

Paper Title

(16 pt, Calibri, Bold, Centered)

Subtitle as needed

(14 pt, Calibri, Centered)

Name and Surname of the author¹, Name and Surname of the co-author²

(12 pt, Calibri, Centered)

Abstract— (12 pt, Calibri, Italic, Justified). Max. 200 words. Should include the purpose and the aims of the paper, its methods, its structure, its basic results, and the conclusion concerning the possible application of the results.

Keywords: insert; keywords; in; this; style (max. 5 words).

If your paper is in Spanish, you must enter in English the following items:

Paper Title

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Abstract— (12 pt, Calibri, Italic, Justified).

Keywords: (max. 5 words).

I. Introduction, Heading 1 (14 pt, Calibri, Bold, Flush left)

Insert the text (12 pt, Calibri, Justified, Indent: First line: 0.51 cm, Line spacing: Multiple 1.15). Remember that your paper can not exceed to 6 pages including the appendix and references.

¹ Dept. name of organization. Name of organization, acronyms acceptable. City, Country. E-mail address.

² Dept. name of organization. Name of organization, acronyms acceptable. City, Country. E-mail address.

II. Reference mark

A. Reference mark in the text, Heading 2 (12 pt, Calibri, Italic, Flush left)

Please enter the marks in the text according to APA style. Consult: www.apastyle.org. An example of reference mark is (Young, 1989).

B. Do not use footnotes

Do not use footnotes to indicate the sources/references.

III. Other items

All margins, line spaces, and text fonts are prescribed; please do not alter them. Do not add any kind of pagination anywhere in the paper. Please take note of the following items when proofreading spelling and grammar:

A. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

B. Units

- Use SI units.
- Use a zero before decimal points: “0.25”, not “.25”. Use “cm³”, not “cc” (bullet list).

C. Equations

Insert numbered equations like the example.

$$A = \pi r^2 \tag{1}$$

Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

IV. Save As

After the text edit has been completed, Save As the paper using the “Surname_Name” of the first author.

A. If you need more headings

This is an example of types of heads.

1) *Heading 3: Insert heading (12pt, Calibri, Italic).*

a) *Heading 4.*

b) *Heading 4.*

2) *Heading 3: Insert another heading.*

a) *Heading 4.*

b) *Heading 4.*

B. Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your paper.

C. Figures and Tables

1) *Positioning Figures and Tables:* Place figures and tables at the top and bottom of the paragraph. Avoid placing them in the middle of paragraph. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

TABLE I. Table Type Styles

Table Head	Table Column Head		
	Table column subhead	Subhead	Subhead
copy	More table copy ^a		

a. Sample of a Table footnote. (Table footnote)

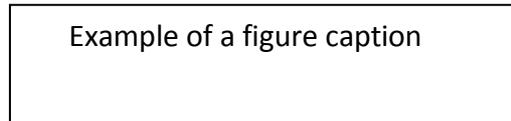


FIGURE 1. Example of a figure caption. (figure caption)

Acknowledgment, Heading 5 (14 pt, Calibri, Italic, Centered)

Insert here the acknowledgments.

For references the template includes APA style. Please consult: www.apastyle.org. This is an example of book reference (Young, 1989). And this is an example of a paper from journal reference with one author (Phillips, 2010), and with more than one author (Cicchetti & Sparrow, 1981).

References

Cicchetti, D. V., & Sparrow, S. A. (1981). Developing criteria for establishing interrater reliability of specific items: Applications to assessment of adaptive behavior. *American Journal of Mental Deficiency, 86*(2), 127-137.

Phillips, D. (2010). Minority ethnic segregation, integration and citizenship: A european perspective. *Journal of Ethnic and Migration Studies, 36*(2), 209-225.

Young, M. (1989). *The technical writer's handbook*. Mill Valley, California: University Science.