

Instructions to authors

Before submitting a manuscript for evaluation, please verify that it complies with the following indications:

1. The Monografías, Academia, Opiniones y Actitudes and Elecciones collections aim to disseminate original academic works in the field of sociology, political science and related social sciences, provided that their content contributes to a better knowledge of society, politics or social research methodology. Manuscripts outside this thematic area may be rejected without being evaluated.

2. In the case of the Academia, Opinions y Attitudes and Elecciones collections, prior to the eventual preparation of a complete manuscript for them, it is recommended to submit a **previous** and detailed draft of the same to the Editorial Board's judgment. The Editorial Board may approve or reject the project at this stage. The initial approval of a project by the Editorial Board does not necessarily presuppose its subsequent acceptance. All manuscripts, whether they are the result of a previously approved project or are submitted directly for publication, will be evaluated anonymously by the Editorial Board and the mandatory external evaluators (see editorial standards).

3 All proposals will be sent to the following email address: consejo.editorial_libros@cis.es, in Word format, specifying in the 'subject' field which collection they are directed to.

- a) The works that come from doctoral theses must specify, in a separate note, such circumstance, clarifying the institution in which it was carried out, the identity of the thesis director, as well as the composition of the panel that evaluated it and its qualification.
- b) Research resulting from doctoral theses must be presented in the format of an academic book.
- c) The rest of the original works will clarify, in a separate note, their possible relationship or connection with research projects, work in institutions or with other books-articles published by the author(s).

4. The submission of manuscripts presupposes, on the part of the authors or editors, knowledge and acceptance of these instructions, as well as the editorial standards.

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6. It will be the responsibility of the author or editor to report on the copyright situation. For the purposes of the provisions of articles 138-143 of the Intellectual Property Law regarding the actions and procedures that may be taken against whoever infringes intellectual property rights, the publication of a work that violates said rights will be the responsibility of the author.

7. Two versions of the manuscript must be sent:

- A version as the author or editor would like it to be published.
- An anonymized one, that is, in which all references that allow the direct identification of the author(s) or infer their identity are deleted.
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- An e-mail address. In the event that the manuscript is finally published, the following information will also be requested:
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The CIS Publications Department reserves the right to publish a summary of said biographical note in accordance with standardized uses in the collection.

9. The works will be preceded by a brief summary of between 200 and 250 words. The summary must clearly state the purpose of the study or research (objectives); basic procedures (methods); the main findings (results), and the most relevant conclusions, as well as highlighting new and important aspects of the manuscript.

10. Regarding the **format and length** of the manuscript, the following indications must be taken into account:

- Use a single font type and size: Times New Roman 12.
- Line spacing of 1.5 space.
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- The maximum length of the texts for each collection under the format conditions established in the previous sections will be the following:

Monografías - Maximum 350 pages in Word.

Academia- Maximum 450 pages in Word.

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Opiniones y Actitudes - Maximum 125 pages in Word.

11. All **tables and graphs** will be numbered correctly (Roman numerals for tables and Arabic numerals for graphs) and presented one on each page, at the end of the document. They must have a concise title that allows the content of the table or graph to be understood.

Tables and graphs should be sent, if possible, in editable formats, preferably Excel, vector formats and, only if the previous ones are not

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- Only references cited in the text will be included. Therefore, no additional references can be added.
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 - Parella, Sònia (2003). *Mujer, inmigrante y trabajadora: la triple discriminación*. Barcelona: Anthropos.
 - Parella, Sònia (2012). «Familia transnacional y redefinición de los roles de género. El caso de la migración boliviana en España». *Papers. Revista de Sociologia*, 97(3), pp. 661-684.
- If a work by one author appears cited and another, by the same author in co-authorship with others, first the work of the author alone is listed and then the publication in co-authorship. Next, the chronological order will prevail first and, in the case of works published in the same year, the alphabetical order:

- Bettio, Francesca (2002)
 - Bettio, Francesca y Caretta, Angela (2004)
 - Bettio, Francesca y Plantenga, Janneke (2004)
 - Bettio, Francesca; Betti, Gia y Ticci, Eduardo (2019)
 - Bettio, Francesca; Mazzotta, Fabrizio y Zigante, Valentina (2019)
- If two or more works by an author published in the same year are cited, they will be distinguished by a letter:
- Esparza, Daniel (2009a). «O Lisboa o Moscú: retos de la Presidencia checa en la UE». *Análisis del Real Instituto Elcano*, 28.
 - Esparza, Daniel (2009b). «Reflexiones sobre la Presidencia Checa en la UE: ¿La peor de toda la historia o crisis de identidad generalizada?». *Análisis del Real Instituto Elcano*, 157.
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- In the case of multiple authorship, all authors will be cited in the same way, up to a maximum of 20 authors. If this number is higher, the first 20 will be cited and ellipses will be added to indicate that more than one author participates in the work. 20 authors. Therefore, et is not used. to the. which will only be used in the text. Before the last mentioned author, "and" will be included.
- Bussetti, Simone; González Medina, Moneyba; Huete García, María Á. y Merinero Rodríguez, Rafael (2018). «Los mecanismos causales de la participación social: una aplicación a la regeneración urbana». *Revista Española de Investigaciones Sociológicas*, 164, pp. 77-96. If a work has several authors, without specifying which is the main one, the acronym VV can be used. AA.
- VV.AA. (2015). *Introducción a la economía y administración de empresas*. Madrid: Ediciones Pirámide.
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- Maravall, J. A. (1981) [1963]. *Las comunidades de Castilla: una primera revolución moderna*. Madrid: Editorial Alliance.
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- The use of DOI will be prioritized over the URL, when it exists.
- Bibliographic references always have a closing point, except if they end with a URL.
- In the case of works that do not have a date, the abbreviation will be used: (s.f.).
 - Henriques, Joao (s.f.). *Cuidando tu finca en tres pasos*. Metropolitan Publishing.

As a reference, the following illustrative examples can be followed:

* **Book references:**

- García, José L. y Jiménez, Juan C. (2001). *Un siglo de España. La economía*. Madrid: Marcial Pons.
- World Tourism Organization (2012). *Tourism and intangible cultural heritage*. Madrid: UNWTO.
- Campo, Salustiano del (coord.) (1993). *Tendencias sociales en España (1960-1990)*. (Vol. 1, pp. 301-324). Madrid: Fundación Banco Bilbao Vizcaya.
- Escobar Mercado, Modesto; Fernández Macías, Enrique y Fabrizio Bernardi. *Análisis de datos con Stata*. Madrid: CIS. (3.ª ed.).

* **References to book chapters:**

- Ros García, Juan (1996). Fundamentos de política bibliotecaria. En: L. Orera, *Manual de Biblioteconomía*, (pp. 423-441). Madrid: Síntesis.
- Doreste Alonso, Atilio y Suárez Rodríguez, Ernesto (2008). Archivo documental de la calle. En: J. Llaveria (ed.). *Diálogos urbanos* (pp. 265-278). Valencia: Universidad Politécnica de Valencia.

* **References to magazine articles:**

- Calvo, Kerman y Bejarano, Ester (2022). «Musicar los balcones: resiliencia en tiempos de la COVID-19». *Revista Española de Investigaciones Sociológicas*, 178, pp.-23-38.
- Bennett, Stephen E. (1997). «Why Young Americans Hate Politics, and What We Should do About It». *Ps-Political Science and Politics*, 30(1), pp. 47-53.

* **Internet references:**

In the references of electronic resources we will add, whenever possible, the date of last access:

- Asociación Española de Estudios de Mercado, Marketing y Opinión (AEDEMO) (2006). *Industria de los Estudios de Mercado en España 2005*. Disponible en: <http://www.aedemo.es>, acceso 21 de septiembre 2010.
- Green, M. J.; Krosnick, A. y Holbrook, A.L. (2001). *The Survey Response Process in Telephone and Face-to-face Surveys. Differences in Respondent Satisficing and Social Desirability Response Bias*. Available at: <http://www.clas.ufl.edu/users/kenwald/pos6757/spring02/tch62.pdf>, access September 21, 2010.

15. The authors or editors must declare, if applicable, the support or financing that affected the completion of the manuscript.