

Culture & History Digital Journal

Author Guidelines

Scope of the Journal

Culture & History Digital Journal welcomes original, unpublished manuscripts aimed to contribute to the methodological debate among historians and other scholars specialized in the fields of Human and Social Sciences, at an international level. With an interdisciplinary and transversal approach, this Journal poses a renovation of the studies on the past, relating them and dialoguing with the present, breaking the traditional forms of thinking based on chronology, diachronic analysis, and the classical facts and forms of thinking based exclusively on textual and documental analysis. By doing so, this Journal aims to promote not only new subjects of History, but also new forms of addressing its knowledge.

Editorial policy

Manuscripts that do not fall within the scope of **Culture & History Digital Journal** and those which do not strictly follow these Author Guidelines will be returned to the authors. After a first consideration by the Editorial Team or a Scientific Editor, manuscripts will be double blind reviewed by two independent, external experts, and by a third one if considered necessary. Generally, there will be no more than two rounds of reviews. The Editor-in-Chief will decide to accept or reject the manuscript based on the reports and recommendations of the reviewers and the Scientific Editor.

The authors of the submitted manuscripts will be notified about the initial acceptance for review or rejection of their paper within one month. The review process will routinely last between 4 to 6 months.

In exceptionally cases, invited contributions may be published under a less stringent review process.

Calendar

Culture & History Digital Journal appears as one yearly volume, divided into two issues, formally published in June and December of every calendar year.

Some Issues of the Journal may have a Monographic Section focusing on the presentation and discussion of a specific subject. A Miscellaneous Section will cover varied material, and another additional section will focus on historiographical and methodological reflections.

After the final corrections, articles included in the Monographic Section will be published online as scheduled for every Monographic Issue. Articles included in the Miscellaneous Section could be published online immediately or, in any case, within a period of six months after acceptance. When the issue is published, the authors will receive a notice of their availability on the website of the journal.

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Format

Culture & History Digital Journal is an Open Access, online Journal. Articles will be published online as HTML, XLM and PDF, and made freely available to readers without restrictions immediately upon online publishing.

The CSIC reserves the right to distribute for sale the complete issues as an eBook, whether as PDF, ePub, or any other possible present or future electronic format, and/or under a print-on-demand paper format. These alternative formats will be identical in content, will retain the same copyright as the single articles in the online edition, and will be considered equivalent for all purposes.

Submission of manuscripts for review and approval

Contributions must be preferably in English. Occasionally, the Editorial Board will also consider the reception of articles in other languages. Submitted manuscripts will first be checked for language. Manuscripts substandard on this respect will be returned without review.

Submission of a manuscript implies that all co-authors have approved and agreed on the content of the submitted text, tables, graphic material, and any other supplementary materials provided. It is the responsibility of the corresponding author that all co-authors have the correct information on the submitted manuscript. All submissions must be accompanied by a cover letter or text **clearly expressing the original, unpublished content of the manuscript, and that the manuscript has not been simultaneously submitted for consideration to another journal.**

Electronic submission

The text must be submitted to historia.digital@cchs.csic.es in '.doc' format (**do not use** '.docx' format), using the surname of the corresponding author as filename.

Image files should be labelled accordingly to their content, placed together with the main article text file in a single folder labelled as above, and then compressed into a single ZIP file. Manuscripts with embedded images or multimedia files will be returned without processing.

- **Vector graphics** exported from a drawing program should be saved as EPS (Encapsulated PostScript) format. Fonts used in the graphics (use Times or Times New Roman) must be included. Suitable programs include Freehand, Illustrator and Corel Draw.
- Note that most presentation programs, such as Excel and Power Point, produce data that cannot be processed since they do not support the export of EPS data.
- **Halftone** images. Send colour illustrations as CMYK, and monotone as greyscale in TIFF or JPEG format. Whenever you use JPEG format, choose maximum quality instead of high compression in the options window. Suitable programs include Photoshop, Picture Publisher and Photo Paint, but others complying these indications may also be suitable.

Table of resolutions for images and scans			
Original	Mode	Final resolution	Format
Colour	CMYK	300 ppp	TIFF o JPEG
Monotone	Grey scale	300 ppp	TIFF o JPEG
B/W line drawing	Line	900-1200 ppp	TIFF o EPS

All non-original material must mention the source. Contributors are responsible for obtaining permission to reproduce any material for which they do not hold copyright for worldwide publication in all forms and media, including electronic publication, and for ensuring that the appropriate acknowledgements are included in their text. The Editor will require a copy of such permissions once the manuscript is accepted for publication.

The manuscript must be organized as follows:

First page

- **Title** of the article in bolded lower case
- **Complete name** (first name, middle initial(s) if any, and family name), institutional affiliation and postal address, fax number, e-mail address of the author(s) and ORCID identifier. The authors without this personal identifier must register in <http://orcid.org> to complete this data. Do not add superscripts to initials. Hyphenation of double family names is strongly recommended.
- **Corresponding author**, if there is more than one author.

Second page

- **ABSTRACT**: No longer than 200 words, in a single paragraph.
- **KEYWORDS**: Six to eight keywords useful to describe the subject(s) of the article. Do not use words already present in the title.
- **English and Spanish Title, Abstract and Keywords**: An English and Spanish translation of the title, abstract and keywords.
- If the article is written in a language different from English or Spanish, the abstract and keywords should be in the pertinent language and also in Spanish.

Text: length and sections

- **Length**: the text must not exceed 13,000 words typed in 12 point Times/Times New Roman font and one and a half space interlineate.

- **Text:** organize the article into clear, comprehensive parts, keeping subdivisions to a minimum. Main headings should be in bolded capital letters, first subheadings in bolded lower case, and subsequent headings, when needed, in italics. Do not number sections.
- **Dashes** (use larger dashes when equivalent to a comma (,) and the smallest dashes to separate dates and numbers [1976-78]).
- **Acknowledgments** (should immediately follow at the end of the text). After the personal acknowledgments, include the funding agency and the Project code, if applicable.
- **Appendix or appendixes** (begin new page; use only exceptionally)
- **Reference list** (begin new page)
- **Notes** (begin new page)
- **Figure captions** (begin new page, captions listed sequentially, not paginated)
- **Figures** (separate page for each)
- **Tables** (separate page for each)

Notes

- Notes should be used sparingly, only to provide absolutely essential additional information or clarification, when inclusion of that information in the text could be disruptive to the flow of the manuscript.
- Notes should be numbered sequentially in Arabic numerals as they appear in the text. To call for a note in the text, use a superscript, placed after the grammatical punctuation when applicable.
- The section with the text for all notes begins a new page after the end of the Reference list section, under the heading "Notes". Double space all entries, and list the notes sequentially.
- In-note reference citations must follow the same style as in-text citations.
- Example:
 - In-text call to a note:

"More studies have been carried out on this subject.¹"
 - Citation in the Notes section:

1. In relation to the presented global interpretation and further reading about the demographic and economical structures, see especially Chapman (1990); Fernández-Miranda (1992); Delibes et al. (1994); Micó (1995); Risch (1995); Castro et al. (1998a; 1998b) and Molina and Cámara (2005).

Abbreviations, numbering, etc.

- Some Latin abbreviations are set in Roman type because they have been thoroughly incorporated into English (note that no comma follows the abbreviations). These include: e.g./ i.e./ ca./ in situ/ vs/ per se/.
- Figures and tables should be numbered sequentially in the order that they appear in the text. Do not place figures or tables in the main body of the text, but at the end of the manuscript, as indicated above.
- References to figures in the main body of the text should be entered in full, or abbreviated when included between parentheses. Examples:
 - "The spatial distribution is shown in Figure 3."
 - "The Balearic Islands (Fig. 1) are separated from the Iberian Peninsula by..."
- References to tables in the main body of the text should always be entered in full. Examples:

- "The data in Table 1 show..."
- "By comparing the data (Table 1), the same conclusion..."

Units and numerical values

- When not required by the context, use International System units (km, m, kg, g, etc.).
- Use the symbol "t" for metric tons.
- For hours, minutes and seconds, use the symbols "h", "min" and "s", respectively.
- Use spaces between the quantity and the units (e.g. 2 m, 3 kg, 7 g). Exceptions: degree Celsius °C, latitude or longitude units and % (e.g. 37°C; 41°N, 1°17'E and 10%).
- Do not include spaces between the following symbols and numeric values: ">" (larger than), "<" (less than). Example: >7, <7.
- Use a dot "." or a comma "," as a decimal marker depending on the language used in the article. Do not use any symbol to separate thousands (e.g. 5200 or 10300).

Date format

- In the text, use a date format coherent with the chosen language, English or Spanish. In the Reference list and for URL accession dates, use the sequence day/month/year, with the month fully written out. Separate URL accession dates with a slash "/" and no spaces. Example:
- In-text:
 - "On the 14th of July 1789..."
 - "On July 14th, 1789..."
- Reference list: *Diario de Cádiz* [DC], 7 July 1902
- URL accession date: [accessed 09/April/2010]

In-text reference citations

- As a general rule, the author(s) are prompted to follow the Harvard Reference System.
- A quote that is larger than three lines should be detached from the main text and indented, and should not be in cursive. A small quote (less than three lines) should be part of the main text and in inverted commas and do not use italics.
- When citing, include the year of reference, or author and year of reference, between parentheses, as required by the style.
- Within a parenthesis, separate citations by a semicolon (;).
- Cite up to two authors by their names; when citing works by three or more authors, use the expression "et al." after the name of the first author; this expression should be used only in the text, never in the reference list.
- When citing contributions by the same author(s) within the same year, use a,b,c, sequentially after the year.
- Disambiguate coincidences in names and year by using the author's initials or first names.
- Examples:
 - (Le Riverend, 1971: 26-78)
 - (Moreno Fragnals, 1978, l: 55)
 - According to Ramos Matttei (1981)
 - As reported by Sydney Mintz (1996: 73-96)
 - (Williams, 1970 cit. by Knight, 1990)
 - (Smith and Reynolds, 1999)
 - Smith and Reynolds (1999) were the first...
 - (Iglesias et al., 2001)
 - Turbin and Gómez (2002a, 2002b), and Wilson (1999a), argued that...

- It has been argued before (Turbin and Gómez, 2001a, 2002b; Wilson, 1999a) that...
- (R. Smith, 2004; T. Smith, 2004)
- (Roland Smith, 1998; Raymond Smith, 1994)

Reference list

- References to primary sources and newspapers must not be included in the reference list; they should be cited in the notes (see the following section).
- References must be ordered alphabetically and, for the same author(s), by year (oldest to newest).
- Use appropriate format for non-English language titles with respect to capitalization, accents, etc. For titles published in non-Roman alphabets (Chinese, Cyrillic, etc.) give the title in Romanized transcription when possible, with the translation of the title into the language of the article following immediately in brackets.
- Always place the author's name in reverse order [family name(s), given name(s)] separated by a comma. Add a semicolon (;) to separate consecutive authors when two or more are included, using "and" before the last author.
- Journal names must always be cited in full (no abbreviations).
- Papers "in preparation" or "submitted" are not acceptable as references. Once accepted, they may be quoted as "in press", but not before.
- The reference format must be strictly followed.
- Examples:
 - **Book by a single author**
 - For ordinal number of edition, use 1st, 2nd, 3rd, 4th, 5th, etc., and set off numbered editions with periods. Also, note whether an edition is revised or if it is a facsimile edition, and note that the letters following the edition number are not superscripted.
 - Elster, Jon (1989) *Nuts and Bolts for the Social Sciences*. Cambridge University Press, New York.
 - Morales Padrón, Francisco (1971) *Historia del descubrimiento y conquista de América*. 2nd ed. Editora Nacional, Madrid.
 - **Book by multiple authors**
 - For ordinal number of edition, use 1st, 2nd, 3rd, 4th, 5th, etc., and set off numbered editions with periods. As above, note whether an edition is revised or if it is a facsimile edition, and note that the letters following the edition number are not superscripted.
 - Hampton, David R.; Summer, Charles E. and Weber, Ross A. (1978) *Organizational Behavior and the Practice of Management*. 3rd ed. Scott, Foresman, Glenview, Illinois.
 - **Edited or compiled book (editor or compiler as "author")**
 - Dibble, Charles E. (editor) (1980) [sixteenth century] *Codice Xolotl*. Universidad Autónoma de México, México, D.F.
 - McHugh, William P. (editor) (1977) *The Teaching of Archaeology*. Southern Illinois University Press, Carbondale.
 - **Translated book**
 - Bonavia, Duccio (1985) *Mural Painting in Ancient Peru*. Translated by P. J. Lyon. Indiana University Press, Bloomington.
 - **Chapter or article in edited book or monograph**
 - Manzanilla, Linda (1999) "The Emergence of Complex Urban Societies in Central Mexico: The case of Teotihuacan". In *Archaeology in Latin America*, edited by Politis, Gustavo G. and Alberti, Benjamin. Routledge, London: 93–129.

- **Journal Articles**

- Issue number is not used when the Journal is paginated continuously (sequentially paged) throughout the volume. Always employ all digits in page references.
- If the article is available both in print and online, cite both versions.
- If the article is available online, cite always the version pointing at the Editor's original website, and not at duplicate files in other websites, such as institutional repositories or aggregation platforms.
- If the article is accessible online, include the full URL, and the accession date between brackets.
- If the article is accessible online and has a DOI (Digital Object Identifier), always include the DOI, but not the URL and the accession date.
 - Hensel, Witold (1988) "Survivances du culte païen en Pologne médiévale". *Anuario de Estudios Medievales*, 18: 105-111.
 - Clemente Ramos, J. (2009) "Paisaje agrario y sociedad rural en Holguera (siglos XIII-XVI)". *Hispania*, 69: 39-66. <http://hispania.revistas.csic.es/index.php/hispania/article/view/98/100>. [accessed 20/June/2011]
 - Menegus, M. (2009) "La tradición indígena frente a los cambios liberales". *Revista de Indias*, 69: 137-156. doi: 10.3989/revindias.2009.027

Primary-source materials and newspapers

- **Primary-source** (e.g., unpublished archival materials including administrative records, letters, etc.) and newspaper citations appear only in the text or notes, and are not duplicated in the Reference list section.
- Citations for much primary-source material will be archive specific, so that it is impossible to devise a rote formula for citation. It is important to include the name of the archive, title of the work (if named), nature of the material (e.g., letter [optional], collection name, identification number (legajo, fascicle, folio, etc.), date (if known), and geographic location of material. Consider the following examples:
 - Archivo General de la Nación, Lima [AGN], Juzgado de Aguas 3.3.7.23, f. 3v; note that subsequent citations would use only the acronym AGN and the shortened "Aguas" (e.g., AGN, Aguas 3.3.4.39, 3.3.9.9)
 - Archivo General de Indias, Seville [AGI], Papeles de Cuba, legajo 2365, f. 345; subsequent citation = (AGI, Cuba, legajo 2365, f. 523)
 - F. Boas to E. B. Howard, letter, 9 May 1935, Boas Papers, American Philosophical Society, Philadelphia
- If you are citing primary-source material from a published source, you must follow conventional citation rules in the text and in the References list. It is preferable to cite Latin American codices by the editor of the particular edition of the codex used (unless the actual document was consulted), e.g., (Dibble 1980) for the sixteenth-century *Codice Xolotl*.
- **Newspaper**
- If the reference is accessible online, include the URL following the same rules as for the articles. Examples:
 - *Diario de Cádiz* [DC], 7 July 1902:page numbers [if available]]. After first mention, simply use [DC] with date and page.
 - *La Correspondencia de España* [LCE] "Voladura del Maine", 16 February 1898. <http://prensahistorica.mcu.es/es/publicaciones/verNumero.cmd?idNumero=7107317>. [accessed 08/December/2011]

Tables

- Tables should be consecutively numbered with Arabic numerals and typed on separate pages.
- Tables should be designed to fit in a DIN A4 page, and the headings given above each table.

Figures and multimedia (video and/or sound)

- When submitting a manuscript, figures must be placed at the end of the manuscript and each figure must include its caption in the lower part. Once the manuscript has been accepted for publication, group the figure captions together and send the figures in separate files (see below).
- All non-original figures must indicate the source in the figure caption.
- Drawings, graphs and photographs should be carefully presented on separate sheets. Figures must be prepared to fit into DIN A4 paper size and still be readable.
- All figures included in a manuscript should use the same font type.
- Avoid very thin or very thick lines.
- Do not use colour if an illustration is to be reproduced in black and white.
- Figures presenting the study area should include a small general map showing a larger geographical region. Maps must show the locations cited in the text, and the names of seas or oceans. Please, avoid political maps, unless necessary for correct comprehension. Indicate °N, °S, °E or °W, and always include a scale reference.
- Multimedia (video and/or sound) files must be indicated in the text.

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