

SERVICIO DE PUBLICACIONES

Plaza de Caldereros, 2. Planta 2ª
10.071 Cáceres
Teléfono: +34 927 257 041
Fax: +34 927 257 046
E-mail: publicac@unex.es
<http://www.unex.es/publicaciones>

NORBA, REVISTA DE ARTE

INSTRUCTIONS FOR AUTHORS

Submissions to the journal are of three kinds: articles, notes of a miscellaneous character (short original and unpublished research studies) and book reviews. The journal also reports on the academic theses and dissertations in the field of the History of Art, History of Construction and Urbanism submitted to the Department of Art and Earth Science of the University of Extremadura.

1. All submissions should be sent in Microsoft Word format. The text should be preceded by a page of courtesy with the title of the work, the first and last name of the author, his address, his telephone number and the name of his institution. Texts longer than 20 pages, 25 if photographs or drawings are included within the text, are discouraged. If text and pictures are sent separately, these may not exceed five pages. Notes of a miscellaneous character and reviews should not be longer than 6 and 3 pages respectively.
2. Each article should be preceded by an abstract of up to 10 lines, keywords and the field of research. All of them, as well as the title of the article, should be in Spanish and English. The Editorial Board will consider for publication articles in foreign languages such as Portuguese, French, English, Italian and German.

3. Manuscripts should conform to the following style: 1.5 line spacing, 30 lines per page and 70 characters per line approximately. The name of the font to be used is "times" and its size 12 pt for the text and 10 pt for the footnotes. It is required an indentation before the first line of all paragraphs.
4. Headlines and titles within the text should be in italics and never in bold. It is preferred to use words in italics and SMALL CAPITALS instead of words in bold and uppercase letters.
5. Reference citations should follow the next style. The last name of the author should be typed in uppercase letters and followed by the initial of the first name of the author, the title of the book in italics, the place of publication, the name of the press, the number and year of edition, tome, volume and page number (p. or pp.). As for articles, the title should be given double quotation marks and followed by the title of the journal in italics, tome, volume, date of publication and page number. Latin words and abbreviations such as *cf.*, *vid.*, *id.*, *ibidem*, *op. cit.*, *loc. cit.*, etc. should be italicised.
 - CRUZ FUENTES, P., *Historia de la arquitectura*, Salamanca, Anaya, 2.^a ed., 1980, tomo II, vol. 1, p. o pp.
 - MARQUINA LEÓN, A., «La gestión del patrimonio en Extremadura», Norba-Arte, tomo XIX, n.º 2, 1999, p. o pp.
 - Block quotations should be indented four spaces from the left margin.

6. Submissions should be sent in electronic form to the address specified on the inside front cover. The name of the author and the title of the text should clearly be stated on the disc.
7. Illustrations. Pictures should preferably be submitted in JPEG or TIFF format, not in Word or PDF format, in a resolution of 300 dpi and with their correspondent captions. Each illustration should be sent as a separate file indicating the figure number: Fig. 1, Fig. 2, etc. Illustrations may be also inserted in the text. If necessary, permission for the reproduction of the picture should be stated in the caption. The list of the captions should be provided in a separate file. As for drawings, plans, graphics and maps, the scale should also be stated. If these materials are submitted in hard copy, their size should be DIN A4. Photographs and graphics without the suitable quality will not be published.

Reviews should be illustrated by the scanned image of the cover of the book that is reviewed.

8. Texts previously published or sent to other journals are not accepted.
9. A single author can submit no more than an article and a note of miscellaneous character or two notes of a miscellaneous character for publication in the same issue of the journal. There is no limit for the submission of reviews.
10. Contributions will be selected for publication in the journal by the -Editorial Board through a double-blind peer review process performed by the

members of the International Scientific Committee or by other experts in the field. Authors will be informed by the Editorial Board of the final acceptance or refusal of their articles in the journal and the modifications suggested by the referees. The dates of reception and acceptance of the article will be listed in the journal. Proofs will be sent to each author. Once the issue is published, the author will receive a copy of the journal and an offprint of his contribution in electronic form.