PAPERS SUBMISSION GUIDELINES
JACA INTERNATIONAL DEFENCE COURSE 2022

These guidelines are set in accordance with the standards applied to all Spanish Ministry of Defence publications.

The paper must be presented in a word document, either in Spanish or in English. A separated file with the author/s CV will accompany the Communication. If the Communication includes images and/or slides, each of them will be in a separated file and will have a minimum resolution of 300 ppp (approximately one MB weight). The position inside the text will be labelled, and the legend of each one (if needed) will be sent in another separated word file.

All documents will be emailed 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/ORGANISATION	
PERSON OF CONTACT (YES OR NOT)[2]	

[1] One per each author, if several.

[2] If not the person of contact with Jaca Defence Course Organisation, fill the additional data box with his/her data.

- Summary of 200 words (bibliography not included)

- Key words: four to six.

- Main Body of the Communication.

   The text will have a maximum length of 3000 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 be structured into sections with at least four of them. 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" following just by the page/s number.

- Bibliography

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

- Images
  Images / graphics or the like must be attached in separate .jpg files. With respect to the slides of a presentation, the original PowerPoint will be required. They should not be inserted in the text. The word file will only contain a footnote with the format: IMAGE 1, IMAGE 2 and the subsequent ones, which will indicate the position of the image within the text. The explanatory text of the image / graphic will also appear under this footnote within the text, if that applies.