ARTICLE EDITION GUIDELINES (APA STANDARDS)

Dear author:

Your article has been accepted and it will be published in our Journal. At this moment, we are sending you these Article Edition Guidelines according to APA Standards in order to comply with fundamental editorial quality details.

These Guidelines present a set of indications that seek to resolve frequently asked questions regarding our publishing standards. Take into account that they are not limited to the way of indicating the bibliographical references, but they also gather indications regarding the integral presentation of your text.

If you wish, you can deepen your knowledge of APA standards by consulting its manual (Spanish / English) or the blog (http://blog.apastyle.org).

We kindly request that you pay close attention to revise your text according to the criteria that we will explain below. This stage of edition is fundamental to be able to culminate all the joint efforts that pursue the highest quality of both the evaluation and editorial process.

Thank you for your contribution.

Kindest regards

The Editorial Board
Las Torres de Lucca
FIRST STEP

EDITORIAL INFORMATION

Check that the final version of your manuscript has the basic editorial information in the first page. If in doubt, check the next model: click here.

Respect the following order:

1) **Title** (English and Spanish). Try to write a concise title that adequately describes the main idea of the manuscript (See Manual, p. 23).

2) **Author’s name and last name.**

3) **Institutional affiliation.** For example: Complutense University of Madrid, Spain.
   - a) In case your research work has been realized in several institutions, include only the main one of each author; for example, the one that contributes materially to the sustainment of the project in which the work is inserted.
   - b) Do not use acronyms, enter the full name of the institutional affiliation.
   - c) Indicate the country of the referred institution.

4) **Abstract** (English and Spanish). 300 words max. (See Manual, p. 26). A good abstract is:
   - a) **Accurate:** make sure that the abstract correctly reflects the purpose and content of the manuscript.
   - b) **Concise:** be brief and make each sentence maximally informative. Do not waste space by repeating the title. Include in the abstract only the four or five most important concepts, findings, or implications of your manuscript. Use the specific words in your abstract that you consider your audience will use in their electronic searches.

5) **Keywords** (English and Spanish):
   - a) Avoid using the same terms in the title as keywords.
   - b) Separate keywords by ; (semicolon).

6) **UNESCO nomenclature for fields of science and technology.** Look in the following link the name and the code of the matter that corresponds to your manuscript:
   [http://www.et.bs.ehu.es/varios/unesco.htm](http://www.et.bs.ehu.es/varios/unesco.htm)

7) **Author Note**

In this first footnote we ask for personal and contact information that you are authorized to publish along with your manuscript. This note should be divided as follows paragraphs:

   **First paragraph**) Name, last name, complete departmental affiliation, country.

   **Second paragraph**) Changes of affiliation (if any). Identify any changes in author affiliation subsequent to the time of the study.
Third paragraph)

i) Identify the financial support for your manuscript. Research projects, grants, etc. that have contributed to its development.

ii) Personal acknowledgment to those people who collaborated with the manuscript.

iii) If procedent, include information about previous versions of the manuscript or specify if it has been previously published; for example, if it is a translation or part of a previous research work.

Fourth paragraph) Contact information

i) Mailing address and e-mail.

ii) ORCID. It’s a free code which follows the traceability of the mentions of your manuscript and calculates its impact. It can be obtained at https://orcid.org/

IMPORTANT: Reviews should only include points 1-3 and 7.d.
SECOND STEP

WRITING STYLE AND ORTHOTYPOGRAPHY

The norms of writing or orthotypography are as important as grammar or spelling. Sometimes its use depends on criteria that only the author can define. Therefore, we thank you for reviewing your text before submitting a new version.

WRITING STYLE

In agreement with our editorial policy of expository clarity and argumentative rigor, authors are requested to:

i) Use clear and concise language. Make sure that each word means what you want to express.

ii) Use verbs instead of equivalent nouns and active voice instead of passive.

iii) Economics of expression: Short words and short sentences are easier to comprehend than are long ones. A long technical term, however, may be more precise than several short words, and technical terms are inseparable from scientific reporting. Yet the technical terminology in a paper should be readily understood by individuals throughout each discipline. An article that depends on terminology familiar to only a few specialists does not sufficiently contribute to the literature.

iv) Proper Sentences: writing exclusively in long, involved sentences results in difficult, sometimes incomprehensible material. Varied sentence length helps readers maintain interest and comprehension.

v) Paragraphs: A new paragraph provides a pause for the reader a chance to assimilate one step in the conceptual development before beginning another... Look for a logical place to break a long paragraph, or reorganize the material”.

vi) Avoid the editorial or majestic plural we.

vii) Footnotes: Content footnotes supplement or amplify substantive information in the text... A content footnote should convey just one idea; if you find yourself creating paragraphs or displaying equations as you are writing a footnote, then the main text or an appendix probably would be a more suitable place to present your information.

viii) Textual citations: reproduce the strictly necessary textual quotations according to the hermeneutic analysis displayed in your manuscript. In particular, avoid broad and repetitive reproductions of texts readily available to your readers.

ix) Reduction of language discrimination by gender, sexual orientation, ethnic or racial identity, disabilities and age.

In *Las Torres de Lucca*, following APA Style, encourages authors to reduce discrimination to the maximum extent possible through language. For example, to use various resources available to replace the male generic. They can be consulted here.
TEXTUAL CITATIONS
According to APA Style, for quotations greater than four lines (40 words approx.) a separate paragraph indented on the left should be used, omitting the quotation marks. In that case, the structure is:

- Correct:
  States Parties shall undertake all …. (UN 1989, Art. 4).

- Incorrect:
  “States Parties shall undertake all …”. (UN 1989, Art. 4).

IMPORTANT: Notice that the period goes before and after the parenthesis.

TRANSLATE TEXTUAL CITATIONS
As a general norm and to achieve the greatest possible accessibility of the manuscript, we suggest that all the content of the manuscript be in the same language. That is, we recommend NOT including textual citations in a different language than the main one of the manuscript. For this, we invite you to use recognized translations in the academic field of the specialty.

However, if there are no translation available or it is not adequate, we suggest some of the following alternatives:

- FIRST ALTERNATIVE: There is no published translation or you want to keep the original text for some reason:
  - In the main corpus of the manuscript the text is cited in the original language. If it is brief, in quotation marks, within the corpus of the text. If it is long, in a separate paragraph and without quotation marks
  - In a footnote, include a translation without quotation marks or parenthetical quotation. It’s not necessary to clarify that it’s "own translation": As it is not enclosed in quotation marks, it is redundant.

  For example:
  As Doutre says: “Las mujeres al trabajar en ámbitos masculinos adoptaron estereotipos masculinos” (2014, p. 332).1

  1 Women working in masculine fields adopted masculine stereotypes.

- SECOND ALTERNATIVE: When the translation available is not entirely satisfactory, we recommend transcribing it, but suggesting clarifications in brackets.
Translation is cited in the main body of the manuscript. If it is brief, in quotation marks, within the body of the text. If it is long, in a separate paragraph and without quotes.

Include in brackets any term or expression in the original language.

Indicate in a footnote all necessary clarifications.

For example:

More information at:

CAPITALIZATION
Capitalization must follow the rules of each language. Here are some frequently asked questions:

- Use of uppercases in Spanish:
  - Proper names.
  - Only the first letter of the title (Examples: “Crítica de la razón pura” o “La razón populista”).
  - The first letter of each sentence.
  - It is not capitalized after the colon, unless it follows a complete sentence. This case is frequent in long quotations that go in a separate and justified paragraph.
  - The nouns and adjectives that are part of the name of periodical publications or collections: La Vanguardia, Nueva Revista de Filología Hispánica, Biblioteca de Autores Españoles.

More information: http://lema.rae.es/dpd/srv/search?id=BapzSnotjiD6n0vZiTp

- Use of uppercases in English:
  - The first word of each sentence and after the colon (provided that it’s a complete sentence, just like in Spanish).
  - All words with more than four letters in the title of a font or headings.
  - The nouns followed by a number. For example, “On Day 2 […]”.

**IMPORTANT:** in the list of bibliographic references both in ENGLISH and SPANISH, only the first word of each title is capitalized. See Manual, 4.15.
For example:

- In the main text: *On Pictorial Language and the Typology of Culture in a New World Chronicle.*
- In the list of references: *On pictorial language and the typology of culture in a New World chronicle.*

**HEADING OF THE MANUSCRIPT**

The presentation of the headings into which the manuscript is divided is as follows:

- The introduction DOES NOT have a heading, nor any name or title that indicate something like *presentation* or *introduction*. It is assumed that the first section of the manuscript is the introduction.
- The section headings are centered and in bold.
- If sections and sub-sections are used, the structure varies in only the following aspects:

<table>
<thead>
<tr>
<th>Level of heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CENTERED, BOLDFACE, UPPERCASE AND LOWERCASE HEADING</td>
</tr>
<tr>
<td>2</td>
<td>FLUSH LEFT, BOLDFACE, UPPERCASE AND LOWERCASE HEADING</td>
</tr>
<tr>
<td>3</td>
<td>INDENTED, BOLDFACE, LOWERCASE PARAGRAPH HEADING ENDING WITH A PERIOD.</td>
</tr>
<tr>
<td>4</td>
<td>INDENTED, BOLDFACE, ITALICIZED, LOWERCASE PARAGRAPH HEADING ENDING WITH A PERIOD.</td>
</tr>
<tr>
<td>5</td>
<td>INDENTED, ITALICIZED, LOWERCASE PARAGRAPH HEADING ENDING WITH A PERIOD.</td>
</tr>
</tbody>
</table>

*This type of capitalization is also referred to as *title case.*

*bIn a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase.*

- It is not numbered in any way.
- The capitalization of each language are followed.
CORRECT USE OF ITALICS

- *Italics* should be used in:
  - Titles of books, newspapers, journals, movies, series, videos, television programs or any other electronic support.
  - In the introduction of a new technical word or key, but only in its first appearance.
  - In the introduction of words or phrases in a different language.
  - A letter, word or phrase cited as a linguistic example. For example, “words such as law or justice”.
  - When the sentence may not be understood if not used. For example, “the small group (when small is the name of the group and not an adjective).
  - The number of a journal.
  - To give emphasis, but only when it is essential and it cannot be achieved through syntax.

- Italics should NOT be used:
  - For known abbreviations in Spanish or English such as et al., i.e., ib., ibidem, etc.
  - Abbreviations in general. For example, when they are used to replace frequently used titles.


CORRECT USE OF THE QUOTATION MARKS

- *Correct*
  - As a general norm, quotation marks are used to quote a textual source.
  - Single quotes are only used to nest with doubles. “Hello ‘John’”. They should not be used for emphasis.
  - To mark the title of an article or a book chapter, but only when it is mentioned in the text. They should not be used in the bibliographic listing.

- Exception:
  - The first time a word is introduced that is used in an ironic sense, vulgar language (*slang*) or a neologism.

*More information:*
[http://blog.apastyle.org/apastyle/2013/02/quotation-mark-uses-other-thanquotes.html](http://blog.apastyle.org/apastyle/2013/02/quotation-mark-uses-other-thanquotes.html)
QUOTATION COMBINED WITH OTHER PUNCTUATION MARKS

The APA standards suggest using the American style to combine quotation with other punctuation marks.

<table>
<thead>
<tr>
<th>Punctuation marks</th>
<th>Where</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>In</td>
<td>Participants who kept dream diaries described themselves as “introspective” and “thoughtful.”</td>
<td></td>
</tr>
<tr>
<td>Comma</td>
<td>In</td>
<td>Many dream images were characterized as “raw,” “powerful,” and “evocative.”</td>
<td></td>
</tr>
<tr>
<td>Parenthesis</td>
<td>Out</td>
<td>Barris (2010) argued that “dreams express and work with the logic of gaining a sense of and a relation to ourselves, our lives, or our sense of reality as a whole” (p. 4).</td>
<td>See more examples <a href="https://blog.apastyle.org/apastyle/2011/08/punctuating-around-quotation-marks.html">here</a></td>
</tr>
<tr>
<td>Semicolon</td>
<td>Out</td>
<td>At the beginning of the study, participants described their dream recall rate as “low to moderate”; at the end, they described it as “moderate to high.”</td>
<td></td>
</tr>
<tr>
<td>Colon</td>
<td>Out</td>
<td>Participants stated they were “excited to begin”: We controlled for participants' expectations in our study.</td>
<td></td>
</tr>
<tr>
<td>Quotation or exclamation marks (of the cited material)</td>
<td>In</td>
<td>The Dream Questionnaire items included “How often do you remember your dreams?” and “What do you most often dream about?” We found intriguing results.</td>
<td>When the citation coincides with the end of the sentence and concludes with a question or exclamation marks, it does not require an additional period.</td>
</tr>
<tr>
<td>Interrogation or exclamation that are not part of the cited material.</td>
<td>Out</td>
<td>How will this study impact participant who stated at the outset, “I never remember my dreams”? We hypothesized their dream recall would increase.</td>
<td></td>
</tr>
<tr>
<td>Citation that includes a period or comma, but within another citation.</td>
<td>In</td>
<td>Some participants were skeptical about the process: “I don’t put any stock in these ‘dream diaries.’”</td>
<td>When multiple quotation marks are used for quotations within quotations, keep the quotes together (put commas inside, put a semicolon, colon, etc., out of both).</td>
</tr>
</tbody>
</table>

FOOTNOTE NUMBERING

- Number all footnotes consecutively in the order in which they appear in the manuscript with superscripts Arabic numerals.
- The Arabic numerals should appear as superscripts, as shown here, after any punctuation mark, except for hyphen (–).
- The number of a footnote that appears with a hyphen – as shown here - always precedes the hyphen.
- (The number is placed before the closing parenthesis, as shown here). Do not write footnote numbers in the text headers.

BASIC ORTHOTYPOGRAPHIC SIGNS

- After colon, do not use capital letters, except if what continues is a textual citation.
- Do not confuse the minus sign (–), the hyphen (–) or the em dash (—). In clarifications or paragraphs, em dash (—) should be used.
- The closing em dash in clauses is not deleted.
  e.g., Studies—published and unpublished—are included. Use no space before or after an em dash.
- Do not use orthotypography in a repetitive or redundant manner.
  For example: —normative—. In this case the em dashes mark an emphasis which makes it unnecessary to use italics.
- In Spanish, the hyphen or short dash is not used to join the prefix with the lexical base. Use a hyphen or short dash when the base word starts with an uppercase, when the prefix is before an acronym or a proper name: anti-ALCA, mini-USB, post-Gorbachov, pro-Obama.
  For example:
  o Incorrect: ex-president.
  o Correct: expresident.
  o Correct: anti-OTAN.
  More information: http://www.rae.es/consultas/normas-de-escritura-de-los-prefijos-exmarido-ex-primer-ministro
- The numbers of the centuries are written abbreviated, in Arabic numerals and in small caps. For example: “in the 20th century”.

- The dots that mark an ellipsis (…) are not used at the beginning or at the end of the citation. They are used only if a content is omitted in the middle of a sentence or if the omission causes the sentence to be confusing.

  For example, it is incorrect to write: Althusser writes: “... Antiquity intervenes only under the determination of Rome”.

- In the case of omitting a text between two sentences, use four ellipsis points (rather than three) to indicate any omission between two sentences.

  e.g. Althusser writes: “Antiquity intervenes only under the determination of Rome.... At least in the texts of the Florentine”.

- The three points that mark an ellipsis should not be included in brackets.

  More information: https://blog.apastyle.org/apastyle/2015/05/punctuation-junction-quotation-marks-and-ellipses.html

ABBREVIATIONS IN LATIN

- The abbreviations in Latin are not written in italics.

- They are always written in lowercase, except when they are preceded by a period or a semicolon.

- The following are used:
  
  o  i.e.
  
  o  n.b.
  
  o  e.g.
  
  o  cf. (no cfr.)

More information at:

http://www.rae.es/diccionario-panhispanico-de-dudas/appendices/abreviaturas
THIRD STEP

LIST OF BIBLIOGRAPHICAL REFERENCES

Verify that the list of bibliographical references correctly follows APA Style, since a well-constructed bibliographic listing facilitates the citation in the corpus of the manuscript.

EXAMPLES

In the following link you will find numerous examples according to the type of document: http://irsc.libguides.com/apa/referenceexamples

Here we reproduce only some.

- **Books**
  - **Book consulted in a different language than the manuscript. For example**: Pocock, John Greville Agard (1975). *The machiavellian moment. Florentine political thought and the atlantic republican tradition* [El momento maquiavélico: el pensamiento político florentino y la tradición republicana atlántica]. Princeton, Estados Unidos de América: Princeton University.
• Articles in academic journals

GENERAL INDICATIONS FOR THE BIBLIOGRAPHIC LIST

• Check that all the cited texts are included in the list.
• Only those cited should be included in the list. The listing is NOT a general bibliography on the subject.
• Classical texts (for example, the Bible or Greek classics) should not be included in the bibliography list.
• FULL name and surname of the author. In this way, we intend to make visible the genre of the author.
• In case of non-Western names that are transcribed, the way in which they have been cited during the manuscript must be respected and the same denomination must always be maintained.
• In the APA Style, Roman numerals are not used. Thus, for example, use “Volume 1” and not “Volume I”.
• Remember that only the first word of the title and proper names are capitalized in the list of bibliographic references. Even in English texts.

WHENEVER POSSIBLE INCLUDE THE DOI CODE

• All references to articles included in the bibliographic list should indicate, if it exists, the DOI (Digital Object Identifier) of the publication (with its active link, in the case that they have it), just at the end of the reference of the article.
To check whether a bibliographic reference has DOI or not, you can check the bibliographies of your article with the next tool “Simple Text Query”, where you can perform individual and block searches by entering all the bibliography.

The tool is available at: [http://www.crossref.org/simpleTextQuery](http://www.crossref.org/simpleTextQuery)

This tool is completely free. The process is very simple and is explained in the same website. To use the system, it is necessary to use an “authorized” mail. You can use: editorial@lastorresdelucca.org

**ORDER OF BIBLIOGRAPHICAL REFERENCES**

- References are ordered alphabetically.
- For the references of the same author, they must be ordered according to the year, from the oldest to the newest.
- In the case two (or more) works by the same author are cited, published in the same year, they must be differentiated by putting the year, followed by a, b, c... to differentiate each work.
- The second occurrence of a surname is NOT replaced by a hyphen or any other symbol.

**DESIGNATE THE CORRECT PUBLICATION DATE**

- A general doubt in the case of political philosophy texts is what date to include in the list of bibliographic and in parenthetical quotations.
- According to APA Style, the date of the edition you are working with must ONLY be included. For example, if the original work is from 1960; but it has been used a translation of 2002, the date to be included is 2002. That is, the date of publication of the original text should not be included.
- **Exceptions:**
  - The original publication date should be clarified when:
    - The original date of publication and the edition used differ considerably over time and it is of academic interest to preserve the original publication date. For example, a text of the 19th century or earlier.
    - In the case of classical texts of the ancient culture (for example, the Greek or patristic classics, etc.) the date of the translation used is indicated. For example: *Aristotle, trans.,1981*
  - Examples:
    - The date of the original publication is NOT indicated, the parenthetical citation follows the usual structure: *(Laclau, 2005)*. In the list of references: Laclau,

- The date of the original publication IS indicated:
  - In the parenthetical citation in the corpus of the manuscript, the original date and the date of the edition used must be included. Ex: Hobbes (1651/2009) or (Hobbes, 1651/2009). Aristotle (trans. in 1988) or (Aristotle, trans., 1988).
  - In bibliographical references, indicate in the first place the edition used, with reference to the editor, and in parentheses the original edition.

**More information:** See *Manual*, 6.18 or the next following web link:

**SOURCES IN A DIFFERENT LANGUAGE THAN THE MANUSCRIPT**

- In case the language of a bibliographical source does NOT coincide with the language in which the article is written, the bibliography should include a translation of the title into the language of the article.

- If the article is written in English, all bibliographical references in other languages must have the title translated into English.
  
  For example:


**IMPORTANT:** when journal articles or book chapters are cited, only the cited title is translated, not the title of the journal or the full publication.

**More information:** See *Manual*, 7.02.28 (p. 205) or the next link:
CITY AND COUNTRY OF THE EDITORIAL

- All the cities OUTSIDE of Spain must take the clarification of the country. Even when they are well known. For example: London, United Kingdom.

- Cities INSIDE of Spain ONLY carry the clarification of the Autonomous Community. For example: Madrid, MD; Barcelona, CT; Toledo, CM; Valencia, VC...


- If several cities appear, only the first or, where appropriate, the headquarters of the publisher should be consigned.

- The name of the city and county must also be translated into the language of the manuscript.
  - For a manuscript in English: New York, United States of America: Harvard University.
  - For a manuscript in Spanish: Nueva York, Estados Unidos de América: Harvard University.

EDITORIAL NAME

- Avoid including words such as “editorial” or any other acronyms. *Incorrect*: Madrid, MD: Alianza Editorial. *Correct*: Madrid, MD: Alianza.

- Remove the term “Press” for Anglo-Saxon publishers.

- If several publishers are listed, only the first one that appears in the list should be entered.

EDITORS AND TRANSLATORS

- If a source translated into the language in which the article is written is cited, the reference system follows the usual structure, adding, in parentheses after the title of the source, the information of the translator.

- In a translated source, the name of the translator should always be included. Without exception.
  
  *For example:*
  

- If available (especially in collective works or compilations) include the initial of the name and surname of the editors.
  
  *For example:*

WORKS WITH VOLUMES

- Quote a single volume of a collection
  
  Example:
  

- Quote the entire collection.
  
  Example:
  

- Quote a chapter of a volume in a collection.
  
  Example:
  


BOOK SECTIONS

- Whenever a section of a book is cited, the pages of the book must be included.

- The name of the editors or compilers should be included.

- The translation regulations of the titles must be respected, buy only for the title of the section of the book.

  Examples:
  

**VOLUME AND JOURNAL NUMBER**

- When citing an article in a journal, the volume, number and pages of the journal should be included, if applicable.

- It is important to take into account the following aspects, which usually generate doubts:
  - The volume is included in italics.
  - No space is used after the volume.
  - The journal number is included in parentheses.

  *Example:*
FOURTH STEP

PARENTHETICAL CITATIONS

Once the list of references has been systematized, we must check that we have correctly used the parenthetical citations.

Parenthetical citations are the way of quoting a text in the corpus of the manuscript, where the necessary information is included to locate it in the list of bibliographic references.

Examples of citation within the text:

- According to Jones (1998), “Students often had difficulty using the APA Style, especially when it was the first time they did it” (p. 199).
- Jones (1998) found that “students often had difficulty using the APA Style” (p. 199); What consequences does this have for teachers?
- The teacher stated “The students often had difficulty using the APA Style” (Jones, 1998, p. 199), but did not offer an explanation.

The correct structure is:

[parentheses] [surname] [comma] [space] [year] [comma] [space] [p.] [space] [page numbers] [parenthesis]

For example:


IMPORTANT CLARIFICATIONS

- The page number should be included only when you are paraphrasing the author’s work or are quoting it verbatim. In all other cases the page number is not indicated, the year is enough.
- In the case of a work by several authors, “&” should be used to separate both surnames if the article is in English.
- In long textual citations in which indention is used, the period goes before and after the parenthesis (See the example in “Textual citations”).
- If several works are referenced, they should be separated with semicolon. For example: (Nussbaum, 2006, p. 24; Laclau, 1985, p. 190; Rawls, 1975, p. 25).
- If several works by the same author are referenced, only commas are used. For example: (Hart, 1982, p. 255; Finnis, 1980, p. 308; Raz, 1977, pp. 221-223, 227-228, 1999, pp. 39, 190).
QUOTING PARTS OF NON-TEXTUAL TEXTS OR ELEMENTS

Examples:

- (Woo & Leon, 2013, Figure 3).
- Caswell, Morgan & Duka (2013, Table 1, row 3).
- (Park, Van Bavel, Vasey & Thayer, 2013, footnote 3).
- Dweck (2006, Chapter 3).
- Cook et al. (2012, General discussion section, paragraph 2).
- (Ferguson, 2012, pp. 64-67).