

## PRELIMINARY LIST FOR PREPARING PAPERS

As part of the submission process, authors are required to verify that their submission meets all the elements shown below. Manuscripts who do not comply with these guidelines will be returned to the authors.

The submission have not been previously published nor has it been submitted for consideration by any other journal (or an explanation has been provided in the Editor's Comments at this respect).

The format file for the submission must be OpenOffice, Microsoft Word, RTF or WordPerfect format.

Whenever possible, URLs should be provided for references.

### BASIC RULES FOR SUBMITTING PAPERS:

- Type of letter: garamond.
- Text body: size 11, line spacing 1.5.
- Title of the article: size 22, bold.
- Author's name: below the title, right alignment, size 14.
- Subtitle: size 16, bold and italic
- Title 1: size 16, bold
- Title 2: size 14, bold and italic.
- Footnotes: size 9, line spacing 1.1
- Appointments outside the text: size 10, line spacing 1,1 and indentation
- Quotations within the text: with quotation marks and without italics.
- If the quote within the text is in another language, quotation marks and italics.
- Titles of works: books, operas, films, discs, etc. On italic.  
... *Wagner wrote Parsifal, his last opera* ...
- Song titles: quotation marks, nouns and uppercase verbs; without italics  
... the song "I Am the Walrus" contains some sophisticated arrangements ...
- Personal interviews: after the aforementioned paragraph, the name of the person interviewed should be placed in parentheses, then "personal communication" (without quotes, of course) and finally the date of the interview.
- Citation of a series within the text body: Title in italics and years of completion:  
Breaking Bad (2008-2013)

– Citation from an episode of a television series in the body of the text: title with quotes, (season and episode number) (year of the season): For example, if we are talking about Breaking Bad and we cite an episode, the format is the following: “Black and Blue” (2x07) (2009).

– Biblical citations: “text” (Book, chapter: verse version): “Those who lived in the land of shadows, a light shone on them” (Isaiah, 9: 2 Jerusalem Bible)

– The names of musical groups must be written without italics:

... the importance of Syd Barrett's leadership in the origins of Pink Floyd ...

THE BIBLIOGRAPHIC CITATIONS WILL BE MADE IN THE FOLLOWING WAY:

– Monographs. Surname, Name (year of publication): Title [in italics], City of edition: Editorial:

Pollack, Howard (2006): *George Gershwin, his Life and Work*, p. 70, Berkeley and Los Angeles: University of California Press.

– Journal article: Surname, Name (Year and month of the journal): Title [between quotation marks and without italics], Title of the journal [in italics], volume, number, pages:

Keppler Jr, Philipp (1956, October): “Some Comments on Musical Quotation”, *The Musical Quarterly*, Vol. 42, No. 4, pp. 473-485.

– Online references: Same as in the previous appointments, but the address of the website and [date of consultation] is added:

Otaola González, Paloma (2012): “Pop music in Franco's Spain: rock, ye-ye and beat in the first half of the 1960s”, ILCEA, 16. Available at: <<http://ilcea.revues.org/index1421.html>> [Last query: January 22, 2013].

– Citation of CDs: Author (year of composition or copyright): Title in italics [recording medium]; place: record company (year of recording). For example:

Gershwin, George & Ira (1927): *Strike up the Band* [CD]; New York: Nonesuch Records (1991)

– Appointment of films: Name of producer, name of director (year of production): Title in italics [Format]; Country: study:

Berman, Pandro S. (producer), Sandrich, Mark (director) (1935): *Top Hat* [DVD] United States: RKO Pictures.

– TV series: Name of the creator (year or years of completion): title in italics [TV series]; country: producer:

Gilligan, Vince (2008-2013): *Breaking Bad* [TV series]; United States: AMC.

In the case of sending the text to the peer evaluation section, the authors must follow the instructions included in Ensuring an anonymous evaluation.