

GUIDELINES FOR AUTHORS
LATIN AMERICAN JOURNAL OF EUROPEAN STUDIES
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The following conditions and guidelines for authors apply to all manuscripts submitted for publication in the Latin American Journal of European Studies (ISSN 2763-8685). These are complementary to our Editorial Policies, which can be accessed at the following link: <https://eurolatinstudies.com/en/guidelines-for-authors-journal/>.

1. SUBMISSION REQUIREMENTS

- a. Works written in Portuguese, English, and Spanish will be accepted.
- b. Authors ensure that the work submitted is unpublished and original, unless it has been published in another language and in another country, in which case it must include a citation stating that it is a version of an article already published in another foreign work.
- c. Works written by preferably a maximum of three (03) authors will be accepted, requiring that at least one of them is pursuing a doctorate or master's degree.
- d. All authors must be registered with ORCID. More information at: https://orcid.org/content/about-orcid?locale_v3=en.

- e. Articles must be between 35,000 and 60,000 characters with spaces, including references and footnotes.
- f. Critical reviews and interviews must contain between 5,000 and 15,000 characters with spaces and be unpublished, contain specific development, following the formatting provided in these Guidelines for Authors. Critical reviews may also contain references.
- g. Articles must contain a title, abstract, and keywords in the original language of the article's text and in English, when this is not the original language of the work. When the original text is in English, title, abstract, and keywords must be written in Spanish or Portuguese.
- h. Indicate in a footnote on the first page whether the work was sponsored or funded.
- i. Files must be submitted in Word format (.doc or .docx), named with the title of the work (e.g., title.doc), in a manner that does not allow identification of the authors.

2. EVALUATION CRITERIA

When analyzing the works submitted to the Latin American Journal of European Studies, evaluators will consider:

- a. Title: Is it clear and appropriate to the content of the article?
- b. Abstract – Keywords: Does the abstract present the intended objectives, methodology, and a synthesis of the final considerations? Is the abstract clear and concise? Do the keywords reflect the elementary ideas of the text?
- c. Introduction: Does it present, justify, and delimit the objectives? Does it present the study problem investigated? Does it describe the methodology used? Does it specify the hypothesis(es) and are they relevant to the proposal of the article?

- d. **Development:** Is there exposition and discussion of the theories that were used to clarify the problem? Is the internal division adequate to achieve the intended objectives? Is the theoretical foundation consistent?
- e. **Final Considerations:** Are the results presented objectively? Does the article bring contributions to the study area it concerns? Are they a logical consequence of the reasoning developed throughout the article? Are they relevant to the problem and objectives of the study?
- f. **References:** Are the citations relevant to the theme addressed?

3. GENERAL STYLE RULES

3.1 Format

The article must be submitted in .doc format, A4 paper size, left and top margins of 3.0 cm, right and bottom margins of 2.0 cm. The article should be written in Times New Roman font (size 12), justified alignment and 1.5 line spacing. The first line of each paragraph should have a 2 cm indent from the left margin. References should be made exclusively in footnotes, Times New Roman font (size 10) with justified alignment.

Italic: Italics should be used for all words in a language different from the manuscript, including Latin expressions and figures of speech. Bold and underlined characters are not allowed.

3.2 Work Structure

For the preparation of the article, authors must follow the following sequence:

- a. **Title:** with a maximum of 240 characters including spaces. The title should be in uppercase and bold, centered at the top of the first page, with single spacing.
- b. **Abstract:** the abstract should contain 150 to 300 words, indicating the intended objectives, methodology, and a synthesis of the final considerations. It should be

preceded by the word "ABSTRACT," in uppercase and bold, justified alignment, and single spacing.

- c. Keywords: Include three keywords, separated by semicolons, preceded by the term "KEYWORDS", in uppercase and bold, with justified alignment and single spacing.
- d. Translated Title, Abstract, and Keywords: Articles must contain a title, abstract, and keywords in the original language of the article's text and in English, when this is not the original language. If the original text is in English, these elements should be translated into Spanish or Portuguese. The title should be in uppercase and bold, with single spacing.
- e. Table of Contents: Including the sections covered in the manuscript, organized into enumerated subtitles, preceded by the term "TABLE OF CONTENTS", in uppercase and bold, justified alignment, with single spacing. The formatting of the items and subitems in the manuscript should follow a numerical sequence, excluding the Introduction, Final Considerations, and References, which should not be numbered.

Example: **TABLE OF CONTENTS:** Introduction; 1. Xxx; 1.1. Xxx; 1.1.1 Xxx; 1.2 Xxx; 1.2.1 xxx; 1.2.2 xxx; 2. Xxx; 2.1 Xxx; 3. Xxx; 3.1 Xxx; 3.2.1 Xxx; Final Considerations; References.

- f. Body of Text: Adhering to the general style rules (3.1) and specifically regarding:
 - Subtitles: The body of the text should be divided into items corresponding to each part of the work, enumerated as described above (item 3.2, "e"). These items should be referenced at the author's discretion, with "Introduction" at the start of the article and "Final Considerations" at the end being mandatory. Subtitles should be numbered, justified in uppercase and bold. A space should be provided after the text that precedes them and a space immediately above the text that follows.
 - Numbers: Use words for numbers from one to nine (e.g., one, two, three) and Arabic numerals from ten onwards.
 - Citations: Citations should be made within the body of the text, using quotation marks, without italics or bold, adhering to the rules indicated in item 3.3.

- References throughout the text: References made throughout the text should be in footnotes, according to the Chicago style (item 3.3).
 - Foreign Language Citations: Citations in a foreign language should include a translation of the excerpt in the language of the article within the body of the text, with the original in a footnote.
 - Footnotes: Footnotes may be explanatory and/or contain references. Footnotes should be numbered throughout the text. Explanatory footnotes should be succinct and used sparingly. Notes containing references should follow the rules set out in item 3.3. Use the automatic footnote function and Arabic numbers. Place footnote indicator numbers after punctuation, without any space. Example: [...] according to what is stated in art. 13.23
- g. Direct citations should be made within the body of the text, using quotation marks, without italics or bold. The corresponding reference should be made in a footnote:
- Short Citations: Short citations, up to 70 words, should follow in the main text, using double quotation marks. Single quotation marks should be used for internal citations. Punctuation should be placed outside the quotes. Example: It is highlighted that "human dignity is inviolable. It must be 'respected and protected', constituting the foundation of all fundamental rights."
 - Long Citations: The use of long citations (above 70 words) is not recommended, but when necessary, should be included in a new paragraph, with a 4.5 cm indent to the left, font size 10, single line spacing, justified alignment without an indent on the first line, no bold, no italics, and without the use of quotation marks.
- h. Images:
- If the article contains photographic images and/or graphic drawings, these should be sent in their original format (.jpeg, .png, .tiff) and in separate files (not embedded within the text itself), with a minimum resolution of 300 dpi. In the text file, the approximate location where figures, graphics, tables, and/or diagrams should be inserted must be indicated through the insertion of captions (in the language of the article).

3.3 Citation Guide

Bibliographic references must be formatted according to the Chicago style:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

* Document updated on January 13, 2025