**Shipment Preparation Checklist**

As part of the submission process, authors are obliged to check that the document to be submitted complies with all the elements shown below (It is also suggested to read carefully and comply with the regulations of the journal). Submissions that do not comply with these guidelines will be returned to authors.

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| **REVIEW OF THE MANUSCRIPT, PRIOR TO SUBMISSION** | |
| 1. Title of the manuscript in Spanish is included (maximum 80 characters with space) |  |
| 1. English manuscript title is included (maximum 80 characters with space) |  |
| 1. Abstract is included in Spanish, in a single paragraph and without epigraphs (minimum/maximum: 220/230 words). |  |
| 1. Abstract is included in English, in a single paragraph and without epigraphs (minimum / maximum 200/210 words). |  |
| 1. The abstracts in Spanish and English respond in an orderly manner to the following questions: justification and contextualization of the topic, objectives, type of research, study methodology, results and mainconclusions. |  |
| 1. 5 keywords are included (in Spanish and English) (only simple words, not phrases or combinations of words), with the most significant terms, and if possible standardized. The use of the Thesaurus of the Leibniz Information Centre for Economics (http://zbw.eu/stw/version/latest/about) is recommended. |  |
| 1. The texts in English (title, abstract and keywords) have been written or verified by an official translator or expert in this language (The use of automatic translators is prohibited). |  |
| 1. All the identification data of the authors in the OJS system are included in the order stipulated in the regulations: identification and correspondence data, professional affiliations, ORCID and last academic degree. |  |
| 1. At most, an article may have 3 authors, although if justified with the scope and methodology of the study, there may be up to 4. |  |
| 1. The author/s has duly signed the cover letter of the article, which includes the partial transfer of rights and the declaration of conflict of interest. |  |
| 1. The work respects the minimum and maximum length allowed: In the Empirical Research section: 5,500/7,500 words of text (including references). Literature reviews: 6,000/8,000 words of text (including references). |  |
| 1. In case of empirical research article, the manuscript responds to the structure: introduction, methodology, results and discussion, conclusions. For literature reviews thesections should be: introduction, corpus selection criteria, debates on the state of the art, conclusions. |  |
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