

## Instructions for preparation of manuscripts Derecho y Critica Social Version 1.0 (December 2014)

### 1. General guidelines for the preparation of manuscripts

**Reception of manuscripts.** All manuscripts submitted for publication should be sent to one of the editors by email in an electronic document (.doc), which will be considered for all purposes as the original document. This manuscript (File 1) should omit any reference to the author. Email addresses of the editors are: pmarshall@uach.cl and fernando.munoz@uach.cl

**Original version of translations.** Translations must be accompanied by a digital copy of the original article (with complete identification of the place of original publication) in the following cases: (i) when the author of the original version does not have full command of the Spanish language, and (ii) when the person presenting the article for publication is the translator, who must have all necessary authorisations.

**Identification of the author.** Complete identification of the author (and if appropriate of the translator) of the article must be submitted in a separate file (File 2). This information includes: (i) full name; (ii) full information on the main institutional affiliation (e.g. University, School, City and Country.); and (iii) name of manuscript attached.

**Manuscript depersonalisation.** In order to prevent identification of the author by the reviewers, it is also requested of the authors that references to their own work on the text of the manuscript (File 1) are not made in first person but in the way that any other author is cited.

**Funding and acknowledgments.** If the content of the article is the result of a research project funded by a third party that requires recognition, or wholly or partially corresponds to a Masters or PhD dissertation, this fact should also be mentioned in the attachment (File 2). The people that the author wants to acknowledge also must be mentioned in that file (File 2).

**Title, abstract and keywords.** The first page of the manuscript (File 1) should contain a title descriptive of the article content, an abstract of the article (between 150 and 250 words) and 5 keywords. It should be emphasized that the abstract of the article should be very clear, contain all relevant

arguments and highlight its findings. In this sense, an abstract is not a description of the sections of the article.

**English translation.** The first page of the manuscript must also contain a translation of the title, abstract and keywords into English language (or into Spanish language if the manuscript is submitted in English). It is recommended for those who do not speak the language to seek the help of someone who has full command of the language, such as a professional translator or academic in the field of the article's subject.

**Format.** Manuscripts should be submitted in text format (.doc or .docx), using formatting normal (exception for the titles), font Times New Roman, size 12, single spaced and justified (left and right) without indentation.

**Extension.** Manuscripts submitted must not exceed 12,000 words including footnotes and the final bibliography. However, given that the editorial process might require changes to the article, the final articles to publish may exceed that limit but cannot exceed in any case 15,000 words. The book reviews cannot exceed 3,000 words.

**Titles and subtitles.** The use of titles and subtitles indicating the various sections and subsections of the manuscript is recommended. These must be clearly differentiated from the main text of the article. The journal uses a uniform system to enumerate sections and subsections (Roman numerals for the sections and Arabic numbers for the subsections; e.g. I. Section One, 1. Subsection One). Cross-referencing should consider such enumeration to facilitate the publication process of the manuscript.

**Quotations.** Double quotation marks are used for quotes (e.g. "example"). Quotes of more than 40 words should be separated from the main text.

**Numbering.** All pages of the manuscript should be numbered with Arabic numbers. Footnotes shall be numbered in the same way.

## 2. System References

**References in footnotes.** The references to quotes, citation of ideas or further literature must be in footnotes. For these purposes, the footnote should be inserted immediately after the closing quotation mark in the case of a quote or immediately before the punctuation mark in which the citation or reference concludes otherwise.

**Reference form.** In the footnote, the reference will be as follows:

Author (year) page

- Example 1: Adams (1998) 198-212
- Example 2: García & Muñoz (2013) 175-6
- Example 3 (for more than two authors): Fernandez *et al.* (1976) 6

**Final bibliography.** At the end of each manuscript, all works that were cited in the footnotes should be listed. This list should be organized alphabetically,

and when authors are cited by more than one work, by year of publication. For the preparation of this bibliography the author is requested to observe the following rules, based on the APA style (Sixth Edition, 2009):

### **Book**

Name, N. (Year) *Title*. City: Publisher.

- Example 1: Crick, F. (1994) *La Búsqueda Científica del Alma*. Madrid: Debate.
- Example 2: Buchanan, J. and G. Tullock (1999) *The Calculus of Consent. Logical Foundations of Constitutional Democracy*. Indianapolis: Liberty Fund.

### **Edited book**

Name, N. (Ed.) (Year) *Title*. City: Publisher.

- Example 1: Wilber, K. (Ed.) (1997) *El Paradigma Holográfico*. Barcelona: Editorial Kairós.
- Example 2: Ewald, A. and B. Rottinghaus (Eds.) (2009) *Criminal Disenfranchisement in an International Perspective*. New York: Cambridge University Press.

### **Chapter in edited book**

Name, N. (Year) "Title of the chapter" in N. Name (Ed.) *Title of the Book*. City: Publisher, pp-pp.

- Example 1: Hayward, C. (2009) "Making interest: on representation and democratic legitimacy" in Shapiro, I., S. Stokes, E. Wood and A. Kirshner (Eds.) *Political Representation*. Cambridge: Cambridge University Press, 100-120.
- Example 2: Hamilton, C. and R. Lines (2009) "The campaign for prisoners voting rights in Ireland" in Ewald A. and B. Rottinghaus (eds.) *Criminal Disenfranchisement in an International Perspective*. New York: Cambridge University Press, 205-220.

### **Academic articles**

Name, N. (Year) "Title of the article" in *Name of the Journal* volume(issue):] pp-pp.

- Example 1: Bezuidenhout, A. (2006) "Consciousness and Language" in *Language* 82(4) 930- 934.
- Example 2: Olivares, K., V. Burton and F. Cullen (1996) "The Collateral Consequences of a Felony Conviction: A National Study of State Legal Codes 10 Years Later" in *Federal Probation* 60:10-17.

### **Newspapers and magazines**

Name, N. (Date) "Title of the article" en *Name of the newspaper* pp-pp.

- Example 1: Manrique, J. (November 14, 2010) "La bestia que se tragó Armero" in *El Espectador* 16-17.
- Example 2: Editor (September 25, 2010) "Drogas genéricas" in *El Tiempo*
- Example 3: La Tercera (August 11, 1998) "Impactante relato de pobladores" 34.

### **Corporate or gubermental report**

Name of the organization (Year) *Title of the report* (Number of the publication).

- Example: Ministerio de la Protección Social de Colombia (1994) *Informe Científico de Casos de Fiebre Amarilla en el Departamento del Meta*.

### **Seminars or conferences**

Name, N. (Date) "Title" in *Title of the seminar or conference*, Organization name, City, Country.

- Example 1: Manrique, D. (June, 2011) "Evolución en el estudio y conceptualización de la consciencia" in *El psicoanálisis en Latinoamérica, XXXIII Congreso Iberoamericano de Psicología*, Medellín, Colombia.
- Example 2: Ewald, A. (November, 2009) "Mundos aparte: las leyes sobre suspensión del derecho a sufragio en las Cortes Supremas" in *II Seminario Internacional del Observatorio Judicial Electoral*, Tribunal Federal Electoral, Mexico.

### **Dissertations**

Name, N. (Year) *Title* (Undergraduate or postgraduate disseration) Name of the institution, Academic Unit, City, Country.

- Example 1: Aponte, L. (2009) *Educación ambiental y evaluación de la densidad poblacional para la conservación de los cóndores reintroducidos en el Parque Nacional Natural Los Nevados y su zona amortiguadora* (Undergraduate dissertation) Universidad de Caldas, Facultad de Ciencias, Manizales, Colombia.
- Example 2: Brown-Dean, K. (2004) *One Lens, Multiple Views: Felon Disenfranchisement Laws and American Political Inequality* (PhD dissertation) The Ohio State University, Department of Political Science, Columbus, United States.

**References to online sources.** If the works referenced are of open access it would be appreciated that the author indicates the web address in which they can be found. Immediately after the bibliographic reference the following formula is used:

Available online at: **web address** (access date)

Example: Ewald, A. (November, 2009) “Mundos aparte: las leyes sobre suspensión del derecho a sufragio en las Cortes Supremas” in *II Seminario Internacional del Observatorio Judicial Electoral*, Tribunal Federal Electoral, México.  
Available online at:  
[http://www.te.gob.mx/ccje/Archivos/ponencias/alec\\_ewald.pdf](http://www.te.gob.mx/ccje/Archivos/ponencias/alec_ewald.pdf) (December 7, 2012)