**CHECKLIST PREVIOUS TO ARTICLE SUBMISSION**

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| **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: 3.00 / 6000 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. |  |

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| Citations in the text are in strict accordance with the Harvard Style, descripted in the instructions. |  |
| In case of using 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 were included only those that have been cited in the text. |  |
| The final references follow the style and format of 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: https://doi.org/XXXXXX |  |
| 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. The quality of graphics 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 |  |
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| **FORMAL ASPECTS** |  |
| 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 spacing has been used. |  |
|  Double spaces have been deleted. |  |
|  Word dictionary for basic orthography has been used. |  |
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| **SUBMISSION** |  |
| 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 attached separately in Word format and without identification of authors |  |
|  At least the main author has an account at Research Gate |  |
| **ANNEXED DOCUMENTS** |  |
|  Attached are two documents: the cover letter and the manuscript. |  |
|  In the case of annexes, these serve to complement the understanding of the article |  |