**CHECKLIST PRIOR TO SENDING THE MANUSCRIPT**

|  |  |
| --- | --- |
| **1. CHECK OF THE MANUSCRIPT, PRIOR TO SENDING** | |
| To facilitate the process of evaluation of the manuscript and to accelerate the report of its possible publication, a final self-review of the manuscript is advised, checking the following questions. | |
| **Cover Letter** |  |
| Title of the manuscript in Spanish (maximum 85 characters). |  |
| Title of the manuscript in English (maximum 85 characters). |  |
| The two versions of the title of the manuscript are concise, informative and collect as many identifiable terms as possible. |  |
| The abstract in Spanish is included, in a single paragraph and without epigraphs (minimum / maximum: 220/250 words). |  |
| The abstract in English is included, in a single paragraph and without epigraphs (minimum / maximum: 220/230 words). |  |
| Abstracts in Spanish and English respond in order to the following issues: justification of the subject, objectives, study methodology, results and conclusions. |  |
| It includes 6 descriptors (in English and Spanish) (only simple words, not phrases or combinations of words), with the most significant terms, and if possible standardized. |  |
| The texts in English (title, abstract and descriptors) 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 in the order stipulated in the norms: identification and correspondence data, professional filiations, last academic degree ... |  |
| It indicates the academic degree of doctor in case it is officially held (accreditation may be requested). |  |
| The first and last name of the authors has been normalized. |  |
| Each author is identified with their ORCID code. |  |
| The maximum number of authors is three, with the exception of those works that justify a higher but limited number of authors |  |
| The author(s) have duly signed the letter of presentation of the article, which includes the partial transfer of rights and the declaration of conflict of interest. |  |
|  |  |
| **MANUSCRIPT** |  |
| It includes title of the manuscript, abstract, and keywords. All in Spanish and English. |  |
| An introduction is included that in order contains: brief presentation of the subject; problem formulation; Idea to defend or hypothesis to prove; objective; Importance of the theme; relevance; methodology; structure of the document. |  |
| The text is within the minimum and maximum extension: In the research section: 8,000/9,500 words of text (including references), Reports, Studies: 8,000/9,500 words of text (including references); In the Review sections: 10,000/711,000 words of text (including references). |  |
| In case of research, the manuscript responds to the structure required in the guidelines (IMRDC). |  |
| In the case of a report, study or review, the manuscript respects the minimum structure required by the guidelines. |  |
| The review work includes three citations from three previous issues of Sophia Journal. |  |
| The manuscript explicitly cites and cites the used sources and materials. |  |
| The methodology described for the research work is clear and concise, allowing its replication, if necessary, by other experts. |  |
| The conclusions are supported by the results obtained and presented in the form of a synthesis. |  |
| If statistical analyzes have been used, they have been reviewed/contrasted by an expert. |  |

|  |  |
| --- | --- |
| The citations in the text are strictly in accordance with the APA 6 regulations, reflected in the instructions. |  |
| In case of use of final notes, it has been verified that these are descriptive and cannot be integrated into the general citation system. Footnotes are not acceptable. |  |
| The final references have been rigorously reviewed and only those that have been cited in the text are included. |  |
| The final references conform in style and format to the international standards used in Sophia. |  |
| The number of references is according to the theoretical basis of the study carried out |  |
| DOIs have been included in all References that carry it in the following format: doi: https://doi.org/XXXXXX |  |
| All web addresses of references have been shortened with Google Url Shortner |  |
| If figures and charts are included, they should provide additional and not repeated information in the text. Their graphic quality has been verified. |  |
| The number of charts and / or figures does not exceed 6 |  |
| If the case, financial support is declared. |  |
|  |  |
| **ASPECTOS FORMALES** |  |
| The rules have been strictly observed in the use of bold, capital letters, italics and underlines. |  |
| Arial font, size 12 has been used. |  |
| A single line spacing (1) has been used without tab. |  |
| The epigraphs have been properly and hierarchically numbered in Arabic. |  |
| Double spaces have been deleted. |  |
| The typographic quotes « » (with alt + 174 and alt + 175 for opening and closing) have been used. |  |
| Word dictionary for surface spelling has been used. |  |
| The text has finally been supervised by external staff to ensure grammar and style. |  |
|  |  |
| **PRESENTATION** |  |
| Attached is a cover letter indicating originality, novelty of the work and section of the journal to which it is addressed, and if appropriate, informed consent of experimentation. |  |
| 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 to the platform in Word format and without authors identification |  |
|  |  |
| **ANNEXED DOCUMENTS** |  |
| Attached are the two attached documents: the cover letter and the manuscript. |  |
| The accompanying documents and annexes have been published with Figshare. |  |
|  |  |