

## Book chapter submission guidelines

Submissions email: [adayapress@gmail.com](mailto:adayapress@gmail.com) with a copy to [editor@adayapress.com](mailto:editor@adayapress.com)

### *General guidelines*

- Language: English or Spanish.
- Document file extension: .doc, .docx
- Page orientation: vertical.
- Margins: Top and bottom 2.5 cm (1 inch) – left and right 2,5 cm (1 inch).
- Font: Times New Roman.
- Line spacing: simple.
- Font size: title 14 points bold; Authors details 12 points; Body text: 12 points; Main sections heading: 12 points bold; Subsections heading: 12 points in italics; Quotations within the text of more than 40 words: Arial, 10 points.
- References: APA 7th ed.
- Images: resolution 150dpi. Preferably use an original image. If you use third-party images, please be sure to reference the original source. If the image is protected by copyright you will need to get permission from the copyright holder.
- Hyperlinks: useful to redirect to biography, external materials or resources.
- Short biography: between 100 and 150 words.

### *Specific guidelines*

- Number of pages/words: minimum 8 and maximum 10 including all the text (references...). Between 4,000 and 5,000 words.
- Separate paragraphs with a blank space. Please do not use indentations.
- Do not use a period at the end of the main title, nor the titles of sections or subsections.
- Tables: Indicate on the table the number and descriptive title of the content, eg: “Table 1. Title of the table”. Borders and shading: mark only the horizontal borders in black color, width 0.05 points (default).
- Figures, images, graphs: insert into the text as an image and at 150dpi resolution. Descriptive title “Figure 1. Title of the figure”. The images will be original or the source must be correctly cited. If the image is copyrighted, you must request the author's permission to publish it in writing.
- Please keep the format of the document as simple as possible, avoiding excessive use of colours, or complex formats.
- If you include formulas or special characters, include an additional page indicating the font used.
- Cite references in the text using the “last name and date” system, instead of numbers. Check that all citations are in the reference list and vice versa.
- The book chapter will contain the following structure:
  - Title in original language and English.
  - Authors name and affiliation: Please do not submit the chapter anonymously.
  - Abstract of 150 words + keywords in original language and English.
  - General structure: introduction, objective, development/methodology, results/conclusion.
  - Acknowledgments (if applicable).
  - References: APA standards 7th ed. in alphabetical order.
  - Brief CV of each author (between 100 and 150 words).

### **Publication ethics**

- Authors must disclose any financial and/or personal relationships with other organization and/or people that could influence their work. If there are no conflicts of interest, please state “I declare that there are not conflicts of interest”.
- Please, provide information if your research was developed with financial support or state that there have been not funding to carry out the research.
- When submitting a work to be considered for evaluation in Adaya Press, authors must guarantee that the work has not been published previously, it is not under consideration for publication elsewhere and all authors explicitly approve its publication. If part of the work has been published as an abstract or as part of a published academic thesis or lecture, please properly cite those parts of the work that have been published and the original font.
- Artificial Intelligence tools cannot be listed as authors. Their use must be disclosed in Acknowledgments.
- All authors must have participated in the work and a statement with authors publication acceptance must be included in the disclosure.
- When submitting a spontaneous proposal where there have been different authors, please consider the list and order of authors before submitting the full work.