

## **Rules for the Presentation of Communications**

### **European Network of Holy Week and Easter Celebrations**

The time allocated to each presentation will be of 10 minutes maximum. Time control must be strict and rigorous, since the Congress will have simultaneous interpreting in Spanish/English/Italian.

The presentation will be performed in place or remotely connecting through the web portal of the Congress. The use of support material is allowed (presentation). The presentation must be forwarded at the same time as the final text in pdf. format. The presentation will be managed by the technical team of the Congress according to the instructions of the speaker.

The text can be forwarded in Word or pdf. format.

The following information will be included: Title, Name of the author, Institution, Section of the Congress during which the communication will be presented. Type of letter: Times New Roman font size 11, Format: A4 vertical, Spacing: 1.5, space between paragraphs: 6, Number of pages: maximum 2 pages.

#### **Final text**

Before publishing, the texts will be submitted to a peer review.

Number of pages: maximum 12 pages.

The format of the text will be Word and it must apply the guidelines established in these Rules.

Pictures: 5 maximum (pictures must count with all the necessary rights for publication in the minutes and the webpage of the Congress). Pictures will be forwarded individually in JPG format and with a maximum size of 3 Mb. Pictures that are included only in the text will not be published. The text will include notes as to where preferably locate the pictures. Pictures will be accompanied by a footnote (2 lines max.) and the name of the author.

Tables, charts: 5 maximum.

The text will include a Title, the Name of the Author and the Institution the author belongs to.

It will also include an Abstract of 8 lines max. and a maximum of 4 key words. It will be forwarded in the original language it was written and in English.

Quotes: Quotes shorter than three lines included in the text will be written between angle brackets («»). Inverted commas (“ ”) will be used within the quote if necessary. Quotes longer than three lines will not be written between angle brackets. They will be separated from the main text with a left and right indentation of 1 cm, and written in Times New Roman size 10.

Pictures and charts will be included in the appropriated location within the text. A file with each of the images with a resolution of at least 300 p will be forwarded. Footnotes of pictures and tables/charts will be placed right under them using Times New Roman size 9.

Words at the end of lines will not be split manually.

Do not introduce paragraph breaks after each paragraph. The attached template already includes separation spaces between paragraphs.

Notes: If there are notes, they will be included as footnotes using Times New Roman size 9.

Sections will be numbered (1, 1.1, 1.1.1) including up to 2 subsections. Section 1 will use Times New Roman 13. The attached template includes the space to be used after each section.

The following format will be used for the Bibliography:

(López, 2019);

(López, 2019: 45);

(López, 2019: 45-50);

(López and García, 2019: 50-51)

In case the name of the author is mentioned in the text, only the year and the page number (if relevant) will be included between parenthesis.

In case the work has been written by three authors, the two first Last Names will be mentioned separated by a comma and the last one preceded by the conjunction. Example (López, García and Menendez, 2019: 56).

In case the work has been written by more than three authors, only the first Last Name will be mentioned followed by “et al”.

In case there are several works mentioned in the same quote, the authors will be separated using semicolons (;). Example: (García, 2019: 45-46; López, 2018: 34; Pérez, 2019: 89-90).

In case the paper mentions different works of the same author published the same year, lower case letters in alphabetical order will be included after the year. Example: (López, 2019a; 2019b).

A bibliography will be included at the end of the document. It will be organized presenting the author’s Last Name alphabetically. In case there are different quotes by the same author, they will be presented using reverse chronological order (newest to oldest). Typeface Times New Roman font size 10 will be used for the bibliography.

The bibliography will be presented as follows:

Last Name/s, Name (year), *Title of the monograph in italics*, Place where it was published, Publishing House.

Examples: Caro Baroja, Julio (1965), *El carnaval*, Madrid, Taurus.

Tugores, Francesca and Planas, Rosa (2006), *Introducción al patrimonio cultural*, Gijón, Trea.

Chapters of books

Last Name/s, Name (year), "Title of the Article between Inverted Commas", Name and Last Name of the editor (ed.), *Title of the book in italics*, Place where it was published, Publishing House, p. number.

Example: Troitiño Vinuesa, Miguel Angel (2014), "El patrimonio cultural territorial y los retos de puesta en valor y uso turístico responsable", Eugeni Aguiló Pérez and Salvador Antón (Coords), *20 retos para el turismo en España*, Madrid, Pirámide, p. 261-278.

#### Magazines

Last Name/s, Name (year), "Title of the Article between Inverted Commas", Title of the magazine in italics, volume (number, in case it is numbered), p.

In case it is an electronic magazine: Last Name/s, Name (year), "Title of the Article between Inverted Commas", *Name of the magazine in italics*, volume (number, in case it is numbered), p., URL (Date it was accessed: MM/DD/YY).

Example: Agudo Torrico, J. (2014): "Rituales y festejos en el valle de los Pedroches. Imágenes simbólicas de un territorio de frontera.", *PH: Boletín del Instituto Andaluz del Patrimonio Histórico*, 86, p. 65-75.

#### Internet document:

Last Name/s, Name (year), "Title of the Document between Inverted Commas". Available with complete URL, (Date it was accessed: MM/DD/YY).

Example: Bernardos Sanz, J. U. (2005): "El mercado de la carne en Castilla durante la Edad Moderna", Available at [http://www.aehe.es/wp-content/uploads/2005/10/b10\\_bernardos\\_sanz.pdf](http://www.aehe.es/wp-content/uploads/2005/10/b10_bernardos_sanz.pdf), (Date it was accessed: 7/22/2018)