

STYLE GUIDE FOR THE SUBMISSION OF ARTICLES TO EDICIONES CLÍO

This guide applies to articles submitted to Revista Clío and Revista Ceres through the Ediciones Clío author portal. It complements the Ediciones Clío article format template, in which the manuscript must be presented.

Format: The manuscript must be presented in the Ediciones Clío article format template, available in the author portal. Body text is set in Times New Roman, size 12, with 1.15 line spacing, a 1 cm indentation, justified alignment and 6-point spacing after each paragraph. Tables are set in Times New Roman, size 10 with single spacing for their content, and size 11 for the title and source.

Title: The title must be concise, clear, and accurately reflect the content of the manuscript, with a maximum of 20 words. It must be provided in both Spanish and English. Abbreviations, unexplained acronyms, and ambiguous terms should be avoided. The title is recommended to include the central concepts of the study, as this facilitates its retrieval in databases and academic search engines.

Author Information: The author of the article may be an individual or a corporate entity. The following information must be included for each author: last name and first name, ORCID iD, academic degrees, current institutional affiliation, current institutional position, research group membership, institutional email address, city, and country. In the case of multiple authors, the corresponding author must be identified.

Abstract: The abstract must be presented in a single paragraph, in both Spanish and English, with a maximum length of 150 words. It must include the objective, methodology, main results, and conclusions of the study. It must not contain citations, undefined abbreviations, or information not included in the body of the article. Each language version must be an accurate and reviewed translation of the other.

Keywords: Authors are required to identify three or four keywords that concisely describe the content of their manuscript. They must be listed in strict alphabetical order and provided in both English and Spanish. To facilitate searches in bibliographic databases and indexes, these descriptors must be standardized. For this purpose, Ediciones Clío recommends consulting the UNESCO Thesaurus, available at: <https://vocabularies.unesco.org/browser/thesaurus/en/>

Introduction: The introduction presents the research problem, its current context, and the justification for the study, supported by theoretical and empirical evidence. It must explicitly state the objective or research question(s), which must be maintained throughout the article and addressed in the conclusions or discussion of the findings, as appropriate. It should also indicate the contribution of the manuscript and briefly outline what the reader will find in each section.

Theoretical Framework or Literature Review: The theoretical framework establishes the theories on which the study is based. The literature review presents the most relevant and recent research related to the object of study. Sources should primarily consist of articles published in indexed scientific journals and academic books. Blogs, unattributed websites, non-peer-reviewed repositories, and documents lacking academic support (grey literature) will not be accepted as primary sources.

Methodology: This section describes the approach (qualitative, quantitative, or mixed methods), type and design of the research, population, sample or corpus of analysis, instruments, procedures followed, and data analysis techniques. The declared type of study must correspond to the methodology employed, and the analysis techniques must be consistent with the objectives, questions, or hypotheses. The description must be sufficiently detailed to allow another researcher to replicate the study.

When the research involves human participants, the ethical considerations adopted must be stated, including informed consent and, where applicable, approval by an ethics committee.

If artificial intelligence tools were used at any stage of the research or writing process (such as information retrieval, data analysis, translation, copyediting, or figure preparation, among others), the name of the tool, its version, and the purpose for which it was used must be indicated in this section. Authors are responsible for verifying the information obtained through these tools. Data, results, or references generated by such tools without verification will not be accepted.

Results: This section presents the information obtained in a clear and orderly manner, in accordance with the objectives and the methodology applied. Findings should be reported without extensive interpretation, as interpretation belongs in the analysis and discussion section.

Tables and figures must be numbered, titled, and sourced in accordance with APA Style (7th edition). They must be presented in high resolution, with a minimum of 300 dpi for

images. Axes, units, and legends must be clearly defined. Numerical data mentioned in the text must match those shown in tables and figures, and the text should not repeat information already presented in a table.

Analysis and Discussion: This section interprets the results and compares them with the theoretical framework and previous studies, identifying similarities and differences. It must include the limitations of the study and its practical, social, or disciplinary implications.

Conclusions: Conclusions must be precise, respond to the stated objectives, and present the overall balance of the research and its contribution to knowledge. They must not introduce new data. Proposals for future lines of research are recommended.

References: Citations and references must comply with APA Style (7th edition). Every in-text citation must have a corresponding reference entry, and every reference entry must be cited in the text. Where available, the DOI must be included.

Declarations: After the references, the article must include a declarations section with the following subsections, in this order:

- **Author Contributions (CRediT):** The contribution of each author must be stated according to the CRediT taxonomy (conceptualization, methodology, software, validation, formal analysis, investigation, resources, data curation, writing of the original draft, review and editing, visualization, supervision, project administration, and funding acquisition).
- **Funding:** The funding entity and project code must be stated, or it must be declared that the research received no funding.
- **Conflict of Interest and Originality:** Any financial or personal relationship that may influence the work must be declared, as well as the absence of such relationships, and it must be stated that the work is original.
- **Use of Artificial Intelligence:** Authors must state whether artificial intelligence tools were used, specify which tools, and explain their purpose. Artificial intelligence may not be listed as an author, and authors assume full responsibility for the content.

If any subsection does not apply, the statement “Not applicable” must be included. These declarations do not replace the signed Declaration of Originality, Authorship and Conflicts of Interest, which is uploaded separately when submitting the proposal.

Manuscript Writing: The article must be written clearly, with proper spelling and discipline-specific terminology, avoiding repetition and vague expressions. The manuscript should be reviewed by a copyeditor before submission, particularly the abstract in the second language.

Document Integrity: The submitted file must not contain hidden text, white-colored text, invisible characters, or instructions directed at automated evaluation tools. The presence of such content will constitute grounds for rejection of the manuscript.