



ACOTACIONES: GUIDELINES FOR AUTHORS

GENERAL INFORMATION

«Acotaciones», Research and Creation Theater Journal, is publication from Real Escuela Superior de Arte Dramático. The journal has been in print continuously since 1998 and is currently published biannual.

Contents are peer reviewed, in accordance with the publication standards established in the APA (American Psychological Association) manual. Compliance with these requirements facilitates indexing in the main databases of international journals in this field, ensuring the dissemination of published papers and therefore improves the profile of the authors and their centres.

«Acotaciones» is indexed in MLA - Modern Language Association Database and DIALNET.

Each issue of the journal comes in electronic formats (ISSN: 2444-3948) (<http://www.resad.es/Acotaciones/index.php/ACT/index>). Each paper is identified with a DOI (Digital Object Identifier System).

SCOPE AND POLICY

«Acotaciones» publishes research results written in Spanish or English. Also, reports, studies, proposals and selected state-of-the-art articles can be sent.

It is the authors' responsibility to ensure their submissions are original and have not been published previously or are in the process of being published elsewhere.

«Acotaciones» publishes two issues a year composed of three sections. **Papers:** section with research papers, reports, state-of-the-art articles and studies. The contributions to this journal may be between 6,000 and 9,000 words of text, including titles, abstracts, keywords, tables and references. The **Carpatacio** section publishes a short theatrical text and another of conventional duration of a relevant or emerging author in the current field of dramatic literature in Spanish. The long text is accompanied by a study by the author and an appendix that includes his dramatic production. The **Chronicle** section collects news of interest about the theater produced throughout the year (conferences, exhibitions ...) and includes a review section of books and theatrical magazines.

Authors may submit manuscripts for evaluation at any time. Monographs are closed four months before the publication of the journal.

EDITORIAL PROCESS

«Acotaciones» confirms the receipt of all articles submitted by the authors and keeps them informed by e-mail and on the platform of the admission/dismissal and acceptance/rejection process, as well as the editing process, in the event of acceptance. The webpage (Submission Guidelines section) also provides full guidelines for publication, checklist protocol for submission, manuscript structure protocol, cover letter & title page, manuscript submission online system, and external review protocol...

About 30 days from the manuscript's receipt date, the authors will be sent official

notification of reception and whether the document has passed the preliminary stage of acceptance for assessment by our reviewers. In case the manuscript presents format, deficiencies or is not included in the thematic focus of the publication, the Editorial Board will dismiss the manuscript, without a re-submission option. No subsequent correspondence with authors of dismissed manuscripts will be maintained. However, if the manuscript's deficiencies are superficial, it will be returned to the author for correction before the assessment process begins. The official admission date of the manuscript is the date when this corrected version is received.

Manuscripts will be reviewed scientifically, anonymously, by four experts (on average) in the field. In view of these external evaluations, a decision will be made as to whether to accept or reject the articles for publication, as well as the possible introduction of stylistic changes and/or the need to trim texts that exceed the maximum length permitted, always respecting the original content. In order to offset the conflicting judgments between reviewers, «Acotaciones» uses review by multiple reviewers. Once the Editorial Board has completed all the admission procedures, the scientific evaluation period for submissions is 100 days.

Papers that are evaluated positively, requiring modifications (both minor and major), will be returned within 15 days at the latest.

All the authors will receive anonymous scientific evaluation reports, so the relevant improvements or responses can be made.

The authors of accepted articles will receive the printing proofs for correction by e-mail in PDF format before final publication. The proofread, corrected versions must be returned within three days of their receipt. Only very minor corrections can be made regarding the content of the previously evaluated original manuscript.

Once the manuscript has been accepted, the final version for publication must be returned with all proposed changes in English or Spanish.

In general, once the external scientific reports have been read, the criteria that justify the editors' decision to accept or reject submissions by Editorial Board are as follows:

- a) Current and new.
- b) Relevance and significance: advancement of scientific knowledge
- c) Originality.
- d) Reliability and scientific validity: verified methodological quality.
- f) Organization (logical coherence and formal presentation).
- g) External support and public/private funding.
- h) Co-authorship and degree of internationalization of the proposal and equipment.
- i) Presentation: good written style.

PRESENTATION AND STRUCTURE OF ORIGINAL PAPERS

Manuscripts must be sent through OJS (Open Journal System). All the authors of a manuscript must register with their credits into the OJS platform, although only one will be the responsible for correspondence. No author can submit two manuscripts simultaneously, and there should be an interval of four issues between authors' published article and next submission of a new one.

Manuscripts must be submitted in Times New Roman font, size 12, 1,5 spacing, fully justified and with no tabulations or carriage returns between paragraphs. Only the major blocks of text should be separated by carriage returns (author, titles, abstracts, keywords, credits and sections). The page should have 2 cm margins (lateral and vertical). Submissions must be in Word format for PC. The file has to be made anonymous in the File Properties, so the author's identification is not possible.

STRUCTURE

The following two files must be sent together: 1) Cover letter and title page. 2) Manuscript, according to detailed guidelines.

COVER LETTER & TITLE PAGE

This file must contain:

Title of the article (concise but informative), in Spanish on the first line and then in English, containing as many significant terms as possible. A maximum of two lines will be accepted (max. 80 characters including spaces). The titles are not only the responsibility of the authors but also the editors. If they are not worded correctly, the meaning of the work could be modified.

Full name and surname(s) of each of the authors in order of priority (the number of authors of a contribution must be justified by the subject, its complexity and its extension. The average number of authors in this field is three. If there are more than three authors, their specific contributions must be clearly indicated), followed by their academic position, their academic centre and their e-mail addresses. If an author possesses the academic qualification of doctor this must be indicated (by including the title Dr before the name). The signature format must adhere to the international database regulations for the indexing of authors and web pages (<https://bit.ly/2AHS2Fb>). It is prescriptive to register in Open Researcher and Contributor ID (ORCID) (<http://orcid.org>).

Abstract in English: 200/210 words. The use of automatic translators is not allowed for its preparation, as it is for the title and keywords, due to their poor quality. The evaluators also assess this aspect of the paper and our reviewers analyse linguistic standards and style if necessary.

Abstract in Spanish: 220/230 words, providing a concise description of the motive and purpose of the research project, the methodology used, the key findings and main conclusions, following the structure: justification of the subject, goals, study methodology, results and conclusions. It should be written in an impersonal style.

Keywords in English / Keywords in Spanish (8 terms). Acotaciones has available a Thesaurus in Spanish of the most-commonly used simple keywords in topics covered by the journal. We recommend incorporating these standard keywords in the manuscript, as well as consulting the UNESCO Thesaurus (<https://bit.ly/2zmdn5g>). All terms used must be in standard scientific English.

MANUSCRIPT

Research papers should adhere to the following structure, although the sections «Notes» and «Sources of funding» are optional. The section «References» is compulsory in all submissions.

Título (English) / Título (Spanish)

Abstract (English) / Resumen (Spanish)

Keywords (English)/Palabras clave (Spanish)

Introduction: This section must reflect the foundations and purpose of the study, using the most relevant citations. Data or conclusions of the work will not be included here.

Material and methods: This section should be presented with the precision deemed necessary for the reader to understand and confirm the development of the research. If required, the sample and sampling methods should be described, and reference made to the type of statistical analysis employed. If the methodology is original, reasons must be provided to justify this usage and its possible limitations described.

Results: The most important observations should be highlighted, describing findings made with the material and methods used but without interpreting them or making value judgements. Essential tables and figures should appear in a logical sequence in the text, avoiding redundancy and reiteration of data.

Discussion and conclusion: This section should summarise the findings, relating the observations made in this respect with other relevant studies, specifying contributions and limitations, without reiterating data discussed previously in other sections. Inferences from the findings should be mentioned along with their constraints, including deductions for future research, and the conclusions should be linked with the study aims, avoiding gratuitous statements and conclusions not supported fully by the research data.

Notes. These are considered exceptional and should always go at the end of the article (before the references). They should be included manually, since the automatic process used by Word is not recognised by publishing layout systems. The numbers corresponding to the endnotes should be inserted in superscript into the main body of the text and by the endnote itself. In the text, they should go before the full stop or closing comma. Notes must not include simple bibliographic citations (without comments), since these should be included in the references section.

Funding Agency: The Council of Science Editors advises authors to provide a financial support statement for the research project.

Research studies that are backed by competitive national and international projects will be considered a priority. In any case, this section, which is very important for the scientific assessment of the manuscript, should be made anonymous with XXX for its initial evaluation, so that the authors and research groups are not identified. These, however, should be clearly stated on the Cover letter, and later on the final manuscript.

References: Bibliographic citations must be included as references to the text. The bibliography should not include any references not cited in the text. The number of references must be sufficient and necessary for contextualizing the theoretical framework, the methodology used and the results of research in an international research context. These are to be presented alphabetically by the author's first surname (adding the second surname only when the first surname is very common and attached with a hyphen). Bibliographic citations must be taken from the original documents –preferably journals and, to a lesser extent, books– always indicating the initial and final page of the article or work from which they have been taken, except for complete works.

Given the importance for indexing purposes of citations and calculations of impact factors, correct citation will be assessed in accordance with the APA style 6th edition, valuing the inclusion not only of national but also international references from prestigious international journals (<https://bit.ly/2PzLYXD>).

How to cite. Please, use the APA Style System to reference the article using the academic author's name (neither the volume, nor page number nor DOI should be concreted).

GUIDELINES FOR REFERENCES

PERIODICAL PUBLICATIONS

Journal article:

Pacheco Costa, Verónica (2018). Del escenario al parlamento: el teatro sufragista británico como discurso político. *Acotaciones* (41), 15-36.
<https://doi.org/10.32621/acotaciones.2018.41.01>

Journal article (without DOI):

Huerta Calvo, Javier (1999). El teatro de Juan Rana. *Acotaciones* (9), 9-37.
<http://www.resad.es/Acotaciones/index.php/ACT/issue/view/10/showToc>

BOOKS AND BOOK CHAPTERS

Entire books: Doménech, Ricardo (2008). *García Lorca y la tragedia española*. Madrid: Fundamentos.

Chapters: Lima, Robert (2008). Triadas en el Teatro de Valle-Inclán. En Fernando Doménech, *Teatro español. Autores clásicos y modernos* (págs. 145-159). Madrid:

ELECTRONIC MEDIA

For electronic media citation in references, please check APA Style 6.

It is prescriptive that the DOI (Digital Object Identifier System) of cited articles are shown in the references (<https://search.crossref.org/>).

All web urls submitted must appear shortened in the manuscript by using <https://bitly.com/>, although DOIs need to stay in their original format.

OTHER ANNOTATIONS

Headings in the main body of the article should be numbered using the Arabic numeral system. They should not include capital letters, underlined or bold words. Numbering must have a maximum of three levels: 1. / 1.1. / 1.1.1. At the end of each numbered heading, a line break should be entered.

No text should be underlined. Furthermore, block capitals should not be used, with the exception of initials and acronyms. Foreign words and article titles should be inserted between quotation marks in the English version (""). (Typographical quotation marks should be used in the Spanish version, « »). To facilitate this process, the find/search function of the word processor could be used. Book titles should be written in italics in the references, and between quotation marks in the main body of the text. No term should be written in italics, use only quotation marks if necessary.

Reference citations must be correct; incorrect citations are unacceptable. As a general rule, according to the APA style, the author should be cited in the main body of the text and the year in brackets, followed by a comma and space, and then the page number

or numbers preceded by a colon, separated in turn with a dash. If the author is not cited in the main body of the text, he or she should be included in brackets, before the year, followed by a comma and space. It is recommended to see samples in the published articles. After reviewing the results, the use of reference managers such as RefWorks, EndNote or Mendeley is highly recommended.

Bibliographic citation, both the discursive thread and the references must comply with standardised consistent criteria. This aspect is crucial in a scientific journal. Incoherence and deviation from the established rules are not accepted. Particular attention must be paid to the punctuation system: commas, full stops, semi colons, colons.

Check the text using Word's spell-check function, although many erroneous terms are not detected, certain problems are resolved automatically. To avoid the common error of including two or three spaces between words, use the find/replace tool to search for double spaces and replace them with a single space.

Tables must be included in the main body of the text in Word format in order of appearance, numbered using Arabic numerals. The headings or titles should provide an exact description of their content. It is recommended to include tables and graphs with 3D design or attractive format.

Figures, such as photographs, images, graphs and illustrations must provide significant clarifications and must not exceed the number of six per article between tables and graphs. They should be inserted in the main body of the text, in order of appearance, numbered in Arabic numerals and captioned with a concise description of their content. The technical quality must respect printing standards (300 ppi), and having JPG or TIFF files could be necessary. The originality in the graphic representation of research results will be taken into account. It is recommended to use online programs: awGraph (<https://bit.ly/2SBkSOC>), Plotly (<https://bit.ly/2SEVHKY>), ChartGo (<https://bit.ly/2qoRG0k>); Online Chart Tool (<https://bit.ly/2zpjA0g>), etc. or similar programs with 3D graphs.

Abbreviations only universally accepted standard abbreviations may be used (See Units Symbols and Abbreviations). When shortening a term used frequently in the text, the corresponding abbreviation must be included in brackets following the first appearance of the term. Roman numerals must not be used in the text. For decimal numbers, a decimal point should be used to the right of the zero and not a comma.

Supplementary material. Many articles require supplementary materials such as annexed material and/or attached documents: visual, audiovisual, statistical, extensive tables and complex colour graphics among others, due to format and size, they cannot be inserted in the articles. In «Acotaciones», these documents will accompany the manuscript as extra files, and once accepted, the author will publish them online, in its prescriptive form, using the Figshare (<http://figshare.com>) platform. The citation of this material will be inserted in the manuscript. This web also offers a free complementary DOI.

ETHICAL RESPONSIBILITIES

Each author must submit a statement of authorship and text originality, the ethical commitments they have agreed to and, if necessary, any conflicts of interest. A statement justifying the author's choice of journal is optional.

Unpublished. Previously published material will not be accepted. The authors are responsible for obtaining the relevant permission to partially reproduce any material

(text, tables or figures) from other publications and to cite their origin correctly. The opinions expressed in the articles published are the responsibility of the author(s). «Acotaciones», as an international partner of CrossRef, uses CrossCheck, an antiplagiarism web tool, to guarantee that the manuscripts are original (<https://bit.ly/2zm2vo1>).

Authorship. The list of signatory authors must only list the people who have contributed intellectually to the development of the work. «Acotaciones» refuses any responsibility in relation to possible conflicts derived from the authorship of the work published.

CODE OF CONDUCT FOR JOURNAL PUBLISHERS (COPE)

Follow this code, and encourage the editors they work with to follow the COPE Code of Conduct for Journal Editors (http://publicationethics.org/files/u2/New_Code.pdf)

Ensure the editors and journals they work with are aware of what their membership of COPE provides and entails

Provide reasonable practical support to editors so that they can follow the COPE Code of Conduct for Journal Editors (http://publicationethics.org/files/u2/New_Code.pdf)

PROMOTION AND DISSEMINATION OF PAPERS

Authors are expected to promote their own manuscripts once published, as well as the journal itself. Authors are also expected to participate in the pre-print and post-final edition phases of publication via the journal's social network pages. «Acotaciones» has a «Cited by» section that gathers citations in JCR, Scopus, GSM and CrossRef. The authors should promote articles using their link from the journal's official website with the DOI, in order to increase reading, citation and the impact of their articles.

«Acotaciones» encourages authors and the scientific community to generate the maximum promotion and dissemination of the final version of their work through:

- 1) Contact (e-mails) and social networks (Facebook, Twitter, LinkedIn...).
- 2) Institutional repository of their own University and public repositories (Mendeley...).
- 3) Scientific social networks (Academia.edu, ResearchGate, Kudos...).
- 4) The authors' own websites or institutional website, blog, etc.
- 5) Google Scholar, ORCID, ResearchID, ScopusID, Dimensions, PlumX...
- 6) Printed copies purchased directly and sent to experts for further reading and citation if necessary.

CHARGES

«Acotaciones» is an Open Access scientific journal that offers its whole production online for the entire scientific community. Likewise, it does not establish any economic charge during the complete editorial process for the publication of the articles, including the scientific review and layout.