

## CHECKLIST PREVIOUS TO ARTICLE SUBMISSION

## 1. CHECKLIST PREVIOUS TO ARTICLE SUBMISSION

To facilitate the evaluation process of the manuscript and to accelerate its possible publication, a final self-review of the manuscript is advised, checking the following questions.

**Cover Letter**

Title of the manuscript in English (maximum 80 characters).

Title of the manuscript in Spanish (maximum 80 characters).

The two versions of the title of the manuscript are concise, informative and collect as many identifiable terms as possible.

English abstract is included, in a single paragraph and without epigraphs (maximum: 250 words).

Spanish abstract is included, in a single paragraph and without epigraphs (maximum: 250 words).

Abstracts in Spanish and English respond in order to the following issues: Justification, objectives, study methodology, main results and conclusions.

It includes 3 to 6 key words (in Spanish and English) with the most significant terms

The texts in Spanish (*Título, Resumen y Palabras clave*) have been written or verified by an official translator or expert in this language (The use of automatic translators is prohibited).

All the identification data of the authors are included: identification and corresponding data, professional affiliations, emails,...

It indicates the academic degree of Ph.D in case it is officially held (accreditation may be requested).

The first and last name of the authors have been normalized.

Each author is identified with an ORCID number.

The author(s) has(ve) signed the cover letter of the article, including the partial transfer of rights and the conflict of interest declaration

**MANUSCRIPT**

Includes title of the manuscript abstract, *resumen*, keywords, *palabras clave* in Spanish and English

The work respects the minimum and maximum allowed extension: In the Scientific Article section: 5,000 / 6,000 words (including references), Point of View: 3,000 / 6,000 words (including references); Bibliographic Reviews: 6,000 / 7,000 words of text (including references).

In the case of a Scientific Article, the manuscript responds to the structure required by the standards (IMRDC).

If it is a Point of view or a Bibliographic review, the manuscript respects the minimum structure required in the norms.

The manuscript explicitly cites the sources and used materials.

The methodology is clear and concise, allowing its replication, if necessary, by other experts.

The conclusions are based on the obtained results

The experimental design is well enough described: number of samples, sampling methods, repetitions, etc ...

If statistical analysis had been used, they have been revised/checked by an expert.

Citations in the text are in strict accordance with the Harvard Style, described in the instructions.	
In case of use of final notes, it has been verified that these are descriptive and can not be integrated into the general citation system. Footnotes are not acceptable.	
The final references have been rigorously reviewed and included only those that have been cited in the text.	
The final references observe the style and format to the international standards of "La Granja"	
The number of references are around 40	
DOIs have been included in all References in the following format: doi: <a href="https://doi.org/XXXXXX">https://doi.org/XXXXXX</a>	
All web address references have been abbreviated with Google Url Shortener	
If figures and tables are included, they provide additional and not repeated information in the text. Its graphic quality has been verified.	
All Tables and Figures are numbered sequentially, properly cited in the text and with a foot as self-explanatory as possible	
If applicable, the financial support is declared in the acknowledgments	
<b>FORMAL ASPECTS</b>	
It has been strictly observed in the use of bold, capital letters, italics and underlines.	
Arial 10 has been used, in single spacing (1) and without tabulations or double column.	
The epigraphs have been properly and hierarchically numbered, in Arabic.	
The appropriate car returns have been used.	
Double spaces have been deleted.	
Word dictionary for basic orthography has been used.	
<b>SUBMISSION</b>	
A cover letter is attached indicating originality, novelty of the work and section of the journal to which it is addressed.	
The cover letter includes an attachment signed by all authors, being responsible for the authorship and giving the copyright to the publisher.	
The manuscript is uploaded separately to the platform in Word format and without identification of authors	
At least the lead author has an account at Research Gate	
<b>ANNEXED DOCUMENTS</b>	
Attached are two documents: the cover letter and the manuscript.	
In the case of annexes, these serve to complement the understanding of the article	