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**Summary:** 1. INTRODUCTION. 2. TITLE OF SECTION TWO. 2.1. Title of subsection two point one. 2.2. Title of subsection two point two. 3. TITLE OF SECTION THREE. 3.1. Title of subsection three point one. 4. CONCLUSIONS AND PROPOSALS. 5. BIBLIOGRAPHIC REFERENCES.

**Abstract:** This segment should provide a concise summary of the main content of the scientific article. The decision of readers to continue reading the text depends on the information presented in this summary. Therefore, it should provide enough details about the objectives of the study, the methodology used, the most significant results, and conclusions. Many authors find difficulties in writing the summary due to the word restriction imposed by academic publications, which in our case is 250 words. This segment should provide a concise summary of the main content of the scientific article. The decision of readers to continue reading the text depends on the information presented in this summary. Therefore, it should provide enough details about the objectives of the study, the methodology used, the most significant results, and conclusions. Many authors find difficulties in writing the summary due to the word restriction imposed by academic publications, which in our case is 250 words.

**Resumen:** Este segmento ha de proporcionar un resumen conciso del contenido principal del artículo científico. La decisión de los lectores de seguir leyendo el texto depende de la información presentada en este resumen. Por lo tanto, este debe proporcionar suficientes detalles sobre los objetivos del estudio, la metodología utilizada, los resultados más significativos y las conclusiones. Muchos autores encuentran dificultades en la redacción del resumen debido a la restricción de palabras impuesta por las publicaciones académicas, que en nuestro caso es de 250 palabras. Este segmento ha de proporcionar un resumen conciso del contenido principal del artículo científico. La decisión de los lectores de seguir leyendo el texto depende de la información presentada en este resumen. Por lo tanto, este debe proporcionar suficientes detalles sobre los objetivos del estudio, la metodología utilizada, los resultados más significativos y las conclusiones. Muchos autores encuentran dificultades en la redacción del resumen debido a la restricción de palabras impuesta por las publicaciones académicas, que en nuestro caso es de 250 palabras.

**Keywords:** Terms or short phrases (maximum 5) separated by commas, which represent the essential content of the work. These are a crucial tool to help indexers and search engines find relevant articles.

**Palabras clave:** Términos o frases cortas (máximo 5) separadas por comas, que representan el contenido esencial del trabajo. Estas son una herramienta crucial para ayudar a los indexadores y motores de búsqueda a encontrar artículos relevantes.

**ABBREVIATIONS**

*(Abbreviations in a scientific paper are reduced words that represent other complex words or sets of words by eliminating certain letters. These can include abbreviations, shortenings, acronyms, and initials.*

*In a scientific paper, abbreviations are used to improve writing and avoid repetition of long or complex terms.*

*When an abbreviation or acronym is used in the work to refer to a particular word or phrase, the full phrase should first be written and then the abbreviation to be used throughout the work to refer to that phrase is written in parentheses. For example, if you are going to refer several times to "Customer Relationship Management", you could write "Customer Relationship Management (CRM)" the first time it is mentioned, and then use "CRM" in the rest of the text.*

*It is important to remember that not all readers of the work will be familiar with technical abbreviations, so their proper use can improve the readability of the work.)*

*Follow the example format:*

Art.: Artículo

BOE: Boletín Oficial del Estado

CP: Código Penal

DGT: Dirección General de Tráfico

Info: Información

NASA: National Aeronautics and Space Administration

OTAN: Organización del Tratado del Atlántico Norte

RDL: Real Decreto Legislativo

UNESCO: Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura

1. INTRODUCTION

This segment must contain the arguments that justify the study and allow understanding the purpose of the research. It includes the main bibliographic references that support the hypothesis, which must be relevant, conclusive in the information they provide and published in high-quality dissemination media (such as academic, scientific journals, research books, among others). Generally, the introduction outlines the problem and its scope, and concludes with the presentation of the general and specific objectives. These objectives should be simple and clear, avoiding broad and ambiguous goals (Carrillo García, 2019).

Times New Roman 12. Indent 1st line of 1.25 cm. Single space. The use of bold and underlined words in the body of the text will be avoided. Italic font will be used for book titles and other sources or for the inclusion within the text of words or expressions in a language different from that of the article.

2. TITLE OF SECTION TWO

2.1. SECOND LEVEL TITLE

2.1.1. Third level title

2.1.1.1. Fourth level title

They will be titled, according to the hierarchy level:

1. First level: in bold uppercase.

2. Second level: in round uppercase.

3. Third level: in lowercase and bold.

4. Fourth level: in lowercase and italic.

For references, the APA 7th edition system will be used. Here are some examples:

1. Quotes in the text: According to the type of quote:

* Textual quote: author's last name, year of publication, and page.

Examples:

(Kaplan y Szapu, 2019, p. 111).

Kaplan y Szapu (2019), “It seems to be […] of escape” (p. 111).

* Paraphrasing: author’s last name and year of publication.

Examples:

(García, 2014) o “according to García (2014) the conditions…”

Notes[[1]](#footnote-1) will be essential and will be placed at the end of the page in a numbered form.

ORGANISMS AND ACRONYMS. Whenever possible, acronyms will be used in the language of the original text (if it is a text in Spanish, for example, NATO will be used, not NATO; UN and not UNO). The first time an acronym is used in a text, the translation or equivalence will be written first, if possible, and then, in parentheses, the name in the original language, and the acronym, separated by a comma, being able to subsequently use only the acronym.

Example: Central Intelligence Agency (Central Intelligence Agency, CIA).

Any doubt about citation should be cleared up by going directly to the APA 7th edition standards.

TABLES AND FIGURES.Tables show numerical values or textual information and are characterized by a structure with rows and columns. All visual elements that are not tables are considered figures (illustrations, infographics, photographs, line or bar graphs, flow diagrams, drawings, maps, etc.). Tables and figures have the same general configuration. The first point we must consider when inserting a table or figure in an academic work is to reflect on its value: Does it substantially aid the understanding of the document or results? Or does it duplicate other elements of the work? If it helps, we should include it in the work, otherwise, there is no need.

It is the author's responsibility to investigate what type of authorization is required by the copyright holder for the adaptation or reprinting of tables or figures from the manuscript.

It is advised not to use three-dimensional bar or pie charts, as they are more difficult to read. Similarly, when there are too many factors to analyze, the use of the table would be more convenient, as the tonality of the graph would not allow distinguishing the differences significantly. When using the grayscale or shadows in this type of illustration they must be distinct enough to allow distinction. If a table is longer than a page, use the table function of your word processing program so that the header row repeats on the second page and subsequent pages.

Tables in APA style have the following basic components:

* Table number: (for example, Table 1) is the first thing that appears. Use bold. They are numbered in the order in which they are mentioned.
* Title: on a line with double spacing and below the table number. Use a short but descriptive title. Use italics.
* Header: All tables should include column headers with centered text.
* Body: can be single-spaced, 1.5 or double. Text centered in all cells of the table.
* Note: It is not a mandatory point, therefore, include table notes only if it is absolutely necessary to describe the contents of the table that cannot be understood only with the title or with the same data. If you use abbreviations in the table, you can specify them in the notes, you can also use it for copyright attribution. Extra explanations with asterisks.

### Keep the following in mind when preparing tables in your writing:

### Limit the use of borders or lines in a table to those necessary for clear reading. Do not use vertical borders to separate data, and do not use borders around each cell of a table.

### Use double spacing in the table number, title, and notes.

### Example:

Table 1

*Average number of correct responses from children with and without prior training*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade​** | **Girls​** | | **Boys​** | |
| with​ | without​ | with​ | without​ |
| First group | | | | |
| 3​ | 280a​ | 240b​ | 281​ | 232​ |
| 4​ | 297​ | 251​ | 290​ | 264​ |
| 5​ | 301​ | 260​ | 306​ | 221​ |
| Total​ | 878​ | 751​ | 877​ | 717​ |
| Second group​ | | | | |
| 3​ | 201​ | 189​ | 210​ | 199​ |
| 4​ | 214​ | 194​ | 236​ | 210​ |
| 5​ | 221​ | 216​ | 239​ | 213​ |
| Total​ | 636​ | 599​ | 685\*​ | 622​ |

*Note:* This table demonstrates the structure and presentation of a table. General notes contain key information about the general content of the table, include clarifications about definitions or abbreviations, as well as about copyright such as source or adapted from. They are not mandatory, use them only if necessary.

a Specific notes can be added below a general one.

b Several specific notes can be added if necessary.

\* Statistical notes are added at the end, several subsequent ones can be added if necessary.

Components of a figure:

* Figure number: (for example, Figure 1) is the first item that we must add. Bold should be used. Number the figures in the order they appear in your document.
* Title: the title of the figure should appear one line below the figure number. Give each figure a brief but descriptive title. Use italics in the title.
* Image: insert the graph, photograph, drawing or other illustration.
* Legend: a figure legend should be placed within the borders of the figure and can be used to explain the symbols used in the figure image.

Example:

****

**BIBLIOGRAPHIC REFERENCES**

This section shows the complete information of the sources cited within the text: books, journal articles, book chapters, reports, documentaries, online publications, among others. The presentation of the references does not allow flexibility, as they must comply and adapt to the APA standard format.

NOTE: In the bibliographic references of a scientific article, there are certain elements that should NOT be included:

* General mentions of complete web pages or periodical publications: They do not require citations in the text or entries in the reference list because the use is broad and the source is familiar.
* Personal communications such as emails, phone calls or text messages: They are cited only in the text, not in the reference list, because readers cannot retrieve personal communications.
* Phrases or messages from eventual interviewees in the research: They can be presented and discussed in the text, but they do not need citations or entries in the reference list. In this case, a citation and its respective reference are not necessary because the phrases are part of your original research.
* The source of a dedication: It generally does not appear in the reference list unless the work is a book or academic journal.
* Remember that each source you cite in the document must appear in your reference list; therefore, each entry in the reference list must have been cited in your text. If not, you should add the entry in the bibliography.
* Legal texts are not cited or referenced, in any case, it will go in a following section titled “REGULATIONS”.

Each entry in your reference list should have a French indentation half an inch (1.27 cm) from the left margin.

* Book:

Herrera Cáceres, C. y Rosillo Peña, M. (2019). *Confort y eficiencia energética en el diseño de edificaciones*. Universidad del Valle.

* Journal article:

Castañeda Naranjo, L. A. y Palacios Neri, J. (2015). Nanotecnología: fuente de nuevos paradigmas. *Mundo Nano. Revista Interdisciplinaria en Nanociencias y Nanotecnología, 7*(12), pp. 45-49.

<https://doi.org/10.22201/ceiich.24485691e.2014.12.49710>

* Book Chapter:

Luna Romero, A., (2023) “Mujer trabajadora en la Unión Europea”, en VVAA, Aspectos *esencial del Derecho del Trabajo*, Tirant lo Blanch, Valencia, pp. 234-289.

* Newspaper article:

Carreño, L. (9 de febrero de 2020). La disputa gremial por los aranceles a las prendas de vestir. *El Espectador*. https://www.elespectador.com/economia/la-disputa-gremial-por-los-aranceles-las-prendas-de-vestir-articulo-903768

* Thesis or Dissertations:

Martínez Ribón, J. G. T. (2011) *Propuesta de metodología para la implementación de la filosofía Lean (construcción esbelta) en proyectos de construcción* [Tesis de Maestría, Universidad Nacional de Colombia]. <http://bdigital.unal.edu.co/10578/>

More information and examples: <https://normas-apa.org/referencias/>

1. NOTAS. will be essential and will be placed at the end of the page in a numbered form.. [↑](#footnote-ref-1)