**Title in English of the paper for the congress #comunicambio 2015 [Times New Roman, 14, bold, centered]**

***Title of the paper in Spanish [Times New Roman, 12, bold, italics, centered]***

Name and surname author/a 1, affiliation (for example, university or organization) [Times New Roman, 12, centered]

Name and surname author/a 2, affiliation [Times New Roman, 12, centered]

**Abstract [Times New Roman, 12, bold, justified alignment]**

Regardless of the language of your paper, the text must include an abstract in English and in Spanish. Here write your abstract in English in Times New Roman, 12, justified alignment, single-spaced (1). This text will not exceed 300 words. The abstract should identify in a clear and concise way the object, objectives, methodology, results, and conclusions of the study.

**Keywords [Times New Roman, 12, bold, justified alignment]**

Here write five keyword in English (Times New Roman, 12, justified alignment, single-spaced) and put a semicolon separating the keywords: keyword1; keyword2; etc.

***Resumen [Times New Roman, 12, bold, italics, justified alignment]***

*Here write your abstract in Spanish (in Times New Roman, 12, italics, justified alignment, single-spaced). This text will not exceed 300 words.*

***Palabras clave [Times New Roman, 12, bold, italics, justified alignment]***

*Here write five keywords in Spanish (Times New Roman, 12, italics, justified alignment, single-spaced) and put a semicolon separating the keywords: keyword1; keyword2; etc.*

**Introduction [Times New Roman, 14, bold, justified alignment]**

We ask the authors to submit a text with the exact same format of this document. The easiest way to follow this format is downloading this template and replace the content with your own material. At the end of the template you will find a checklist of the aspects you have to take into account to write your paper. Before you submit the paper, please read the list and check that you fulfill all the requirements.

The paper will not exceed 3.500 words from the introduction to the conclusions (both included). The abstracts and la bibliography do not count for the paper length. The text will be in Times New Roman, 12, justified alignment, with line spacing of 1,5. The first line of each paragraph will be indented (1 cm).

All the papers must begin with an “Introduction”. In this section you have to write the introduction to the paper. Here you will present and contextualize the object of your study, as well as mentioning the relevance of the paper and its contribution in the broad field of communication, civil society and social change.

**1. Title of the section [Times New Roman, 14, bold, justified alignment]**

The text will be organized in sections in order to help the readers follow your paper. Authors can organize their sections according to their papers, however, here below we provide a possible structure for the text.

Papers are often structured around the following sections (after the “Introduction”): “Conceptual framework” (relevant literature on the topic and conceptual framework for its understanding), “Methodology” (corpus and selection criteria, methodology for the analysis, etc.), “Analysis” (description of the main results), “Discussion” (interpretation of the results, by suggesting explanations, establishing comparisons, etc.) and “Conclusions” (summary of the findings, comments on the possible initial hypothesis, suggestions for future research or actions).

For papers that are less based on theory and more focused on good practices, a possible structure could be as follows (after the “Introduction”): “Description of the case” (describe the experience), “Discussion” (critical analysis of the experience, addressing both positive aspects and possible problems or challenges) and “Conclusions” (summary of the contribution to the broad field of communication, civil society and social change, suggestions for actions and possible improvements).

**1.1 Title of the subsection [Times New Roman, 12, bold, justified alignment]**

In each section you can add all the subsections that you consider appropriate for your paper. For instance, 1.1, 1.2, 1.3, 2.1, 2.2, etc.

***1.1.1 Title of the sub-subsection [Times New Roman, 12, bold, italics, justified alignment]***

Subsections can also be structured in different parts. For instance, 1.1.1, 1.1.2, 1.1.3, etc.

**2. Section of example: tables, charts and figures**

In your paper you can add all the necessary sections and subsections. In this sample section we will address the format for tables, charts and figures.

In general, we recommend not to use tables, charts or figures. If your paper requires it as an essential part of the study, please consider the following issues.

First of all material under copyright can be used only upon permission of the corresponding author. In this case, add a footnote and acknowledge it.

Regarding the format of tables, charts and figures, they have to be centered aligned and numbered (for instance, Table 1, Chart 2, Figure 1, etc.). Every table/chart/figure will have a title in the upper part and the source below it (see Table 1 as example).

**Table 1. Title of the table [Times New Roman, 12, bold, centered alignment]**

|  |  |  |
| --- | --- | --- |
| For the table use | Times New Roman, 10 | Single line spacing (1) |
|  |  |  |

Source: Author (year) / own elaboration [Times New Roman, 12, centered alignment]

Before and after the table/chart/figure you will leave a blank line.

**Conclusions [Times New Roman, 14, bold, justified alignment]**

You will have to include a section with conclusions to summarize the main findings of the study and add possible suggestions for future research and/or actions.

**Bibliography [Times New Roman, 14, bold, justified alignment]**

Include all the bibliography in alphabetical order of authors and following the APA style. You can check the basic tutorial on the APA website: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

Bibliography will be in Times New Roman, 12, justified alignment, single line spacing (1).

Use a hanging indent that applies an indent in all lines except for the first line of each paragraph (in this case, for each reference).

Here below we provide some examples on how to apply the APA style for some of the most common types of references: books, chapters in a book, journal articles.

Butler, J. (2010). *Frames of war. When is life grievable?* London: Verso.

Gumucio, D. A., & Tufte, T. (2006). *Communication for Social Change Anthology: Historical and contemporary readings*. South Orange, N.J: Communication for Social Change Consortium.

Juris, J. (2012). Reflections on #Occupy Everywhere: Social media, public space, and emerging logics of aggregation. *American Ethnologist, 39*(2), 259–279.

Nos Aldás, E. (2013). Public Discourses for Nonkilling Societies. In Pim, J. E. (Ed.), *Nonkilling Media* (pp. 93-117). Honolulu, Ha: Center for Global Nonkilling.

Uldam, J. & Askanius, T. (2013). Online Civic Cultures: Debating Climate Change Activism on YouTube. *International Journal of Communication, 7*, 1185-1204.

**Acknowledgement [Times New Roman, 14, bold, justified alignment]**

Here you can acknowledge people and institutions that have supported your research. Write it in Times New Roman, 12, justified alignment, single-spaced.

**Biography [Times New Roman, 14, bold, justified alignment]**

Here include a short biography of each author of the paper. This text, between 100 and 200 words, will mention the affiliation (university, organization, etc.), main topics of research or expertise and an e-mail for professional contact.

It will be in Times New Roman, 12, justified alignment, and single-spaced.

In case of more than one author, leave a blank line between each biography.

**General guidelines to submit the paper**

Hereunder we summarize the characteristics of the papers for the congress #comunicambio. We provide them as a checklist so that before you submit your paper you can check if you meet all the requirements.

We recommend you to use this template to write your paper by replacing the content with your material. In this case, you will have to delete this section of general guidelines before you submit the paper.

Please contact the congress committee for any queries: comunicambio2015@uji.es

**1. Format requirements**

* File type: document in Microsoft Word (.doc o .docx) or Open Document (.odt).
* Length: the final text will not exceed 3.500 words from the introduction to the conclusions (both included). Abstracts and bibliography do not count for the length.
* Pages have normal margins: top and bottom of 2,5 cm and left and right of 3 cm.
* Pages are *not* numbered.
* All the text is in Times New Roman, 12 points.
* Only the title of the paper and the titles of the main sections have 14 points.
* All the document have zero spacing (0) before and after paragraphs.
* The main text of the paper from the introduction to conclusions (both included) have a line spacing of 1,5.
* The rest of the text (title, abstract, bibliography, acknowledgments and biography) is single-spaced (1).
* At the end of each section, leave a blank line before the title of the next section or subsection.
* Bold format: only for titles (of the paper, sections, subsections and sub-subsections).
* Italics format: only for words in a different language of the papers or for adding emphasis on a word.
* Quotation marks: in the paper use this quotation marks “ ”. We use quotation marks mainly for short direct quotes (less than three lines, approximately). When we use the quotation marks, we adopt the following hierarchy “ ‘ ' ' ‘ ”.
* Hyphens and dashes: hyphens (-) are used for compound words and page ranges in the bibliography, whereas dashes (–) function as punctuation or brackets in a sentence (if, after the insert, you finish the sentence with a full stop, you do not put the closing dash).
* Tables, charts and figures are centered-aligned. They are numbered with a title on the top and the reference of the source at the bottom. Tables and charts are in Times New Roman, 10 and single line spacing.

**2. Citations, quotations, references and bibliography**

* All quotations (both paraphrased citations and direct quotes) will be included in the text following the author-date referencing system, such as the following example (Freire, 1993; Butler, 2010).
* Direct quotes follow two different formats depending on their length. See an example for short direct quotes: “Short direct quotes (up to three lines approximately) are written in the text with the usual format and they are enclosed in quotation marks, followed by the source” (Author, year: page). See an example for longer direct quotes:

When you want to transcript a longer direct quote (approximately more than four lines) you do not use the quotation marks. You write the quote as a separate paragraph with an indentation of 2 cm and a single line spacing (1). After the quote you cite your source and afterwards you leave a blank line before you resume your own text in the standard format (Author, year: page).

* Footnotes are kept at minimum and only for specific clarifications. In this case, footnotes must be put in numerical order and after punctuation.[[1]](#footnote-1)
* All the references mentioned throughout the paper will be organized in alphabetical order of author’s surnames in the section “Bibliography”. The bibliography will include only references cited in the paper.
* The bibliography will follow the APA style. Please check all the details here: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

**3. Structure and writing**

* Abstract in English (up to 300 words)
* Keywords in English (5)
* Abstract in Spanish (up to 300 words)
* Keywords in Spanish (5)
* Biography of each author with an e-mail (up to 200 words for each author)
* The paper is structured in sections (and subsections where necessary) and it includes, compulsorily, at least an “Introduction” and a “Conclusions”
* The bibliography follows the APA style
* Writing, wording and grammar are clear and flawless.

1. Footnotes are in Times New Roman, 10, justified alignment and single-spaced. [↑](#footnote-ref-1)