

Paper Submission Rules

Authors wishing to submit papers must previously send an abstract of approximately 500 words. Once the abstract has been accepted, the authors must send the definitive papers in electronic format, with the following features:

- Text documents (file extension .doc).
- Number of pages: maximum 15 pages (including bibliography, images, tables, graphs, etc.).
- The first page must include: **Title** (in bold, centered and Times, size 14), **Name of the author(s)** (in normal, left aligned and Times, size 12) and, underneath, the **Institution** (in italics, left aligned and Times, size 12).
- Then the paper will begin with a brief **abstract, in Spanish and English**, introducing the topic dealt with and outlining the general structure of the article, followed by the **keywords** in both languages.
- Font: Times, size 12, justified on both sides.
- Paragraph: Single line spacing, without indentations.
- Margins: 2.5 cm. on all sides (top, bottom, left, right).
- The images, charts, graphs, etc. must be numbered consecutively and identified by their corresponding titles, with the sources being clearly stated.
- Footnotes shall be numbered consecutively with Arabic numerals and in superscript. They should include the surname of the author(s) (in lower case letters), year of publication in parentheses and page number(s). Example: Cruz Mundet (2001), p. 188.
- Bibliographical references shall be included under the Bibliography section at the end of the text. They must be alphabetically ordered by author and according to the rules included below.

Bibliographical references

- Authors: when a source has up to 3 authors, each name will be cited and separated by a semi-colon (;), if there are more than 3 authors, the name of the first author will be cited, followed by **et al.** The expression Various Authors will not be used. If the work has no author, the first word of the title that is not an article will be written in capital letters.
- **Complete book** (all the chapters are by the same author or authors)

SURNAME(S), Name; SURNAME(S), Name; SURNAME(S), Name (year): <i>Title</i> . (edition), Publishing house, Place of publication.

EXAMPLES:

MINISTERIO DE FOMENTO; CEDEX, Centro de Estudios y Experimentación de Obras Públicas; CEHOPU, Centro de Estudios Históricos de Obras Públicas y Urbanismo (2001): *150 años del Ministerio de Fomento, 1851-2001 : [catálogo de la exposición]*. CEDEX, Madrid.

OLMEDO GAYA, Ana (2000): *El nuevo sistema ferroviario y su ordenación jurídica*. Aranzadi, Madrid.

PLANO del proyecto de ferro-carril de Lérida a Fayón y de Mora la Nueva a San Carlos de la Rápita (1916): Imp. Vda. de Luis Tasso, Barcelona.

If the book is by various authors and those who appear as authors of the book are actually compilers or editors, this circumstance will be highlighted by including their function in abbreviated form in parentheses, e.g.: **(ed.)**, **(coord.)**...

EXAMPLES:

MUÑOZ RUBIO, Miguel (coord.) (2005): *Historia de los ferrocarriles de vía estrecha en España: una visión de conjunto*. Fundación de los Ferrocarriles Españoles, Madrid (Railway History Collection; 3-4).

CAYÓN GARCÍA, Francisco; MUÑOZ RUBIO, Miguel; VIDAL OLIVARES, Javier (eds.) (2002): *Ferrocarril y ciudad: Una perspectiva internacional*. Ministerio de Fomento; Ministerio de Educación, Cultura y Deportes; Fundación de los Ferrocarriles Españoles, Madrid (Monograph Series).

- **Book chapter:**

SURNAME(S), Name; SURNAME(S), Name; SURNAME(S), Name (year): "Chapter title" in Surname(s), Name; Surname(s), Name; Surname(s), Name (eds.), *Book title* (edition), Publishing house, Place of publication, pp. no.-no.

- **Papers presented at congresses, conferences and seminars:**

SURNAME(S), Name; SURNAME(S), Name; SURNAME(S), Name (year): "Title". Paper presented at Name of Congress, City where congress was held, Country (if necessary), day(s), month.

EXAMPLES:

FONTANA, Josep (ed.) (2001): "La economía del primer franquismo". Paper presented at *VII Congreso de la Asociación de Historia Económica*, Zaragoza, Spain, 19-21 September.

GARCÍA ADÁN, Juan Carlos; DIEGO MARTÍN, Yolanda (2005): "El Archivo Histórico de Iberdrola y la industria eléctrica en España: fondos para la investigación histórica". Paper presented at *VIII Congreso de la Asociación Española de Historia Económica*. Santiago de Compostela, Spain, 14-16 September.

- **Journal articles:**

SURNAME(S), name; SURNAME(S), name; SURNAME(S), name (year): “Article title”. *Name of journal*, volume (issue), pp. no-no.

EXAMPLES:

CRUZ MUNDET, José Ramón (2001): "Archivo y empresa: más allá de la historia". *Revista de historia TST: Transportes, Servicios y Telecomunicaciones*, (1), pp. 187-206.

NAVARRO BONILLA, Diego (1998): "Los archivos de empresa: aproximación a la normativa jurídico reguladora de la producción documental en las empresas españolas". *Boletín ANABAD*, 48 (1), pp. 49-76.

- **Web pages:** The general rules will be followed, adding the URL (the address) between angle brackets (<>) and the retrieval date between square brackets.

EXAMPLES:

ROVIRA, Cristófol; MESA, Bartolomé (2006): "Anàlisi comparativa d'editors de mapes conceptuals d'ús lliure = Análisis comparativo de editores de mapas conceptuales de uso libre". *BiD: textos universitaris de biblioteconomia i documentació*, (16), <<http://www2.ub.edu/bid.htm>> [Retrieval date: 08/11/2006].

- **Archive documents**

SURNAME(S), name; SURNAME(S), name; SURNAME(S), name (document signatory, if applicable) (year): “Title and description of the document”. *Name of Archive*, city (if necessary); location within the archive, signature (avoiding unnecessary data for correct location).

Some abbreviations: ms. (manuscript); f. (folio/s); p. (page/s); doc. (document), no.: number. File, section and sheet are not abbreviated.

EXAMPLE:

ANGULO, Juan de (4 Oct 1692): “Súplica a: Duque de Pastrana”. 1 sheet. Located at: *Archivo General de Palacio*, Madrid; file 689, doc. 34.

- **Unpublished or forthcoming documents:** Follow the same rules as above and then, separated by a comma and as appropriate, add the term **unpublished** or **forthcoming**.

SURNAME(S), name, SURNAME(S), name **and** SURNAME(S), name (year): “Title”. Place of publication: Centre or Institution, **unpublished**.

- **CDs, DVDs, cassette tapes, etc.**

SURNAME(S), Name; SURNAME(S), Name; SURNAME(S), Name (year): *Title*. (edition), [type of medium], Publishing house, Place of publication.

EXAMPLES:

WAGNER, Richard (1998): *El drama musical wagneriano*. [Sound recording], CYC, Barcelona.

BARDEM, Juan Antonio (2002): *Calle Mayor*. [Video], Paramount Pictures; El Mundo, Madrid.

- **Thesis**

SURNAME(S), Name (year): "Thesis title". Supervisor, Name and Surnames. Type of thesis. [Type of document], University, Department/Faculty, Place where thesis was presented.

EXAMPLES:

GARCÉS OLMEDO, Aurelio (1970): "Los ferrocarriles de la Baja Andalucía". [Doctoral thesis], Universidad de Sevilla, unpublished.

LASCURAIN SÁNCHEZ, María Luisa (2001): "Análisis de la actividad científica y del consumo de información de los psicólogos españoles del ámbito universitario durante el período 1986-1995". Supervisor, Elías Sanz Casado, Madrid, Universidad Carlos III de Madrid, Departamento de Biblioteconomía y Documentación.

- **Laws and other legal texts:** The place of jurisdiction, if applicable, will be followed by the name of the competent ministry or institution, separated by a full stop. The title of the legal text will consist of: number of law, decree, etc.; day and month; and official name of the law.

PLACE OF JURISDICTION. Title of legal text. *Title of publication*, day, month and year of publication, (number of publication), pp. no.-no.

ESPAÑA. Ley 22/1987, de 11 de noviembre, de Propiedad Intelectual. *Boletín Oficial del Estado*, 17 November 1987, (275), p. 34.163.

ESPAÑA. Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal. *Boletín Oficial del Estado*, 14 December 1999, (298), pp. 43.088-43.099.