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* When writing on this template, you have to take special care not to modify any of the formatting (either by typing directly in each paragraph or by using the "copy + paste special + plain text" option in each paragraph). In this way, the formatting of the template will be maintained: **Font (“perpetual”)**, justified, margins, etc.
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University or research center (country)

[email@email.email](mailto:email@email.email)

<https://orcid.org/0000-0000-0000-0000>

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Name SURNAME

University or research center (country)

[email@email.email](mailto:email@email.email)

<https://orcid.org/0000-0000-0000-0000>

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**Abstract:** 200-300 words in the language of the contribution. When mentioning the resource or tool (the acronym of which should not be in italics), the URL (preceded by http:// and with the hyperlink activated) should be included in parentheses. [Size 11, in bold only the word “Abstract”, 1.15 line spacing, with a point at the end; 1.25 indent; space after 6 between paragraphs].

**Keywords:** between 3 and 5 keywords in the language in which the contribution is written. For the languages referred to in the UNESCO Thesaurus (<http://vocabularies.unesco.org/browser/thesaurus>), authors are requested to choose their keywords from among those listed in the Thesaurus [Size 11, 1.25 indent, in bold only in the title “Keywords”, 1.15 line spacing]. Keywords should be written without capital letters (or at the beginning of the word), separated by a semicolon, and with no full stop.

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***Title in Catalan, if this is not the language of the contribution (the editorial board can take care of the translation)*** *[size 9, bold, italics, 1.15 line spacing; 1.25 indent; 3 space between paragraphs (not between language and title)]*

Abstract: 200-300 words, in Catalan (the editorial board can take care of this). [Size 9, bold only the word “Abstract”, italics, 1.15 spacing]

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Abstract: 200-300 words, in Spanish. [Size 9, bold only the word “Abstract”, italics, 1.15 spacing]

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***Language X (in that language):***

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**Abstract**: 200-300 words, in the target language, if not any of the above apply. [Size 9, bold only the word “Abstract”, italics 1.15 spacing]

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Introduction [size 12, bold, 1.15 line spacing; no previous spacing and 6-point backspacing]

The title of the “Introduction” paragraph shall not be numbered. All text forming part of this and the following paragraphs shall be in [size 11]. The first paragraph of each paragraph shall not be indented. The first time the resource or tool (whose acronym is not italicised) is mentioned, the URL (preceded by http:// and with the hyperlink activated) must be included in brackets.

The other paragraphs should be indented by 1.25 on the first line. No extra space should be left between paragraphs, but a blank space should be left before the title of the next paragraph. References in the text should follow APA 7th (<https://apastyle.apa.org/style-grammar-guidelines/citations>). Footnotes should be avoided where possible. If footnotes are indispensable, use the tool “insert footnote”[[1]](#footnote-2). The note call will go before the punctuation mark, in accordance with APA 7th[[2]](#footnote-3).

1. Paragraph one [size 12, bold, 1.15 line spacing, no previous spacing, and 6-point backspacing].

After the “Introduction”, all paragraphs should be numbered sequentially, except “Conclusion”, “Acknowledgements” (if any), and “References”. All text forming part of this and the following paragraphs shall be in [size 11].

If items are listed, the following format shall be used:

* The text of item 1 [1.25 left indent; 0.5 French indent; single spacing; no extra space between paragraphs of the same style]
* The text of item 2
* The text of item 3

1.1 First subparagraph [size 11, bold, 1.15 line spacing; no previous spacing and 6-point backspacing]

Subparagraphs shall only be opened when there is more than one; i.e. there can only be 1.1 if there is 1.2.

1.2 Second subparagraph

On quotations: They will be written in a round letter, except for those in languages other than the body of text, which will be written in *italics*. The guidelines of the 7th edition of the *Publication Manual of the American Psychological Association* (APA) will always be followed. (Examples of APA are shown in Spanish, Catalan, and English at <https://revistes.ub.edu/index.php/teisel/about/submissions>).

A long quotation, which is longer than three lines, should be composed in a separate paragraph following these instructions:

Example of a long quotation longer than three lines should be composed in a separate paragraph, always in accordance with APA 7th standards. Size: 9.5 pts., 1.5 line spacing. The paragraph margins will have a left and right indent of 1.25 cm. (Surname, Surname and Surname, 2017, p. 50)

URLs will always be preceded by http:// and will be activated as hyperlinks.

2. Paragraph two [size 12, bold, 1.15 line spacing, no previous spacing, and 6-point backspacing].

Regarding the figures: They should be of the quality required for optimal reproduction. In the case of screenshots, special care should be taken to crop so that only the relevant information is reproduced and to take the capture from a screen with maximum definition. Authors are responsible for managing reproduction rights. Images will be presented and inserted in this document in the appropriate place. After acceptance of the article, the editorial team may request the author to send the images in jpg, eps, or tiff format, with a minimum resolution of 300 dpi pixels/inch.

Both tables and figures must be numbered (each series with its consecutive numbering), shall be presented centered and referenced with a legend (also centered) placed before the figure or table, which contains the consecutive number of the figure or table, description, authorship and, if necessary, the copyright. They must be separated from the paragraph with a blank space. For the typography of the legends use [*size 9, 1.5 line spacing, italics*]. The word “Table” and “Figure”, as well as the order number, should be in [**size 9, round, bold**]. Authors are encouraged to consult articles published in TEISEL to see different examples of tables and figures.

Conclusions [size 12, bold, 1.15 line spacing; no previous spacing, 6 pts. leading and back spacing].

[Text in size 11, etc.]

Acknowledgements (optional) [size 11, bold, 1.15 line spacing; no previous spacing and 6-point backspacing]

[Text in size 11, etc.]

References [size 12, bold, 1.15 line spacing; no previous spacing, 6 pts. leading and backspacing.]

The guidelines of the 7th edition of the *Publication Manual of the American Psychological Association* (APA) should be followed, but the full name of the authors (not just the initial) should be given. A semicolon should always be used to separate the authors (thus avoiding the conjunction). The DOI (or, if not, the access URL) must be indicated for all references accessible online. [size 11, French indent, single line spacing, 6 spaces between paragraphs]

McEnery, Tony and Hardie, Andrew (2012). *Corpus Linguistics: Method, theory, and practice*. Cambridge University Press.

Greifeneder, Elke; Pontis, Sheila; Blandford, Ann; Attalla, Hesham; Neal, David; Schlebbe, Kirsten (2018). Researchers’ attitudes toward the use of social networking sites. *Journal of Documentation*, *74*(1), 119-136. <https://doi.org/10.1108/JD-04-2017-0051>

Abbreviations must conform to the rules for each language (for example: “pp.” in English and Spanish; “p.” in Catalan, etc.). Prepositions should also be adapted to the language in which the article is written (“en”, “in”, etc.).

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1. Footnotes in size 9; single spacing; 3 pts. back. [↑](#footnote-ref-2)
2. Footnotes in size 9; single spacing; 3 pts. back. [↑](#footnote-ref-3)