

EXTENDED SUMMARY RULES


MAXIMUM EXTENSION

-For the submission of the extended abstract, please use the template which can be downloaded as .docx in the three official languages of the congress ([English](#), [Spanish](#) and [French](#)). Changes to the style, format and layout of the template should be avoided. Extended abstracts will be limited to a maximum of 4 pages (including the title, authors, institution, key words, body of the paper, tables, figures and final bibliography).

TITLE OF THE WORK

-The manuscript should be headed by the title of the paper (in bold). Just below should be included (in italics) the title in one of the other two languages (for example, if the paper is in Spanish, include in italics the title in English or French).

AUTHORS AND AFFILIATION

-The list of authors should be included in order of signature (add as many as you wish). The affiliation will be indicated at the end of the authors' surnames with a superscript number as shown in the model. Optionally it is possible to add the ORCID code in the form of a hyperlink associated to the image .

KEYWORDS

- A maximum of 6 keywords should be included, in the language of the paper and the second language previously chosen.

STRUCTURE

- The structure of the document is organised in five numbered sections according to the following scheme and format:

1. Introduction
2. Materials and methods
3. Results
4. Discussion
5. Conclusion

-All these sections should be mandatory, although it is possible to combine sections three and four into a single section called "3. Results and discussion".

-It is not possible to include sub-sections.

-Acknowledgements (optional) and the bibliography section, which will not be numbered, will be added at the end.

FORMAT AND STYLE

-The margins of the model must not be modified (2,5 cm top and bottom margins and 1,5 cm left and right margins).

-The line spacing should be 1,15.

-The text font is Garamond, size 11 in the main body and size 10 for the footnotes of figures and tables, as in the model.

-It is not possible to use words in bold except in cases where they are already included in the model, such as the title, the footnote to figures/tables, the names of sections, etc.

-Abbreviations and acronyms, both in text and illustrations, shall appear without full stops (km, g, cm, m, etc.).

-Years are given without punctuation (2024).

-For decimals, a comma (3,14 cm) must be used.

-Percentage without separation of the figure (17%).

REFERENCES WITHIN THE TEXT

-An excessive number of quotations should be avoided. When reproducing a text in direct quotation mode, the length of the text should be considered:

- If it is short (2 lines or less), it will form part of the body of the text and will be enclosed in double inverted commas (“”) and in round letters.

- Long quotations (more than 2 lines) should be written in a separate paragraph and indented 0,75 cm from the left margin.

-Use APA citation style (7th edition) for in-text citations. For example: (Cisaki & Chaitin, 2006, p. 112) or Cisaki and Chaitin (2006, p. 112). In case there is an author whose works were published in the same year, this should be indicated by a lower case letter after the year.

FINAL BIBLIOGRAPHY

-The bibliographical references used will be presented at the end of the document in alphabetical order and will be written in APA style (7th edition).

-The doi should be included where possible in the following format:
<https://doi.org/XX.XXXX/XXXX-XXXX.XXXX-XXXX>

-It is recommended not to exceed five bibliographical references.

FIGURES AND TABLES

-The maximum number of figures and tables will be 3 in total and they can be combined as desired (two figures and one table, one figure and two tables, etc.).

-All images must be original by the author, or have reproduction rights, previously managed by the authors. Without this requirement, the images will not be accepted.

-Figures and tables should be numbered consecutively in the same order in which they appear in the text with Arabic numerals (**Fig. 1**, **Table 1**), have a short descriptive title and be cited in the text.

-The figure caption must include the abbreviation “**Fig.**”. For the call to the figure in the text itself, the same abbreviation must be used in bold type (**Fig. 1**).

For example: **Fig. 1**. Descriptive text. Owner of the rights (if it is the author, it must appear as Photograph of the author).

-The table footnote should be included without abbreviating (**Table**). For the call to the table in the text itself, the same abbreviation should be used in bold (**Table 1**).

For example: **Table 1**. Descriptive text.

-If you want to include tables in the text, you must use the layout included in the template. You can add as many rows and columns as you want, considering the page limitation of the document.

-It is not possible to include a table in any other orientation than the one shown in the model.

-Low-resolution figures must be included in the submitted manuscript, while high-resolution figures must be submitted separately.

-Figures attached outside the document shall have a minimum resolution of 300 dpi for colour images and 600 dpi for black and white. The maximum file size shall be 20 Mp.

-The figures will be inserted in the document in the corresponding place at the time of submission. Likewise, a folder with the images in .TIFF (preferably) or high resolution .JPEG format must be included in the submission, clearly indicating their numbering in the file name (Fig. 1, Fig. 2, etc.).

SENDING

-Papers should be sent to the following e-mail address: asp2024@usal.es

-The surname and first name of the first author must be included in the subject line of the email in the following format: Surname1_Surname2_Name_Abstract.

For example: Gordon_Childe_Vere_Abstract

-If several papers are to be submitted, the submission number must be included: Surname1_Surname2_Name_Abstract1.

For example: Gordon_Childe_Vere_Abstract1

-A folder with the same name as the subject (Surname1_Surname2_Name_Abstract) must be sent, zipped with the following files:

1. The completed extended abstract template in .docx format (only and exclusively) with the same name as the subject and the folder (Surname1_Surname2_Name_Abstract).
2. A folder with the figures with the required quality (see section **FIGURES AND TABLES**) named in order (Fig. 1, Fig. 2, etc.). The name of the folder must be as follows: Surname1_Surname2_Name_Figures. Moreover, a document with permission to reproduce those figures for which you do not hold the copyright must be included.