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|  | **COVER I** |

**Universitat Abat Oliba CEU**

**CEU Escuela Internacional de Doctorado**

**(CEINDO)**

**(*14pts / Arial / bold*)**

**DOCTORAL PROGRAM IN *(include full name in capitals)* (*12 pt / Arial /Bold*)**



**Thesis title *(20-24pt / Arial / bold)***

DOCTORAL THESIS *(Arial 14)*

Presented by:

Name and Surname (s) *(Arial 14)*

Supervised/Led by: Name and Surname(s) *(Arial 14)*

MADRID *(Arial 14)*
Year *(Arial 14)*

|  |  |
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|  | **COVER II** |

DOCTORAL THESIS

NAME AND SURNAME(S)

 (vertical)

YEAR

(Arial, size to be determined if bound)

|  |  |
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|   | **MANUSCRIPT** |

**Style rules (suggestion):**

* A-4 format.
* Two-sided printing (preferably)
* Text: Arial 12, 1.5 line spacing, justified alignment. Margins: top and bottom, 3 cm; left, 4 cm; right, 3 cm.
* Numbering: Pages numbered at the foot of the page, in the centre.
* Title page: will be prepared as detailed in these same rules ("Cover page template for doctoral thesis’’).
* Citations will be made according to any of the standardised models, always under the supervision of the supervisor of the doctoral thesis.

**Order of content (suggestion):**

COVER
TITLE PAGE (ACKNOWLEDGEMENTS, DEDICATION)
ABSTRACT
TABLE OF CONTENTS
INTRODUCTION
HEADINGS AND SUB-HEADINGS

HYPOTHESES AND OBJECTIVES
MATERIALS AND METHODS
RESULTS
DISCUSSION

CONCLUSIONS
BIBLOGRAPHY
ANNEXES

|  |  |
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|  | **GUIDELINES** |

1. **Cover page**
* The first page of the work corresponds to the cover page, where the information that appears on the first page of this document must be specified.
* The typography and the size of the letters must correspond exactly to those specified on the cover page of this document and must not be coloured or distorted.
* No images should be added except for the logo of the University where the PhD candidate is enrolled and of the CEU International Doctoral School, CEINDO.
* After the cover page, a blank page can be included as a title page; this can include quotations or dedications, always with due restraint[[1]](#footnote-1).
1. **Abstract**
* After the cover page, or where appropriate the title page, an abstract [[2]](#footnote-2) of no more than 500 words should be included, summarising the essential and conclusive content of the work.
* This will be done in Spanish and English.
* There then should be a box containing several key words -no less than five and no more than ten- in Spanish and English, which express the issues addressed in the paper.
* After the summary sheet, go to the next sheet.
1. **Table of Contents**
* The work must contain an initial table of contents*[[3]](#footnote-3)* that includes the following sections, if any: introduction, headings and sub-headings, conclusion, bibliography and appendices.
* The sections should appear in the table of contents with the numbering assigned to them in the work.
* The page on which each section begins should be indicated in the table of contents, but not the page of the table of contents itself.
* After the table of contents, move on to the next page.
1. **Introduction**
* The introduction should present the work: justification of the work, hypothesis to be investigated, methodology used, parts into which the work has been divided and, if appropriate, acknowledgements.
* Quotations in the introduction should be avoided.
* The introduction is not numbered.
* After the introduction, go to the next page.
1. **Headings and Sub-headings**
* The work should be divided into headings and, if appropriate, sub-headings; no further subdivisions should be made unless the work is very long, in which case chapters, headings and sub-headings should be used.
* The headings (1, 2, 3...) and sub-headings (1.1., 1.2...) are numbered with consecutive numerals.
* The headings are written in round**[[4]](#footnote-4)**  and bold type; at the end of each heading do not skip to the next page, except after the one preceding the conclusion.
* Sub-headings are written in cursive or italics*.[[5]](#footnote-5)*
* If chapters are used, they must be numbered with consecutive Roman numerals (I, II, III...) and written **IN ROUND, BOLD AND CAPITAL LETTERS**, proceeding to the next page at the end of each chapter.
* The structure of the paper should be logical and clear.
* After the last heading, skip to the next page.
1. **Conclusion**
* It is obvious that the conclusion must reach a definite point, that is, it must answer the hypothesis put forward in the introduction; it cannot be limited to a summary of what has been presented, although it must be closely related to what has been argued in the development of the work; nor is it an opportunity to introduce new ideas.
* Avoid quoting in the conclusion.
* It should be brief and convincing; it should be in the form of an assertion, never a question mark.
* The conclusion is not numbered.
* After the conclusion, skip to the next page.
1. **Bibliography**
* The works used for the elaboration of the work and those recommended for further study of the subject must be indicated.
* Do not cite works for which you cannot give a reason -you must have read them sufficiently-.
* Depending on the citation system chosen, author-date (APA, Harvard) or numerical (Vancouver), the bibliography will be ordered alphabetically by the author's surname(s) in the first case or numerically according to the citation order. All the bibliographic information of the works consulted must appear.
* There are several systems of bibliographic citation; any of them can be chosen, but consistency is required to maintain the same criteria throughout the work.[[6]](#footnote-6)
* The bibliography is not numbered.
* The bibliography is followed by the next page, which may be a blank page that serves as the back cover or, where appropriate, the appendices.
1. **Typography, line spacing and margins**
* Typeface: Arial.
* Size of heading titles: 14 points.
* Size of ordinary text and sub-headings: 10.5 points.
* Text size for quotations in separate paragraphs, notes, bibliography and appendices: 9 points.
* Line spacing: 1.5
* The text must be justified.
* For the surnames of authors cited in the bibliography and footnotes, small caps should be used[[7]](#footnote-7).
* Margins:
o Upper: 3 cm.

o Bottom: 3 cm.

o Left: 4 cm. (2.5 cm. on even pages)

o Right: 2.5 cm (4 cm on even-numbered pages)

1. **The wording**
* The language of the work must be unique, and all expressions that are in a different language must be written in italics.
* The student must take special care to comply with the spelling rules of the language used to prepare the work, as well as the rules of punctuation. Both spelling and punctuation are matters for the assessment of the work.
* If you want to highlight a word or expression, use italics, not **bold** or CAPITAL LETTERS.
* Sentences should be as simple and concise as possible. "Subject, verb and predicate: put one thing after the other", we could advise, paraphrasing Azorín. When subordinating sentences, special care must be taken to ensure correct punctuation to avoid wasteful reading.
* The use of the first-person singular should be avoided: "I have come to the conclusion that...". It is always better to use the first-person plural: "we have reached the conclusion..."; or the impersonal form: "Thus, the conclusion is reached...".
* The use of schematic diagrams (scripted diagrams such as those used in this report) or telegraphic ideas should be avoided.
* The use of illustrative drawings or graphics should be avoided, except when they are required by the argument and not merely for aesthetic reasons.
* Paragraphs should not consist of a single sentence, thus fill the work with paragraphs. Several sentences must make up a sufficiently long paragraph.
* There must be a space between paragraphs.
* In the case of citing in one of the official languages in Spain or in English, adding the translation of the text referred to is optional; in other cases, it is required to include it in a footnote.
* When using figures, follow these simple rules: from one to twelve the numbers are written with letters: "there are two types of societies"; and from 13 onwards the figures are written with numbers. When a year is marked with four numbers, never use a full stop ("that happened in 1982"); this is to avoid confusing years with figures that quantify ("I have 1,982 spelling mistakes in my work and that is why I failed").
* Finally, avoid false humility: "In my very modest opinion..."; or arrogant statements: "People are stupid, because they don't realise..."; as well as expressions that are too vulgar, colloquial, pedantic, interjections and onomatopoeias. You are writing an academic paper and you must maintain a serious academic tone.
1. **Quotations and Footnotes**
* Only texts taken from works listed in the bibliography may be cited.
* Texts to be interpreted - that may be of reasonable length - or which authoritatively corroborate a statement made - which should be brief - are cited.
* When a literal or textual quotation does not exceed three lines, approximately forty words, it should be inserted in the paragraph between inverted commas. For example, citing Campbell and Ballou, who say that "quotations that do not exceed three typed lines are enclosed in double inverted commas and appear in the text".[[8]](#footnote-8) However, if it exceeds three lines, it is placed in a separate paragraph, indented left ten spaces, with a 9-font size and without inverted commas.
* There are several citation systems; any of them can be chosen, but consistency is required to maintain the same criteria throughout the work. [[9]](#footnote-9). The choice of standard should be agreed with the thesis supervisor.
* Depending on the research area of the thesis, using one citation style or another is recommended. In the case of Social Sciences, the most common is the APA (American Psychological Association) style and in Health Sciences, the Vancouver style. Details and examples can be found at the end of this document.
* Citation and reference styles are recommendations developed by different institutions, depending on the needs of each field of knowledge. However, there is an international standard that is used as a general guideline: ISO 690, adapted to Spanish as UNE-ISO 690 in 2013. This standard does not prescribe a specific referencing or citation style but describes different alternative methods for the insertion of citations in the text and the writing of the corresponding bibliographic references to information resources.
* By way of summary, it should be noted that in ISO standards at the end of the quotation, a footnote is placed at the end of the page, at the end of the chapter or at the end of the work, where the place where the text was obtained is precisely identified. In this way, we include a quotation or comment that would get in the way of the text. In the case of APA, the bibliographic reference will be in parentheses, and will include the Author and year, and the page number can be added.
* The texts quoted must be scrupulously faithful to the original; if you wish to add any comments, they should be placed in square brackets [...].
* Notes can also be used for external or internal references: for example, if a topic is discussed, a "cfr." (confr.), which refers to another book or to another chapter or paragraph of the work itself.
* Footnotes should be set out as clearly and as succinctly as possible. To this end, abbreviations should be used where necessary. The most frequently used abbreviations are set out in Annexe I.
1. **Other General Indications**
* The entire work should be paginated, except for the title page, which is counted but not paginated.
* The paper should be submitted double-sided, making sure that the margins correspond to the odd and even pages respectively.
* Page numbers should be at the bottom right on odd-numbered pages and at the bottom left on even-numbered pages.
* Sheet type: DIN-A4 white.
* There is no minimum or maximum length for the thesis.
* The covers will be hardback and, in the colour corresponding to the corresponding area of knowledge according to the traditional classification - white for Theology, light blue for Philosophy and Humanities, red for Law, yellow for Medicine, etc. The same data as on the title page must be included. The author and title should appear on the spine.

|  |  |
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|  | **BIBLOGRAPHY** |

1. **Standards/Rules**

International Standarization Organization. *Documentation ­Références bibliographiques- contenu, forme et structure. Norme international ISO 690:1987 (F).* 2a ed. Genève: ISO, 1987.

International Standarization Organization. *Information ­Références bibliographiques. Partie 2: Documents électroniques, documents ou parties de documents. Norme international ISO 690-2: 1997 (F).* Genève: ISO, 1997.

Publication manual of the American Psychological Association: the official guide to APA style. Seventh edition. Washington : American Psychological Association, 2019.

1. **Methodology Works and Manuals**

Arroyo, C.; Garrido, F.J. *Libro de estilo universitario.* Madrid: Acento, 1998.

Blaxter, L., Hughes, C., Tight, M. *Cómo se hace una investigación.* Barcelona: Gedisa, 2000.

BORGOÑÓS MARTÍNEZ, M.D. Cómo redactar referencias y citas bibliográficas en un trabajo de investigación. Madrid: ANABAD, 2007.

Campbell, W.G.; Ballou, S.V. *Form and Style.* Boston: Houghton Mifflin, 1974.

Comes, P., *Técnicas de expresión-I, Guía para la redacción y presentación de trabajos científicos, informes técnicos y tesinas.* Barcelona: Oikos-Tau, 1974.

Cuerda Riezu, A. *Cum Laude: guía para realizar una tesis doctoral o un trabajo de fin de grado o máster en derecho*. 3? ed. Madrid: Tecnos, 2021.

Eco, U., *Cómo se hace una tesis.* Barcelona: Gedisa, 1992.

Lasso de la Vega, J. *El trabajo intelectual. Normas técnicas y ejercicios de documentación.* Madrid: Paraninfo, 1975.

Mauri, M. *Metodología de la recerca a filosofia* (Textos docents, 243). Barcelona: Universitat de Barcelona. Departament de Filosofia Teorética i Pràctica, 2001.

Resumen De Normas APA, Séptima Edición: Todo Lo Que Necesitas Para Convertirte En Un Experto De APA. Columbia, SC: [s.n.], 2020.

SIERRA BRAVO, R. Tesis doctorales y trabajos de investigación científica: Metodología general de su elaboración y documentación (5a ed., 2a reimpr.). Madrid: Paraninfo, 2002

Sierra Bravo, R. *Tesis doctorales y trabajos de investigación científica.* Madrid: Paraninfo, 1996.

Universitat Autònoma de Barcelona. Gabinet de Llengua Catalana. Bellaterra: Gabinet de Llengua Catalana de la Universitat Autònoma de Barcelona.

Walker, M. *Cómo escribir trabajos de investigación.* Barcelona: Gedisa, 2000.

1. **Linguistic consultation manuals. Spanish**

Martínez de Sousa, J. *Diccionario de redacción y estilo.* Madrid: Pirámide, 2007.

Martínez de Sousa, J. *Manual de estilo de la lengua española.* Gijón: Trea, 2007.

Montolío, E. (coord..). *Manual práctico de escritura académica.* Barcelona: Ariel, 2002. 3 vol.

Rodríguez-Vida, S. *Curso práctico de corrección de estilo.* Barcelona: Octaedro, 1999.

1. **Linguistic consultation manuals. Catalan**

Cassany, D. *La cuina de l’escriptura.* Barcelona: Empúries, 1995.

Mestres, J.M.; Costa, J.; Oliva, M.; Fité, R. *Manual d’estil. La redacció i l’edició de textos.* Barcelona: Eumo *et alia*, 2000.

|  |  |
| --- | --- |
|  | **Annexe I** |

**Abbreviations**

If the thesis is written in Spanish, the abbreviations must be in Spanish. If the thesis is written in a language other than Spanish, the abbreviations must be in that corresponding language.

In any case, the bibliography is written in the language of the documents that have been consulted.

A translation of the main abbreviations in various languages can be consulted at the following link:  [Abbreviations-various languages-rules-cataloguing.pdf](https://ceu365.sharepoint.com/%3Ab%3A/s/EscuelaDeDoctorado/EQugLSofcqRPsmQAwgZEdmgBK88WZKUfxlHuWjLVY0wypQ?e=b6AQvv)

For more information see ISO Standard: 832-1975

Most common abbreviations used in note or text(If the thesis is written in Spanish)

|  |  |
| --- | --- |
| Anón. | Anonymous  |
| art.  | articles (not from newspapers but from laws and the like) |
| cap. | chapter; plural caps. (sometimes c.., but at times c. is *columna*) |
| cf., cfr.  | *Confero,* compare and contrast |
| col.  | column; plural columns; also *colección* |
| cuad.  | Book |
| ed., edic.  | edition (first, second; but in English bibliographies ed. is *editor,* the one who oversees it; plural eds.) |
| e.g. | (in English texts) *exempli gratia,* for example |
| fig.  | figure; plural figs. |
| fo.  | Page/pages; algo f., f.°, fol.; plural ff.  |
| *ib., ibid.*  | o *ibidem,* in the same place (i.e. in the same work and on the same page; if it is the same work but not the same page, it is used *op. Cit,*  followed by the page). |
| i.e.  | (in English texts) *id est,* that is, that is to say |
| inf.  | *infra,* see below |
| l. | book (for example: vol. I, t. 1, l.I); also line  |
| *loc.cit.*  | *loco citato,* place cited |
| MS  | o Ms, manuscript; plural MSS o Mss |
| n.  | note (for example:véase o cfr., n. 3)note (for example: |
| N. del A.  | Author´s note |
| N. del E.  | Editor´s note |
| N. del T.  | Translator´s note |
| NB  | *Nota bene* |
| NS  | New series |
| núm.  | Number |
| *op. cit.*  | work already cited from the same author |
| p.  | page; algo pág.; plural, págs. o pp. |
| p. ej.  | for example |
| párr.  | paragraph; also § |
| passim  | everywhere (when it does not refer to a specific page, as it is a concept that the author deals with throughout the whole work) |
| r y v° | straight and turned (odd and even pages) |
| seud.  | pseudonym; also Pseudonym; when the attribution to an author is debatable, it is written as *seudo* |
| s.a.  | without year (also s.f., without date; and s.d., *sine data*, when neither the year nor the place of issue are given) |
| s.l.  | without place of publication |
| s.n.  | unnamed |
| sig.  | next; plural sigs. o ss. (example pág. 34, ss.) |
| sec.  | Section, chapter, part |
| sic  | thus (thus written by the author to whom I am quoting; may be used as a cautionary note or as an ironic underline in case of a blunder) |
| t.  | volume |
| tr.  | translation; also trad. (may be followed by the name of the language or the translator, or both) |
| v.  | see, refer to |
| vs.  | *versus,* as opposed to (p. e.g.: Blanco vs negro, blanco vs. negro, blanco *vs* negro; but it can also be written as blanco/negro) |
| viz.  | (in English texts) *videlicet*, that is to say, that is |
| vol.  | volume, plural vols. (vol. usually means a given volume of a multi-volume work; and refers to the number of volumes of which this work consists) |

This list contains the most common abbreviations. There are specific subjects (palaeography, classical and modern philology, logic, mathematics, etc.) which have their own series of abbreviations.
They can be learned by reading the critical literature on the subject.

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|  | **Annexe II** |

**Citation and style standards**

**Standard UNE-ISO 690:2013**

Standard UNE-ISO 690:2013 "Information and documentation. Guidelines for the writing of bibliographic references of citations of information"

The following is recommended for disciplines in the field of Philosophy and Social Sciences, such as Law, Economics, Communication Sciences, Teaching, History...

|  |  |
| --- | --- |
| Type of Citation | Example |
| **Printed Book** | Author. *Title of the book.* Edition. Place of publication: publisher,(year of publication . volume. (collection/serie; number) ISBNFERNÁNDEZ, A.J. *La sinfonía de los sentidos*. 2a ed. rev. Barcelona: ediciones 66, 1998. 3 v. (Biblioteca universal; 179) ISBN 84-79-6996-8  |
| **Newspaper** | Authorship (If there is avalaible information). " Title of the article ".  *Title of the newspaper.* [Place of publication] (day month year), number, page.BAÑOS, J.-E. "Epònims: els noms propis de la ciència". *Avui.* [Barcelona] (15 novembre 2003), núm. 9389, p. 36. |
| **Journal Article** | Authorship. " Title of the article ". *Title of the journal .* Vol. (year), number of the issue, pages. number-numberSCULLEN, M.E. "Les Dictionnaires français: un lieu privilégié du sexisme?". *Cahiers de lexicologie*. Vol. 83 (2003), núm. 2, p. 131-151 |
| **Website** | Author. *Title* [en línea]. Edition. Place of publication: publisher, year of publication <URL> [Consulta: viewed date]EUROPEAN COMMISSION. TRANSLATION SERVICE. *Eurodicautom* [En línea]. [S.l.]: European Commission, 2004. <http://europa.eu.int/eurodicautom/Controller> [Consulta: 22 septiembre 2004]  |

* https://www.une.org/encuentra-tu-norma/busca-tu-norma/norma?c=N0051162
**APA 7ª ed. (2019)**
*American Psychological Association*

This is recommended for the medical field: Psychology, Speech Therapy, Pedagogy...
* Bibliographical references should be inserted in the text (not placed at the foot of the page) in lower case (except for the first letter).
* All references should be placed in strict alphabetical order.
* Leave a full line of space between each line of type.
* If you can, start each reference with a French indent, i.e., the first line to the left and the following lines to the right with a paragraph indent.

|  |  |
| --- | --- |
| Type of Citation | Example |
| **Book: by an author**  | Author/publisher (year of publication). Title of book (edition) (volume). Place of publication: publisher.Alarcón, R. (1994). *Métodos y diseños de investigación del comportamiento*. (v. 4) Lima: Heredia Fondo Editorial.García, E. J. y Arrondo, A. A. (1964). *El Control de la calidad I*. Buenos Aires: Instituto Argentino de Control de la Calidad.  |
| **Chapter inside of a book** | Author/publisher (year of publication). Title of the article or chapter. In Title of the work (number of pages) (edition) (volume). Place of publication: publisher.Barboza, C. (1998). *Los conceptos modernos*. En *La estructura del lenguaje* (pp. 130-147). Lima: Amaru Editores.  |
| **Journal Article** | Author (year of publication). Title of the article. Title of the journal, volume (number of the issue), page numbers.Walter, H. (2004). Links and Power: The Political Economy of Linking on the Web. *Library Trends*, pp. 123,125, 138-140. |
| **Newspaper Article** | Author (date shown in the publication). Title of the article. Name of the newspaper, pp. page numbers.Montero, R. (18 enero 2011). Occidente. *El País*, p. 54. |
| **Thesis** | Surname, N. (year). Title: Subtitle (Doctoral thesis, University name, year of thesis). Official publication title, volume, page number.Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Tesis doctoral, Cornell University, 1990). *Dissertation Abstracts International, 51, 417.* |
| **Website** | Author (year last updated). Title in italics. URLs should no longer be preceded by "retrieved from” unless a specific retrieval date needs to be specified. In addition, the name of the web page should be included (unless it is the same as the author's name).Modern Language Association. (2003). MLA Style. http://www.mla.org/style |
| **Audio-visual Resources** | Authors/managing editor (date of publication). Title (edition), [media type]. Place of publication: publisher.*Enciclopedia de historia del Perú* (2000). [CD ROM]. Lima: El Comercio. |

For more extensive and comprehensive information:

* <https://apastyle.apa.org/>

**HARVARD**

|  |  |
| --- | --- |
| Type of Citation | Example |
| **Book: an author** | Holt, DH 1997, Management principles and practices, Prentice-Hall, Sydney.  |
| **More than three authors** | Bond, WR, Smith, JT, Brown, KL & George, M 1996, Management of small firms, McGraw-Hill, Sydney. |
| **Chapter inside of a book** | Shachar, A 2010, 'State, religion, and the family: the new dilemmas of multicultural accommodation', in R Ahdar & N Aroney (eds), *Shari'a in the West*, Oxford Unversity Press, Oxford. |
| **Journal Article** | Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', Journal of Economic History, vol. 58, no. 2, pp. 468-493. |
| **Website** | Author (the person or organisation responsible for the site) Year (that the site was created or last revised), name and place of the sponsor of the source, viewed Day Month Year,<URL>.Australian Securities Exchange 2009, *Market Information*. Available from:<http://www.asx.com.au/professionals/market\_information/index.htm>. [5 July 2009]. |
| **Audio-visual Resources** | *Title*, date of recording, format, publisher, place of recording*Fahrenheit 9/11* 2004, DVD, Columbia TriStar Home Entertainment, Culver City, Calif.  Written, produced and directed by Michael Moore. |
| **Published Thesis** | May, B 2007, *A survey of radial velocities in the zodiacal dust cloud.* Bristol UK, CanopusPublishing. |

For more information (in English):

* https://www.mendeley.com/guides/harvard-citation-guide/

**VANCOUVER**

This is the citation style predominantly used in the field of medicine and health sciences.

|  |  |
| --- | --- |
| Type of Citation | Example |
| Complete Book | Author/s. Title of the book. Edition. Place of publication: Publisher; Date of edition. First page - last page.Arias Paniagua, Ana María, y Fernando Salvador Durán-Sindreu Terol. Manual De Endodoncia: La Guía Definitiva. Zaragoza: Grupo Asis, 2022.  |
| E-journal Article | Author(s). Title of the article. Abbreviated title of the journal [Internet]. Date of publication [cited day, month, year of access]; volume (number): initial page-final page. Available at: URLIkeda S. Five Fulbright scholars’ contributions to Japanese anesthesiology. Journal of anesthesia [Internet]. 2022 Dec [cited 2023 Feb 15];36(6):764–9. Disponible en: <https://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=cmedm&AN=36028593&lang=es&site=eds-live&scope=site>  |
| Print Journal Article | Author(s). Title of the article. Abbreviated title of the journal. Date ofPublication; volume (number): initial page-final page Florido Pérez I, Jiménez Núñez MI, Jaime Pacheco MD. Atención de enfermería en el traumatismo ocular en el ámbito de la atención primaria de salud. Doc Enferm. 2013; 50:16-20.  |

For more information

* <https://www.fisterra.com/formacion/metodologia-investigacion/estilo-vancouver/>
* Abbreviated Journal Titles: <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

**BIBLIOGRAPHIC ADMINISTRATORS**

***RefWorks***

* Create a personal database to store references imported from databases (e.g. EBSCO Host) or added manually.
* Manage references by creating folders by materials, subjects, projects, etc.
* Automatically generate bibliographies in various formats (MLA, Vancouver, etc.) of the saved references and easily insert them in academic works, research papers, doctoral theses

***Mendeley***

This is not just a classic reference administrator, it is also a reference:

* A bibliographic manager
* A system for storing and organising documents
* A search engine for scientific information and documentation
* An academic social network for sharing bibliographic citations and publications.

1. It should be noted that double-sided editing means that each page break means continuing the writing on the next odd page, leaving a blank page when required. [↑](#footnote-ref-1)
2. See detailed description and examples in SIERRA BRAVO, R. Doctoral theses, and scientific research papers. Madrid: Paraninfo, 1996. [↑](#footnote-ref-2)
3. Ibid. [↑](#footnote-ref-3)
4. The round type is the block letter, which is vertical and circular. [↑](#footnote-ref-4)
5. The italic letter is print that imitates the handwriting, i.e. the writing that is slanted to the right. [↑](#footnote-ref-5)
6. For citation systems see Annexe II. [↑](#footnote-ref-6)
7. Small caps are capital letters equal in size to lower case letters of the same type; see note 9 or the bibliography of this report for an example. [↑](#footnote-ref-7)
8. Campbell, W.G.; Ballou, S.V. *Form and Style.* Boston: Houghton Mifflin, 1974, p. 40. [↑](#footnote-ref-8)
9. On note systems see: SIERRA BRAVO, R. Doctoral theses and scientific research papers. Madrid: Paraninfo, 1996. It is recommended to follow the citation system proposed in: Eco, U. How to write a thesis. Barcelona: Gedisa, 1992, pp.185-214 [↑](#footnote-ref-9)