

# Escola Universitària Formatic Barcelona

## General Guidelines

Original Work: Submissions must be original and should not have been published previously.

Language: Submissions must be in English.

Spelling and Grammar: Please check your manuscripts carefully before submission. If you are not completely confident about the level of your written English, we request that you have your work proofread prior to submission by a proficient writer of English.

## FORMAT AND SUBMISSION GUIDELINES FOR ABSTRACTS AND PAPERS

Author 1., Author 2., Author, 3.....

Departament or institution

**Abstract** The intent of this document is to provide guidance for all those lecturers and collaborators to write papers of any kind in the academic framework of Formatic Barcelona University College. The standard proposed comes as a key component for improving not only the papers presented and possible publications but also to unify the criteria of research group members.

**Keywords:** *criteria, writing, papers, guidelines*

### Introduction

The standard proposed comes as a key component for improving not only the papers presented and possible publications but also to unify the criteria of research group members.

### Text

Briefly, the criteria in this regard are as follows:

- Size and font: Arial 12.
- Text: justified text and page margins (2, 5 cm x 2, 5 cm).
- Interlined: 1,5
- Order of exposure:

- Title
  - Author/s
  - Abstract
  - Keywords
  - Introduction
  - Text
  - Conclusion
  - References
- Extension of a paper: between 2.500 and 3.000 words (6 & 10 pages).
  - The titles will go in a larger size (14) in bold.
  - All authors will go under the title; last name and the initial of the surname followed by a period, and separated by commas. The lead author of the paper will go first.
  - Below the author/s should appear the university or department to which the authors belong.
  - Authors and affiliation centered in Arial 11.
  - The abstract will have between 200 and 250 words.
  - Keywords will go below the abstract in italics (three to five keywords).
  - The subtitles or headings should be presented in bold, size 12.
  - Bibliography: All citations in the text must be collected at the end of the article.
    - The citation system must always be the same. It must be followed the guidelines established by the APA (American Psychological Association).

## **Conclusion**

The standard proposed comes as a key component for improving not only the papers presented and possible publications but also to unify the criteria of research group members.

## **Bibliography or references**

Follow the guidelines established by the APA (American Psychological Association). <https://www.library.cornell.edu/research/citation/apa>