

## *Rules for the Submission of Originals*

**MONTALBAN** is the refereed and indexed publication of the Instituto de Investigaciones Históricas of the Universidad Católica Andrés Bello.

This journal is open to the areas of history, anthropology and ethnolinguistics related to Venezuela, Latin America and the Caribbean.

- 1) **Articles must comply with each and every one of the rules indicated in this manuscript in order to be refereed. If any of them are not complied with, the article will be returned until it complies with the guidelines established herein.**
- 2) Papers should preferably be unpublished and no longer than thirty (30) pages including graphic material, photographs, maps, graphs, charts and notes.
- 3) The editorial office will acknowledge receipt of the originals within twenty (20) working days after receipt.
- 4) The acceptance of each contribution will depend on the confidential evaluation of two anonymous specialists. According to this, the editorial staff will decide on the publication and will inform the authors within a period of no less than three months.
- 5) Articles should be sent to the Open Journal System platform through the following link: <https://revistasenlinea.saber.ucab.edu.ve/index.php/revistamontalban/about/submissions> in digital format (Microsoft Word) with the following characteristics:
  - a. Complete data of the author, e-mail and the institution to which he/she belongs.
  - b. **Title:** It should be short, explanatory and contain the essence of the work. This title should be provided both in the language in which the rest of the text is written and in **English**.
  - c. **Curricular synthesis:** Its length should not exceed fifty (50) words.
  - c. **Síntesis curricular:** Su extensión no debe exceder las cincuenta (50) palabras.
  - d. **Abstract of the article:** in Spanish and English with a length between one hundred (100) and one hundred and fifty (150) words.
  - e. **Key words:** in Spanish and English with a maximum of five (5) words.
  - f. **General index:** that corresponds sequentially with the structure of each and every one of the main and secondary headings present in the text (it is not necessary to paginate them).
  - g. **Bibliography: the sources consulted should be presented extensively at the end of the article.**
- 6) Regarding citations and bibliography, **MONTALBAN** has adhered to the **Chicago** style. If it is necessary to go deeper into the rules governing this style, we invite you to consult the following formative material:

<https://www.colconectada.com/estilo-chicago-para-trabajos-escritos/>

addition, it has established the following criteria:

- a. Each of the bibliographic references or citations should make mention of the source in a footnote, for example:

- i. **Footnote:**

- Rosario Besné, José Ramón Canedo y Beatriz Pérez de las Heras, La Unión Europea: historia, instituciones y sistema jurídico (Bilbao: Universidad de Deusto, 2002), 133-134.
    - Kent Portney, Taking Sustainable Cities Seriously (Cambridge: MIT Press, 2003)
    - Ibid., 162.

- Bibliography:**

- Rosario Besné, José Ramón Canedo y Beatriz Pérez de las Heras. La Unión Europea: historia, instituciones y sistema jurídico. Bilbao: Universidad de Deusto, 2002.
    - Portney, Kent. Taking Sustainable Cities Seriously. Cambridge, MIT Press, 2003.
    - Harvey, David. The Condition of Postmodernity: An Enquiry Into the Origins of Cultural Change. New York: Blackwell, 1989.

- b. All acronyms and references mentioned should be included in full at the end of the text, in alphabetical order, in the section entitled ACRONYMS AND REFERENCES which should appear

at the end of the text

- i. In the case of archives or libraries, the abbreviations should be placed first, followed by the references, for example:
  1. **A.A.A.** Arquidiocesano de Caracas Archive
  2. **B.P.M.A.** Pedro Manuel Arcaya Library
- ii. In the case of documentary, bibliographic or hemerographic or electronic sources, the following rules shall be observed, examples:

1. **Books:**

- a.

**Footnote:**

- Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (Consultado el 27-7-2021).

**Bibliography:**

- Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>. También disponible en versión impresa y CD-ROM.

2. **Journal articles:.**

- a.

**Footnote:**

- Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy", *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/content/287/5/591.short>. (Consultado el 27 de marzo de 2021)

**Bibliography**

- Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy". *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/content/287/5/591.short>. (Consultado el 27 de marzo de 2021)

7) The editor reserves the right to correct or adjust the text, as long as it does not alter its content.

8) Originals are not returned.

9) For any additional information, please contact the following e-mail addresses:

a. [revista\\_montalban@ucab.edu.ve](mailto:revista_montalban@ucab.edu.ve)

b. [msolhern@ucab.edu.ve](mailto:msolhern@ucab.edu.ve)

10) **Other papers: short papers such as: Communications, Reviews and Papers will also be accepted.**

11) **Book Reviews must be submitted to the Open Journal System platform including the book cover.**

12) They should fill in the information required in the **Forms for Authors** available in the section **Instructions for authors** of the **MONTALBÁN MAGAZINE**.

It is important to note that the form must be **signed** by the author in order to be accepted.

13) **Any other situation not foreseen will be resolved by the editors as they deem appropriate to the interests of MONTALBÁN MAGAZINE, with no right of appeal by the authors.**