

Guidelines for collaborators

Reception of originals and assessment system

ARS BREVIS accepts the presentation of projects with a focal point that coincides with the Ramon Llull Blanquerna professorship. Proposals must be sent to arsbrevis@blanquerna.edu : where they will be subject to the assessment of experts. This basically means an assessment process involving two or more experts on the issue concerned, and these may be from outside the magazine or from the editorial board itself.

The technical secretary will let authors know on reception and acceptance of their texts.

Type of texts accepted:

- Articles (15-20 A4-size pages)
- Reviews (1-2 A4-size pages)

Languages of publication

The main language of ARS BREVIS is Catalan, although articles may be written in English, Castilian or any other language used at the university.

Format

The originals must be presented in an electronic file. Graphics and images must be presented in a different file rather than the same one as the text. Each graphic or image must be numbered with a footnote to identify its content. Exactly at what point the image/graphic is to be inserted in the text must also be indicated.

If the images used are *copyright* it is the responsibility of the writer to acquire the necessary authorisation.

Guidelines for presentation

Articles sent must include the following information:

- Title
- Abstract (not more than 200 words) and key words, both in Catalan/Spanish and in English.
- Bibliography (optional)
- Details of the author (name and surnames, post or academic activity, complete work address and email address)
- Brief CV (100-200 words)

Bibliographic references

1.- For books and monographic:

SURNAME, full name (year). *Title*. Issue number. Place: Publishing company. Length and physical details. (Collection; number.)

2.- For excerpts from books, miscellaneous contributions, compilations:

SURNAME, full name (year). "Title of the part of the book". A: Bibliographic details about the work in its entirety, where this part is in the book.

3.- For newspaper/magazine publications:

Title: subtitle (year). Vol. number. Place of publication: Publisher. Periodicity.

4.- For articles from newspaper/magazine publications:

SURNAME, full name (year). "Title of the article". *Title of magazine or manual*. Vol., issue number, first page. – last page.

5.- For electronic documents:

SURNAME, full name (year). *Title of the project* [unit containing the content + types of support]. Publisher. [Date consulted].

Deadlines

The Editorial Board has an yearly meeting between 31st January and 15 February. All those articles sent before 31st January will be assessed.

Publication

Authors will be sent three copies of the issue they participate in.

Ars Brevis online

All Ars Brevis issues can be accessed online at the address <http://www.raco.cat/index.php/ArsBrevis> . This online access is another service in the authors' benefit to disseminate their works; a dissemination that does not involve an economic profit.

Instructions

Authors know and accept these instructions for publication.