre de 2006 y se acuerda su publicación. *Boletín Oficial de la Junta de Andalucía*, n.º 250, de 29 de diciembre de 2006

Since the citation system used includes the first element then the date, it is expected that the date will be included following the surname_name of the author.

Several authors will be separated by a semicolon and a space, both in the bibliography at the end of the document as well as in the bibliographic references throughout the text.

If there are more than three authors, the first three will be indicated followed by the abbreviation 'et ál.' (with an accent mark over the 'a' and in lower-case letters): (SUÁREZ BARRERA; GARCÍA DELGADO; MORENO CHAPARRO et ál., 1995: 35-52). References beginning with AA.VV or VV.AA will not be accepted.

There are certain documents that are referenced by their title and not by author. In that case, the reference in the bibliography at the end of the document is constructed by emphasising the first important word of the title in capital letters; then this word is utilised as an identifying element in the in-text reference.

Some documents (older documents, archived documents) present peculiarities that make it difficult to apply these rules when constructing the citation. Try to adapt and consult bibliographic descriptions in reference libraries to the extent possible.