

Submission guidelines

1. Proposals for articles to be published

Articles should be submitted electronically, in either .DOC or .RTF formats, to the e-mail address direccion@adcomunicarevista.com or via the journal's online submission process, through the website. Manuscripts must be unpublished, and should preferably be written in Spanish, although articles in Valencian and/or Catalan (co-official language in the Valencian Community) and in English will also be considered. The topic and length of the article should meet the specifications of the corresponding section of the journal, which the author(s) must specify:

Report section: articles should be directly related to the subject area proposed by the journal's editorial team, focusing on the study of strategies, tendencies and innovation in the communications sectors. Manuscripts must be between 4000 and 6000 words, including endnotes and references.

Other Research section: articles should cover generic research in the field of communication sciences. Manuscripts must be between 4000 and 6000 words, including endnotes and references.

Forum: Research and Profession: this section is conceived as a platform for contributions from professionals in the communications sectors and takes an applied research perspective. It will include articles, book reviews, communication news and recently held communication events such as conferences, meetings, lectures, festivals, etc. Articles should be between 500 and 1000 words, including endnotes and references.

All articles submitted must be original, and must not be under consideration for publication by other journals, media or publishing platforms. Authors submitting articles for publication are responsible for complying with this regulation.

2. Journal publishing protocol

Manuscripts will then be anonymously reviewed by two expert referees assigned by the editorial team. The referees' reports will provide the basis for the decision on whether the article is *accepted unconditionally*, *accepted subject to revision*, or *rejected*, by means of a duly justified evaluation. If the manuscript is *accepted subject to revision*, the referees' report will detail the modifications the authors should make before it can be accepted. If the manuscript is *rejected*, the report will include the reasons for this decision, which will be passed on to the author(s).

If the recommendations made in the two referees' reports do not coincide, the manuscript will be sent to a third referee.

The turn-around period for the peer review process will be no longer than 120 days. The referees' reports will then be forwarded to the author(s). Accepted articles will be sent to the author(s) who should return the revised manuscript, where appropriate, to the journal within 15 days.

Prior to the final typesetting of the issue, the author(s) will receive galley proofs of the manuscript in PDF format for revision. The author must return the article within a maximum of 92 hours, indicating any errata in the text or introducing any brief modifications.

3. Guide to manuscript presentation

Three distinct documents must be used to submit manuscript proposals, and sent to the journal at the following e-mail address direccion@adcomunicarevista.com. Templates of these documents are available on the journal's website (www.adcomunicarevista.es) for authors to use.

- Document 1: Cover Letter
- Document 2: Title Page
- Document 3: Manuscript

Text guidelines:

Manuscript texts must be set to 12-point Times New Roman, single spaced, fully justified and with no tab stops or returns between paragraphs. All page margins must be set to 2 cm and pages should not be numbered or include running headers or footers. Please do not separate blocks of text with extra lines as this interferes with the typesetting process (further information is provided below). Only double angled commas (« ») should be used, essentially to denote quotations from other documents.

The article should be structured in a series of sections numbered using Arabic numerals (1.; 1.1.; 1.1.1.; 2.; 2.1.; 2.1.2.; etc.). Block capitals, underlining, bold or italics should not be used in headings (except in titles of artistic creations, book or journal titles, etc.).

Any **tables or figures** authors wish to include must meet a minimum standard of quality for publication. These images should be included in the manuscript itself, in their final position, duly numbered and identified with a clear, short title. If they are not of sufficient quality for printing, the images should be attached in separate JPEG or TIFF files, correctly identified and numbered, with a resolution of 300 ppi to ensure high print quality.

In-text **references** to other authors should follow the Harvard or parenthetical referencing system (e.g.: Castells, 1997: 97-98), stating the page from which the reference is taken. The full reference must appear at the end of the text in the *References* section, where authors are listed alphabetically by surname (first surname where appropriate). Lowercase letters should be used (a, b, c...) to differentiate publications by the same author in one year. Short quotations (fewer than three lines) from other authors must appear within inverted commas in the text; longer quotations should be indented (4 cm) in the text, with no blank separating lines. Parenthetical references must be included in these cases. Fragments omitted from within a quotation should be indicated by ellipses inside square brackets [...]. The first reference in the article to **films**, television programmes, titles and photographs, pictures, audiovisual productions, etc., should give the Spanish distribution title in italics (where appropriate), followed by a reference to the original title in italics in brackets, the name of the director and the year of production (for films), the name of the photographer or artist and the year of creation (for photographs, paintings, etc.) or the name of the production company and the year of the production (or fictional television programmes such as series), etc.

Notes should be included at the end of the article before the References section, using Arabic numerals. Automatic numbering systems offered by word processors such as Microsoft Word should be avoided as they can cause difficulties in typesetting. Authors are requested to restrict notes to a minimum, and include only those that are essential to provide additional information that is not appropriate for inclusion in the main text. Notes should not contain full bibliographical references; these must be listed in the final References section. A brief note may be included mentioning sources of funding, the Research Group that conducted the research, acknowledgements, etc., which should also appear as *acknowledgements* in document no. 2, *Cover Letter*.

The references included in the final section must follow the referencing system set out below:

Books:

Author(s) surname(s), name (Year of Publication) [Year of publication or First Edition, where appropriate]. *Title and subtitle*. Place: Publisher.

Book Chapters:

Author(s) surname(s), name (Year of Publication) [Year of publication or First Edition, where appropriate]. Title. In: Author(s) surname(s), name. *Title and subtitle*. Place: Publisher.

Journals:

Author(s) surname(s), name (Year of Publication). Title. In: *Title of Journal*, Volume, Issue. Place: Publisher, page numbers. Alternatively, when articles are written by three or more authors, the first two names may be cited, followed by *et al.*

Electronic documents:

When referencing electronic documents, the above-mentioned systems should be used, followed by the URL address and the access date.

Images and figures:

If images, drawings, tables, figures, etc. are to be included, and the document requires more than 10 MB of space, authors are asked to send photographs in separate documents in .TIFF or .JPEG format. These files should be numbered consecutively, corresponding to the numbering of the images and figures as they appear in the manuscript.