

COMMUNICATIONS STANDARDS
JACA INTERNATIONAL DEFENSE COURSE 2021

The text of the communication must be presented in a Word document, and accompanied with the author/s CV in separate files. If the communication includes images and/or slides, each of them will be a separate file and will have a minimum resolution of 300 ppp (approximately one MB weight). The position inside the text will be indicated, and the footnote of each one (if needed) will be sent in another separate Word file.

All documents will be sent by Email to agm-cid@mde.es not later than the date established by the organization.

1. Communication structure

The submitted text will consist of:

- Title of the communication
- Authorship:

Author 1	
SURNAME, NAME	
ID / PASSPORT	
EMAIL	
PHONE	
INSTITUTION/ORGANIZATION	
PERSON OF CONTACT (YES OR NO)²	

¹ One per each author, if several.

² If not the person of contact with the Organization, fill an additional data box with his/her data.

- Summary of 1500 to 2000 words (bibliography not included)
- Key words: four to six.
- Main Body of the Communication.

The text will be written in a Word file and will have a maximum length of 6000 words, in Arial font size 12, with a spacing between lines of 1.5 and normal type margins (top / bottom 2.5 cm and sides of 3 cm).

The text will consist of at least four sections. The first one will be the Introduction, a penultimate of Conclusions and a last one of Bibliography. Paragraphs will not be separated by additional returns and the use of tabs, underlined or bold words, and double spaces will be avoided.

Indentation on the left and right will be zero, with a special indentation on the first line of 1.25. The spacing between paragraphs will be 12 points before, and 0 points after.

The structure of the text will be straightforward and easy to follow. The headings contained in the text will be listed hierarchically with numbers. The index will serve as a guide in the layout, so the hierarchy of the different sections are clearly differentiated by the numbering (1., 1.1., 1.1.1., 1.1.2., 2., etc.).

Footnotes will be at the end of each page. Bibliographic citations will use Arial type font, size 8. The structure will be as follows: Surname (in small caps), first name of the author. Title of the work (in italics if it is the title of a book and in quotation marks if it is an article or chapter of a work). Place of publication: Publisher, year of publication, and pages where the quoted text appears. Example: LÓPEZ, Juan Gabriel. *Translation manual*. Barcelona: Gedisa 1997, pp. 235-298.

If the same author and publication is cited consecutively, the second one will be initiated with the word "Ibidem" followed just by the page/s number.

- Bibliography

Bibliography will be included at the end in accordance with APA 7th edition citation standards.