

Manuscript submissions guidelines

Presentation of the articles

The article must be presented in electronic support (PC and Word format preferred). Every page must be 30 lines approx. and **body size 12**. The maximum length is about **6.000 words**.

The cover sheet has to be provided only giving the title, the name of the author(s) and position, postal and e-mail addresses. The article has to include an **abstract of 90-100 words and five keywords**.

Articles will be accepted in **Catalan, Spanish and English**.

Submission

Articles should be addressed at: quadernsdelcac@gencat.cat

Copyright clearance

Every author whose article has passed the blind review and has been accepted for publication must send to CAC a signed letter accepting the text publication by CAC in its journals and website (<<http://www.cac.cat>>) and confirming that the article is original, unpublished and is not assessed in other publications, being the author responsible of any reclaim due to the non-fulfilment of this warranty. .

Letters should be addressed by e-mail to quadernsdelcac@gencat.cat or by post mail to:

Quaderns del CAC

Consell de l'Audiovisual de Catalunya

Carrer dels Vergós, 36-42

08017 Barcelona

References and notes

The list of references and end notes has to be placed at the end of every article. References in the text must appear into brackets with the name of the author, the year of edition and the pages. (Name year, pages).

The model used for citing the bibliography must follow the criteria given by TERM CAT, which may be consulted at:

<<http://www.termcat.cat/docs/docs/Bibliografia.pdf>>

[in Catalan]

• Books

LAST NAME; INITIAL/INSTITUTION. TITLE. EDITION. PLACE OF EDITION: PUBLISHER, YEAR. VOLUME. (COLLECTION, NUMBER). ISBN NUMBER

• Articles in journals

LAST NAME; INITIAL. "TITLE OF THE ARTICLE". JOURNAL. VOLUME. (YEAR), ISSUE NUMBER, PAGES. ISSN (OPTIONAL)

• Contributions to books

LAST NAME; INITIAL/INSTITUTION. "TITLE OF THE CHAPTER". IN: LAST NAME; INITIAL/INSTITUTION. TITLE. EDITION. PLACE OF EDITION: PUBLISHER, YEAR. VOLUME. (COLLECTION, NUMBER). ISBN NUMBER

• Online documents

LAST NAME; INITIAL/INSTITUTION. TITLE [ONLINE]. EDITION/VERSION. PLACE OF EDITION: PUBLISHER, YEAR.

<URL ADDRESS>[CONSULTED: DATE]

Tables and figures

Tables and figures have to be provided with **short, descriptive titles** and also be numbered in Arabic numbers. All footnotes to tables and their source(s) should be placed under the tables. They must be inserted not as an image but in an **editable format** (e.g. in Excel).

Colour figures, tables and graphs are admitted and they all should have the **source well identified**.