

Instructions to authors

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

1. The objective of the Cuadernos Metodológicos collection is to disseminate social research methods and techniques among the community of social scientists in the Spanish language, showing their relevance and relevance.

The Notebooks should emphasize the applied and practical aspect of research, as well as facilitate self-learning for those readers who are introduced to a particular methodology or technique through these texts. The notebooks should offer examples based on real research. The methodological discussion must be rigorous and concrete, aimed at exposing well-defined problems.

The Notebooks can also have an auxiliary role in the advanced teaching of research techniques and social research methodology. In cases where this is relevant, the notebooks may have a web address where they can host exercises and practices.

2. Prior to the eventual presentation of the complete manuscript, it is recommended that a preliminary and detailed draft of the proposed notebook be submitted to 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 in writing and anonymously by the Editorial Board and external evaluators (see editorial standards).

3. The works may be presented in Spanish or English. If the publication of a text in English is approved, the author will be responsible for translating it into Spanish.

4. The works will be sent to the email address consejo.editorial_libros@cis.es. For better identification, all pages of the submitted manuscript must be numbered.

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

6. The author of the submission or sender will be the recipient of all communications issued by the Secretariat of the Methodological Notebooks collection related to the proposal. She must indicate a postal address, a telephone number and an email address. This person will be responsible, in the event that there are several authors, for contacting their collaborators and for providing the Secretariat of the Cuadernos Metodológicos collection with the necessary information about them, being responsible for possible conflicts over the authorship of the manuscript. If you wish to change the recipient author of the communications, you must explicitly request it.

7. The works must be unpublished in any language. It will be the responsibility of the author, editor or compiler 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. to.

8. Two versions of the manuscript must be sent:

- A version as the author would like it to be published.
- An anonymized one, that is, in which all references that allow direct identification of the author or inferring his identity are deleted.
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In the event that the manuscript is finally published, the following information will also be requested:

- The highest academic degree(s) and the institution or institutions where they were obtained.
- The current position or type of hiring.
- A list with the main publications.
- The main research areas.

The CIS Publications Department reserves the right to publish a summary of said biographical note in accordance with standardized uses in the collection.

10. The works will be preceded by a **brief summary** of between 200 and 250 words. The **summary must** explain the purpose of the Notebook, its internal organization, and the most relevant or innovative aspects of the method or technique that is the object of the Notebook, as well as the approach of the text on it.

11. The **length** of the manuscript must be between 40,000 and 90,000 words, bibliography included. Under no circumstances may it exceed 350 pages in Word, taking into account the format established in section 12.

12. Regarding the **format** 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 spaces.
- Not justifying the text.
- Do not indent the beginning of paragraphs.
- All abbreviations will be described the first time they are mentioned.
- Notes will be at the bottom of the page.

13. 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 format, preferably Excel, vector formats, and, only if the previous ones are not possible, in tiff or jpeg. Images must be sent separately, in tiff or jpeg format, and must have a resolution of 300 pixels/inch, with a minimum size of 10 cm wide.

14. All **references** in the bibliography must have their correspondence in the text, as well as any statement expressed in the text as belonging to another author must have its correspondence in the bibliography.

15. A list of the commented bibliographical references will be presented at the end of the text. The majority or most important references must be commented on, briefly, indicating guidelines on their content that may be useful to the interested reader.

16. Citations from **books and articles** in the text will appear in the body of the text and not in footnotes. They will be made indicating in parentheses the author's last name in lowercase letters, followed by the year and page of the publication. Ex.: (Bourdieu, 2000: 31). If two or more documents have the same author and year, they will be distinguished from each other with lowercase letters after the year and within the parentheses (Coté, 1985a). Documents with two authors are cited by their first surnames joined by "and" (Newton and Norris, 2000). For documents with more than two authors, the citation will be abbreviated indicating only the last name of the first author followed by "et al.".

17. **Bibliographic references** will always be included at the end of the book. In those works that require it, it may be placed at the end of the chapter, following the alphabetical order of authors and according to the following established forms:

- Only references cited in the text will be included. Therefore, no additional references can be added.
- It will be ordered alphabetically by the author's first surname following the APA (American Psychological Association) style).

- In the case of Spanish or Latin American authors, both surnames will be used, unless the author expressly wants to appear only with the first one. This is especially important in those authors who share a first and last name, since it is the only way to differentiate them.

- If there is more than one text by the same author, they are ordered chronologically, from the oldest to the newest. The author's name will be repeated as many times as works are cited and it will not be replaced, in any case, by a long hyphen:
 - 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 Sociología*, 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.

- The author's name should be developed whenever possible. If you have a compound name, you should develop only the first one and use the initial for the rest:
 - Millás, Juan, J.

- 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, as we have already seen, 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 acronyms can be used VV. AA.
- VV.AA. (2015). *Introducción a la economía y administración de empresas*. Madrid: Ediciones Pirámide.
- When a republished work is cited and it is considered relevant to mention the date of the first edition, this will be indicated in square brackets:
- Maravall, J. A. (1981) [1963]. *Las comunidades de Castilla: una primera revolución moderna*. Madrid: Alianza Editorial.
- In the case of works in other languages, if there is a translation into Spanish, it can be included, at the end of the reference after a semicolon, with the following format:
- Kropotkin, Pietro (1902). *Mutual Aid: A Factor of Evolution*. London Heinemann; [ed. cast.: *El apoyo mutuo: un factor de la evolución*. Bilbao: Zero, 1978].
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- Translating the names of the places of publication will be avoided, always respecting the format in which they appear written in the original publication, in order to avoid variants of the same name:
- London y no Londres, Paris y no París
- 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.

18. The authors or editors must declare, if applicable, the support or financing that has affected the production of the manuscript.