

GUIDELINES FOR THE PRESENTATION OF ORIGINAL DOCUMENTS FOR PUBLICATION

1. All articles must be originals, preferably written in Catalan. The Editorial Board may agree to the translation of articles of special interest that are received in other languages.
2. Articles must be presented in hard copy versions as well as on CD (preferably in MS Word format for PC or MAC).
3. Articles for publication should preferably be written in font Times, size 12, and with a 1.5 interline space.
4. Articles must be at least ten pages in length, and no more than twenty-five pages long (each page containing thirty seveny-space lines). All pages must be numbered consecutively. Nevertheless, the Editorial Board may authorise the publication of longer articles.
5. All notes must be numbered consecutively at the foot of the page. The bibliographic references of the notes must adhere to the criteria below.
6. Book references should be cited as follows: SURNAME, [*They are small capitals, not capitals*] Unabbreviated first name; SURNAME; Unabbreviated first name; SURNAME, Unabbreviated first name. *Monograph title: Monograph subtitle*. Edition number. Place of publication -1: Publishing house-1; Place of publication -2: Publishing house -2, year. Number of volumes. Number of pages. (Name of Collection, Name of Sub-collection; number within collection or sub-collection) [Additional information].
All references for articles from periodical publications should be cited as follows: SURNAME, Unabbreviated first name; SURNAME, Unabbreviated first name, SURNAME, Unabbreviated first name. «Title of the article of the serial publication». *Title of Periodical Publication* [Place of publication-1; Place of publication-2], volume number, issue number (day month year), page numbers on which such article appears. [Additional information].
7. If figures, photographs, graphs or tables are included, they must be numbered consecutively on separate pages, specifying within the text the places where they are to be included during the layout process. All

photographs, drawings and images must be submitted in photographic copy or in digital JPG or TIF format with a resolution of 300.

8. Section titles must be in small capitals and numbered.
9. Authors are also asked to enclose up to 4 lines of CV information, including: the author(s)'s associated institution and their e-mail address(es). It is recommended to keep the names of the institutions in their original language.
10. All articles must be prefaced with an abstract up to fifteen lines long written in Catalan and including the key words. An abstract of some 30 lines in English must also be included, with a translation of the title and key words.
11. In view of the indexing in different databases, authors are asked to follow the *Thesaurus català d'educació*.
12. To guarantee the quality of published papers, the Editorial Board will anonymously send the articles to two specialists, who in turn will suggest whether such articles can be published immediately, need to be revised, or are rejected. The authors of the papers will be notified if their papers are accepted. If a paper needs to be revised, the authors will be provided with the written comments of the specialists that have reviewed them.
13. All papers must be sent to a member of the Editorial Board or to the magazine's e-mail: bernat.sureda@uib.es