

Checklist

Cover letter and submission

1. Is your proposal sent with two printed hard copies of their proposal, and a digital copy in a Word Format (either .doc or .docx) on a cd-rom?
2. Are you sure these documents do not include any reference that could identify your authorship?
3. Are you sending a separate printed cover letter with the following information: Title of the proposal, full name of the author(s) and professional affiliation, e-mail address and postal address, and a succinct biodata in English and in the language of the article?
4. Are you indicating in this cover letter if the proposal has been written by several authors? If so, are you indicating the order of authorship in this document?

Your article proposal:

1. Does your proposal include: title, abstracts (in two languages), keywords (in two languages), case study, and works cited?
2. Is your text format under minimum formatting? You should remember that Indentation, underlining and tabulation should be avoided unless absolutely necessary.
3. Is your proposal written in double-space 12-point Times New Roman, justified?
4. Are the margins of the document 2,5 cms. on the top and bottom margins, and 3 cms. on the left and right margins?
5. Is your document respecting the extension of 25 pages DIN A4?
6. Is your title centred and written in 12-point Times New Roman bold? Capitals should be used for both title and subtitle. Titles proposed should be as informative as possible. An English translation of the title of the proposal should also be included.
7. Does your abstract (200-250 words) in English; and or Spanish contain the main objectives, materials, methodology and conclusions condensed in the article proposal? If the author is not familiar with Spanish language, the editorial board will provide the translation.
8. Do you provide with the right number of key words? Are your key words quite explanatory and specific?
9. Do you provide a short biodata with your affiliation (250 words maximum) in Spanish and English in a different document? If the author is not familiar with Spanish language, the editorial board will provide the translation.

10. Do you number Illustrations and tables consecutively with Arabic numerals and referred to by their numbers within the text? They should be attached to the proposal via an email or cd-rom in their original resolution.
11. Do you use punctuation as consistent as possible?
12. Are you aware that no footnotes are allowed? Only endnotes will be acceptable, and they should only be used for explanatory purposes. References should be provided within the main text.
13. Do you follow correctly the citation style of the journal in in-text citation and referencing?
14. Is your citation style consistent in the Works Cited at the end of the document?
15. Do you have the rights to reproduce tables, images, audio files or videos with your proposal?
16. Are you completely sure that your proposal do not indulge in plagiarism or any other misdemeanour practices?
17. Have you double-checked the evaluation criteria of our journal <http://oceanide.netne.net/en/evaluationcriteria.php>? Have you double-checked our peer reviewing process <http://oceanide.netne.net/en/peer-reviewing.php>?