



## Cuadernos Deusto de Derechos Humanos Collection

### Style Guide and Submission Guidelines

#### SUBMISIÓN OF MANUSCRIPTS:

- Authors seeking publication in the *Cuadernos Deusto de Derechos Humanos* Collection should follow these steps: alongside the final manuscript, authors must submit a request to the Collection's Director ([cuadernos.derechoshumanos@deusto.es](mailto:cuadernos.derechoshumanos@deusto.es)) providing:
  - Personal details
  - The full title of their work
  - Scientific relevance
- Manuscripts should align with the Collection's thematic focus or research areas, and all materials must be submitted electronically.

#### GUIDELINES FOR SUBMISSION OF MANUSCRIPTS:

- 1) Works must be original and unpublished, and their publication should not be committed elsewhere.
- 2) Manuscripts can be submitted in Spanish or Basque. They should include a summary (maximum 10 lines), a brief CV of the author, and keywords.
- 3) Manuscripts must be submitted by April for issues 1 and 2, and by September for issues 3 and 4. They will be published once positively evaluated by external reviewers.
- 4) The manuscript length should be between 30,000 and 40,000 words on A4 paper, single-spaced, including graphics, tables, and bibliography. The same font type should be used throughout.
- 5) Manuscripts must be submitted electronically to: [cuadernos.derechos@deusto.es](mailto:cuadernos.derechos@deusto.es)
- 6) The first page should include: the title of the work, author's name and surname, address, telephone number, email, institutional affiliation, and preferred citation format.
- 7) All graphics must be numbered sequentially, with a title and source. The same requirements apply to tables and charts. The specific reference point in the text where each graphic, table, and chart should be included must be indicated.
- 8) Acronyms should be accompanied by the full name at first mention in the text in parentheses. Example: United Nations High Commissioner for Refugees (UNHCR).



- 9) Footnotes should be placed at the bottom of the page. Bibliographic references should follow this format:
- Books: WEBER, Max (1944): *Economía y sociedad*. Fondo de Cultura Económica, México.
  - Articles: HALFMANN, Jost (1997): "Immigration and citizenship in Germany", *Political Studies*, Vol. 45, nº 2, pp. 260-290.

In all cases, and as a guideline, the manuscript should conform to the publication norms for books in series and collections as outlined in the University of Deusto Style Guide, available at: <https://bit.ly/39y9gDM>

y la tabla.

10) Las siglas irán acompañadas del nombre completo la primera vez que se citen en el texto, y entre paréntesis. Ejemplo: Alto Comisionado de Naciones Unidas para los Refugiados (ACNUR).

11) Las notas irán siempre a pie de página. Éstas, y las referencias bibliográficas, seguirán la siguiente lógica en cuanto a formato:

- Libros: WEBER, Max (1944): *Economía y sociedad*. Fondo de Cultura Económica, México.
- Artículos: HALFMANN, Jost (1997): "Immigration and citizenship in Germany", *Political Studies*, Vol. 45, nº 2, pp. 260-290.

En todo caso, y a modo orientativo, el original deberá ajustarse a la normativa de publicación de libros en series y colecciones, tal y como aparece recogida en el Libro de Estilo de la Universidad de Deusto accesible en: <https://bit.ly/39y9gDM>