

LLIGALL

guidelines

Guidelines for article submission and editing

Papers submitted to the journal *Lligall* must be original and unpublished, be well founded scientifically, include the corresponding critical section and not be pending publication in other journals or scientific publications.

After the title, the author's name and surname(s) and place of work or position must be stated.

Article length must be a maximum of 50,000 characters with spaces. The inclusion of photographs, graphics or tables may not exceed the established limit. Authors must include a brief abstract of about 100 words and a selection of key words, which will be translated and published in Catalan, Spanish, French and English.

Articles should preferably be published in Catalan. In the case of articles submitted in other languages, the Editorial Board will decide whether to publish them in the original language or to translate them into Catalan. For this reason, in the case of articles written in other languages, it will be considered that the author of the article, by remitting the work, expressly authorises the translation into Catalan.

Originals should be delivered in electronic format according to the following specifications:

Articles should be sent by e-mail to the address: ~~lligall@arxiv.org~~ publicacions@arxiv.org

Texts should be submitted in Word or similar format. Graphics and tables must be editable in Excel or similar format.

Photographs and illustrations should preferably be original and in colour. They should be submitted in digital format, with a resolution of 300 dpi and preferably in TIFF format. The precise place in the text where the image is to be included, as well as the corresponding caption, no longer than 200 characters, should be indicated in capital letters and bold type. It shall be understood that the ownership of the images provided belongs to the author of the text, or that they have been ceded the rights.

The titles of the different sections should be in capital letters, roman and bold type. Subsections, if any, should be in lower case, italics and bold type.

Notes should be numbered consecutively with superscript and placed together at the end of the article.

Bibliographical references should be presented in alphabetical order at the end of the article, in the "Bibliography" section, and cited according to the citation guidelines, attached hereto.

In-text citations should be abbreviated in parentheses. E.g.: (Alberch, 2001, p. 15). If the first element of the bibliographical reference (the author) is part of the text, it should be cited as follows: Surname (year, page). E.g.: Alberch (2001, p. 15).

If, in a list of bibliographical references, the first element (author) and the year of publication are the same, a lowercase letter (a, b, c, etc.) should be added to the year.

In relation to publications or documents consulted online, the regulations governing bibliographic citations for online publications ISO 690-2 shall apply. Each citation should include the date of consultation of that electronic resource.

Submission of the work to *Lligall* constitutes an express statement by the author that they are the exclusive owner of the intellectual property rights. Unless the author expressly indicates otherwise, *Lligall* understands that the author may make use of any images, tables, graphics and other complementary materials that may accompany the text.

By submitting the work, *Lligall* understands that the author authorises its reproduction, distribution and public communication to disseminate it by incorporating the work in an ordinary issue of the journal, both in the printed edition and in the electronic version. These authorisations are not subject to any territorial limitation.

Both the electronic edition of the work and the publication of this work on the Internet can be carried out from the *Lligall* editors' own sites and also from sites created to promote the dissemination of the contents of *Lligall* if the Society of Catalan Archivists and Records Managers, as a publishing entity, so agrees with the persons in charge of those sites. Given the characteristics of the Internet, in this case, the authorisation will not be limited in time.

Uses and rights not expressly assigned to the Society of Catalan Archivists and Records Managers remain the property of the author. If in the future the author wishes to disseminate the work in another publication or medium, the first publication should be cited as follows: article published in *Lligall. Revista Catalana de Archivística*, issue XX, (year) (www.xxxxx.cat).

Articles that do not conform to these guidelines will not be published. Only extraordinarily, and when justified by exceptional interest, the Editorial Board may agree to publish articles that do not conform.

Bibliographic citation guidelines

Monograph

Author LAST NAME(S), First Name. *Title of book in italics*[Medium]**. Edition no.*. Place of publication: publisher, year of edition. <Where available and when accessed> ** [date of consultation of online documents]**. Page no(s)*. (Collection; no)*. Notes*. ISBN*.

Part or chapter of a monograph

Author LAST NAME(S), First Name. "Title of part". In: PARTY RESPONSIBLE FOR THE COMPLETE WORK. *Title of the book in italics*[Medium]**. Edition no.*. Place of publication: publisher, year of edition. <Where available and when accessed> ** [date of consultation of online documents]**. Page number(s). Notes*.

Serial publication

Publication title in italics[Medium]**. Party responsible*. Edition no.*. Place of publication: publisher, date of first issue - date of last issue. <Where available and when accessed> ** [date of consultation of online documents]**. Notes*. ISSN*.

Article in a serial publication

Author LAST NAME(S), First Name. "Title of article". *Publication title in italics*[Medium]**. Secondary party responsible*. Page number(s). <Where available and when accessed> ** [date of consultation of online documents]**. Notes*.

Legislation

Country. Title. *Publication in italics*, Date of publication, number, pages.

Conference proceedings

Title in italics[Medium]**. Party responsible. Edition no. Place: publisher, year of publication. <Where available and when accessed> ** [date of consultation of online documents]**. Page or volume number(s)*. Notes*. ISBN*.

Conference communication, paper or contribution

LAST NAME(S), First Name. "Title of the contribution". In: *Title of the complete work in italics* [Medium]**. Party responsible. Edition no.*. Place: publisher, year of publication <Where available and when accessed> ** [date of consultation of online documents]**. Location within the work. Notes*.

Academic works (thesis...)

Author, LAST NAME(S), First Name. "Title of work". Thesis supervisor/director. Type of work [Medium]**. Academic institution where presented, place, year. <Where available and when accessed> ** [date of consultation of online documents]**. Notes*.

Facsimile edition

This should be cited as for a monograph; but should also include the note: facsimile edition. Place of publication: publisher, year.

* Optional.

** Compulsory for electronic documents.