



AUTHOR GUIDELINES

Barataria. Revista Castellano-Manchega de Ciencias Sociales is an annual publication that is published in both paper and electronic formats at the end of the month of November as well as having special editions with specific themes and contents.

I. Sections and steps for the submission of articles to *Barataria*

Barataria has two sections:

- a) Theory and Practice/Experience: in this section articles that are the result of theoretical analysis or field work are grouped, following a basic academic structure common in scientific journals, and
- b) Texts and book reviews: in this section the bibliographic revisions of recently published texts whose content can be considered apt for *Barataria*'s theme by the editorial board are grouped.

1. The articles that can be sent to *Barataria* must be in the wide range of specializations that make up the social sciences, among which are found: sociology, anthropology, political science, economics, etc. Likewise, bibliographic reviews that are current, of maximum interest, and relative to abovementioned specialties can also be sent.

2. By sending articles or reviews to *Barataria*, it is presupposed that the authors know and accept these guidelines.

3) The articles and bibliographical reviews pass through three phases before their final publication, if publication takes place:

- a) The secretary of *Barataria* will punctually acknowledge the reception of the originals.
- b) Next, the Editors-in-Chief will analyze whether or not the articles or reviews adhere to the present author guidelines; if not, they will be returned to the authors so that they have another chance to adapt them.

- c) Once the pertinent modifications are completed, the article or review will be sent to the external evaluators (peer review, double-blind) so they can guide the Editorial Board in their final decision.
- d) Once the external evaluation is received, the evaluators' suggestions for the improvement of the work, if there are any, will be sent to the authors so they can, in a brief period of time, make the suggested changes.
- e) The entire process will not last more than six months, although the publication of the article, if it is published, could be postponed for up to one year.

II. Languages of the originals

Barataria accepts for publication articles in Spanish, English, Italian, German, and French. Those that are not written in Spanish must have, on the second page (see below), the first part in the language of the paper and the second in English and Spanish (in case, we can make the translation into Spanish. Let us know).

III. Submission of articles

1. Send the collaboration proposals using exclusively the web-page. Go to www.revistabarataria.es (Register as user –Author– on the right side of the webpage, and in case of doubts, questions to secretaria@revistabarataria.es) keeping in mind the following norms.

The author/s must adhere to the following steps and norms.

2. The texts must be sent in text format *Word* (.doc or .docx) for *MS Windows* (in no case PDF or other formats that are not compatible with that previously described). The original must be sent indicating as the subject: "Papers".

3. All work sent in must be original, unpublished, and the authors are obliged not to have the article in evaluation elsewhere or to send it to any other journal while it is submitted to the publication process at *Barataria*.

4. If the article is not unpublished, it must be clearly and expressly manifest on the first page, arguing why its publication is desired, even if it is in another language.

5. To guarantee that the evaluation of the articles is done anonymously, the originals must be presented in the following way:

- On the first page there must appear:
 - a) The identifying data of the author or authors, in order of importance, the first name being the one that will serve as the contact between *Barataria* and the authors that are listed as co-authors:
 - b) Name, institution to which the author belongs, postal and electronic addresses, and a contact telephone number, as well as
 - c) A brief CV of the authors (100 words per author, maximum).
 - d) The names, the institutions to which they belong, the city, the country, and the contact emails of all the authors will be published.
 - e) Also appearing here—if necessary—are the acknowledgments, which will later be included at the end of the paper, just as indicated in Section 5 of the norms.

- The second page must contain, in this order:
 - a) The title of the paper (Spanish and English), and not more than one line, if possible.
 - b) A summary—*Abstract*—of the paper (Spanish and English) that should not exceed 150 words and the content of which must explain the objectives, methodology, and the principle results and conclusions of the work.
 - c) A list of key words will be included—(no more than 5, in Spanish and English). The authors must choose the key words carefully, avoiding, as much as possible, that they coincide with what appears in the title,
 - d) as well as the contents of the article (Spanish and English).

6. The text must be presented on DIN A-4 paper, with 2.5 cm margins on all of them; furthermore, the text should be justified and double-spaced, with Times New Roman font, size 12.

The originals must be between 20 and 25 pages (tables, graphs, images, etc., included) or between 8,000 and 9,500 words, whichever comes first.

7. *Barataria* processes and publishes free of charge for the authors all contributions received and those selected in both paper and electronic format.

8. The authors are the exclusive owners of the Copyright related to their collaboration with *Barataria*. By sending the originals and accepting these publication norms, the authors are expressly committed to respect the rights

derived from the publication and diffusion, in both paper and electronic formats, including Internet, of their work in *Barataria*, with the aim of protecting the common interests of the authors and editors following what is established by the Public License of Creative Commons: CC BY-NC 4.0.

(<https://creativecommons.org/licenses/by-nc/4.0/deed.en>)

9. *Barataria*, following the processes of the journals that spread knowledge under the principles of Open Access (DOAJ), put at the disposition of the different repositories that follow this protocol the contents published in it, by which the authors, at sending their contributions (articles or reviews), accept this way of distribution of their work.

10. The publication of articles in *Barataria* is subject to the condition that the authors guarantee the originality of the work and data utilized in the analysis and that they are clearly and precisely documented and at the disposition of any researcher. In the case that it is discovered *a posteriori* that these requisites are not fulfilled, *Barataria* will remove the work from the web.

11. Graphs, tables, photographs, maps, and, in general, all images—the minimum possible—will be numbered correlatively in the text with Arabic numerals. The order number and the title must be clearly expressed at the top of the figure, and the source or authorship must go at the foot of the image, graph, etc. They must be presented in black and white or in a scale of greys (for the paper version). In the text that the authors send, they must go in the exact place. For the *Barataria* edition, they will be situated in accord with the design of the page. The originals of these images must be attached in a separate file, with the same numeration they have in the text, indicating the source and in image format (JPG or PNG of 300ppp), or in *Word* (.doc or .docx), and with sufficient technical quality to make its reproduction possible. The size should not exceed the measurements 12 X 12 cm.

IV. Guidelines for evaluators

1. The Editorial Board will only send to the evaluators those texts that adhere to these publication norms, papers and reviews. For the selection of originals, a system of external evaluators is used in accord with strict criteria of scientific quality: evaluation by pairs with a system of double anonymity.

In the case of controversy, the article will be sent for a third evaluation. The result will be sent to the Board, which will make the final decision.

2. The guidelines sent to the evaluators to assess the articles received are, in this order: originality, novel and significant contributions to the study area, relevance of the sources used in the text, consistency of the methodology utilized in the research, references in the text, fluidity of discourse; and finally, the evaluators' recommendations and their final assessment: publishable-not publishable.

3. Once the evaluators' reports are seen, the definitive decision for the publication of the papers is the responsibility of the Editorial Board. In no case will the identity of the specific evaluators for each article be revealed to the authors or to any other person who does not form part of the Editorial Board. The names of the evaluators who have collaborated with *Barataria* in past years will be published on paper as well as on the web-page.

V. Reviews and Book Critiques

1. The texts for reviews and book critiques should have between 6 and 9 pages, (between 2,000 and 3,500 words) double-spaced, in Times New Roman, 12.

2. At the top of the review the following must be specified: author, title, place of publication, publisher, date of publication of the book, and the number of pages.

3. The text must be sent using the webpage of Barataria: www.revistabarataria.es , Register as author and go to the section: "Book review".

4. At the end of the work, the following must appear: full name, institutional affiliation and the electronic address of the author (only one author is accepted) of the review or critique for its publication, in the event it is published.

VI. Acknowledgements

In the case that the authors wish to make reference to support received—for the financing of the research, a research project from which the article is derived, etc.—it can be included on the first page of the article in order to guarantee

anonymity. In the final layout, these acknowledgements will go at the end of the article, after the bibliographical references under the title *Acknowledgements*.

VII. Bibliographical quotations (in the text of the article or review):

1. Notes are not accepted, either footnotes or endnotes—they must appear in the text in the following way:

- a) If the name of the author has already been mentioned in the text, the year of publication should be indicated at the end of the phrase:

“...to which Castells replies, saying that we find ourselves in the information age (1997).”

- b) If the name of the author/authors has not been mentioned in the text:

- One author:

Name of the author followed by the year of publication and the page(s).

(Bourdieu, 2001)

- If it is necessary to highlight the page of reference: (Bauman, 2007:35).

- Three or more authors:

Only the name of the first author and adding *et al.*, for example:

(Korczynski *et al.* 2006).

- If more than one work by the same author is mentioned and from the same year: (Beck, 2001a:116).

- If one wishes to make reference to several authors in the same quotation, they must be in order of the most current to the oldest: (Aragón, 2012; Pisarello, 2011; Harvey, 2007).

- If one makes reference to institutions, associations, corporations, etc., with names that can appear in initials, the first time it must be done with the complete name (Official State Bulletin) and the rest with the initials: (OSB).

VIII. Bibliographic References (at the end of the article or review)

1. The complete bibliographic references—exclusively those utilized in the text—should appear at the end of the work, in alphabetical order and in the format established in the examples below. In the case of doubt, the use of the 6th edition of the APA style guide is recommended (<http://www.apastyle.org/learn/faqs/index.aspx>), except for the case of the full-stop, which will always be followed by one—1—space.

2. As a general rule, the authors cannot appear in more than two of their own works (individual or collective) cited in the text. This limitation is to avoid an article turning into a recompilation of works by the same authors.

3. The bibliographic references that need a URL must appear in the final References in “short” form, especially when the URL is longer than one line of text. For that, use *Google URL Shortener*. How does one proceed? Go to the web and in the search engine, write “Google URL Shortener”, copy the URL of the document that is needed, place it in the space designated for it, indicate that you are not a robot, and the “short” form appears on the right. Copy it and add it to the reference for which it is needed. See example in the reference: Bauman.

- References at the end of the article:

Monograph with a single author:

Habermas, J. (1985). *Conciencia moral y acción comunitaria*. Barcelona: Península.

If one wants to include the year of the original edition of the work of reference:
Schumpeter, J.A. (1971[1954]). *Historia del análisis económico*. Barcelona: Ediciones Ariel.

Chapter of monograph:

Albert, I. (2008). “Globalización y turismo”. In O. Uña Juárez; J. Hormigos Ruiz y A. Martín Cabello (Coords.) *Las dimensiones sociales de la globalización*. Madrid: Paraninfo, pp. 185-228.

Gottfried, H. (2006). “Feminist theory of work”. In M. Korczynski; R. Hodson y P. Edwards (Eds.) *Social theory at work*. Oxford : Oxford University Press, pp. 121-154.

Author with several monographs or articles published in the same year:

Beck, U. (2001a). *¿Qué es la globalización? Falacias del globalismo, respuestas a la globalización*. Barcelona: Paidós.

Beck, U. (2001b). *World Risk Society*. Cambridge: Polity Press.

Dossier/monograph without an author and published by a company/organization/institution [in brackets at the end of the reference with the date of the search, with the parameters: day/month/year]:

Siemens (2014). *Sostenibilidad es futuro. Vamos a construirlo juntos. Memoria anual 2013-España*. Madrid: Siemens S.A., in: <https://brandville.siemens.com/web> [retrieved 10/4/2016].

Journal Article:

Swedberg, R. (2011). “The European sovereign debt crisis (2009-2010)”. *Barataria. Revista Castellano-Manchega de Ciencias Sociales*, 12: 15-36, DOI: <http://dx.doi.org/10.20932/barataria.v0i12.127>

Article periodically published on the web:

Bauman, Z. (2016). “Zygmunt Bauman: “Las redes sociales son una trampa”. *El País*, in:

(URL with Google Shortner: <http://goo.gl/IzIzMP>

(URL without Google Shortner: http://cultura.elpais.com/cultura/2015/12/30/babelia/1451504427_675885.html [retrieved 10/05/2016].

Laws/Legislation:

Ley Orgánica 2/2006. Ley Orgánica de Educación (LOE). *Boletín Oficial del Estado*, nº 106, 2006, 4 de mayo, accesible in: <https://www.boe.es/buscar/act.php?id=BOE-A-2006-7899> [retrieved 10/3/2016]

Doctoral dissertations:

Duque Calvache, R. (2010). *Procesos de gentrificación de cascos antiguos en España: el Albaicín de Granada* (doctoral dissertation). Granada: Universidad de Granada, accesible in <http://hdl.handle.net/10481/15460> [retrieved 7/3/2016]

Dictionary:

RAE. (2014). *Diccionario de la Lengua Española* (Twenty-third edition). Recovered from <http://www.rae.es/drae/>

Work that has a digital identifier—DOI—: this should be included at the end without adding a full-stop (if it has a DOI a second URL should be omitted):

Uña Juárez, O. (2014). " Poética y comunicación. Aportaciones a la teoría de la comunicación y a la teoría de los objetos desde las Odas de Neruda". *Revista Internacional de Sociología*, 72 (3): 517-539,
<http://dx.doi.org/10.3989/ris.2013.02.11> , [retrieved 15/1/2016].

How to know if the article cited has a DOI.

Access the web-page <http://www.crossref.org/SimpleTextQuery> ; register, copy the bibliography, and it will send it to you with or without DOI, depending on the specific case.

IX. Privacy Declaration

The personal data (addresses, telephone numbers, emails, etc.) that the authors send to *Barataria*, whether through the web or by email, will be used exclusively for the ends here declared, being published those that adhere to these publication norms, which is to say: Name, university, department, institution of origin, city, country, email address, and those that the author has included in his or her curriculum vitae (CV).

X. Control for the sending of originals

1. I have not sent the article (or collaboration) and it is in the process of evaluation by other journals, national or otherwise.
2. Personal data about the authors (exclusively on the first page).
3. Maximum number of words in the CV: 100 words.
4. Initial data of the article: title, summary, key words, index (all in Spanish or English).
5. The initial data indicated for the first and second pages does not exceed the number of words allowed.
6. The title does not have more than 85 characters, including spaces, Spanish and English.
7. Documents in .doc o .docx (*Word for Windows*©)
8. Bibliography embedded in the text.
9. Footnotes and endnotes have not been included.
10. The number of words for "Papers" is between 8,000 and 9,500 or between 20 and 25 pages.
11. The number of pages for "Book review" is between 6 and 9 or the number of words between 2,500 and 3,500.

12. The figures (tables, graphs, etc.) are numbered, have a title, and a source (even if it is “Author’s own”).
13. The figures have sufficient quality to be published (300 ppp) and will be published in black and white.
14. The figures (tables, graphs, images, etc.) do not measure more than 12 x 12 cm.
15. The final bibliography is in alphabetical order following the norms indicated here or, for other cases not mentioned here, in accord with APA, 6th edition.
16. All the URLs in the bibliographical references have been shortened with *Google URL Shortener*.
17. I have only included the References cited in the text.
18. All the works cited have passed through the process of revision to check whether they have a DOI, and it has been added.
