I. SUBMISSION GUIDELINES: PAPERS

A) PRIOR REQUISITES

1. Papers must be an original piece of work, not previously published in any other medium or in any other language, and must not have been submitted to any other publication.

2. If the study or the paper has received funding, this must be mentioned in the text.

3. The authors must be registered with ORCID and sign the work with the approved version of the name they have registered.

B) GENERAL MATTERS

Length. Papers should have from 15,000 to a maximum of 64,000 characters (including spaces and footnotes). Only exceptionally, and by agreement of the Editorial Board, may papers exceeding the aforementioned length be accepted.

Format. Papers must fully conform to these guidelines and to the linguistic norms of the language in which they are written. Otherwise, the Editorial Board may reject a paper without starting the review procedure or ask for a revised version. Please make sure that the text is well written and uses egalitarian, non-discriminatory and non-sexist language.

Documents to be attached

a) **Papers**. Three versions must be sent in electronic format: 1) in Word (.docx or .doc) or RTF (.rtf) format; if you use another word processor, you must indicate this; 2) in PDF format; 3) in Word (.docx or .doc) or RTF (.rtf) format, but deleting authorship and affiliation data so that it can be used for the evaluation process; in this version for evaluation, comments, internal citations and bibliographical references that identify the author of the article must be avoided in order to ensure anonymity. The text must be preceded by the title (as brief as possible; a maximum of 15 words). In versions1 and 2, the author's name, their ORCID code, the academic affiliation and email address will be included; at the end of the paper, before the references, the name, academic institution and postal and email addresses must be included again.

b) **Summary and additional information**. On a separate page, in addition to the author's name and their ORCID code, the following details must be included, both in the language of the paper and in English: title, abstract of between 600 and 1,200 characters in length (spaces included) and keywords (4 to 7), postal address, email address and phone number.

Submission.

THE RECEIPT OF THE PAPERS FOR *CAPLLETRA* WILL BE TEMPORARILY CLOSED WHILE WE MIGRATE TO OJS. WE WILL REOPEN IN SPRING 2024.

SORRY FOR ANY INCONVENIENCES CAUSED.

C) EDITING RULES

Division of articles. Depending on the requirements of the argument, the paper should be divided into sections. The titles of the headings or subheadings should be in normal lower case and separated from the preceding and following paragraphs by a line. Do not use more than three digits for numbering subheadings:

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1. Funcions
   1.1 Funcions proposicionals
      1.1.1   Causals
      1.1.2   Consecutives
      1.1.3   Adversatives
   1.2 Funcions modals
      1.2.1   Acord
      1.2.2   Desacord

Internal references. The references included within the body of the paper must follow the system «author-year-page.» The year and pages should be included in parentheses and separated by a colon. When a reference to a whole work is made, the pages referred to explicitly can be omitted. Between the last name of the author cited and the year of publication of the text referred there should be no punctuation mark:

... com ja s'ha observat (Sanchis Guarner 1980: 144)
... com observa Sanchis Guarner (1980: 144).
... «Dels documents del Principat desaparegué plenament l'article *es* ja en el segle XIV» (Sanchis Guarner 1980: 144).
... Aquesta era la idea recurrent del llibre (Sanchis Guarner 1980).

Quotations. Brief quotations (one or two lines) should be included in the body of the text between angular quotation marks (« »). Longer quotations, in Garamond (or Times) 10, regular format, should be set off from the text and should not be placed between quotation marks. Elisions should be indicated with three points in brackets [...].

Footnotes. Footnotes must be kept to the minimum as for number and extension. Only complementary explanations or clarifications by the author will be included as a footnote. They will be written in Garamond (or Times) 10. The footnote number should be indicated in the body of the text by a superscript number placed after the indicated word and after any punctuation mark.

Typographical requirements. The general format of the text, except for the specifications for longer quotations, should be in Garamond (or Times) 12, with no indentation or tabs. Italics may only be used in titles and to highlight a term or differentiate words or short phrases in a language different from the one in the paper, but not for quotations.
Angular quotation marks are preferred. Where internal distinctions inside a quotation are needed, quotation marks should be used in accordance with the grading « " ' ' " ».

Graphic elements. Tables and figures must be in Garamond (or Times) 10 and numbered consecutively. Captions should be placed with one line space above and below the quoted text

at the bottom in the case of figures and at the top in the case of tables. Please note that the journal is printed in black and white.

Images should be presented separately, numbered and with an indication of their location in the text. They should be at least the same sizes in the final published version. The resolution should be at least 300 dpi and preferably in TIFF (uncompressed) or JPEG format.

Bibliographic references (bibliography al the end). References cited in the text should be repeated in the references section alphabetically ordered by the first author's last name. The author is responsible for checking that all and only the references in the text are included in this section and that they comply with the following conventions:

— Papers (author, year, title between quotation marks, name of the journal in italics, complete number, pages):

PICALLO, C. (1990) «Elements anafòrics i localitat», *Caplletra*, 8, p. 41-53.

In the case of newspaper articles, there is no need to indicate the number; the full date will suffice.

— Books (author, year, title in italics, place of publication, name of publisher):

SANCHIS GUARNER, M. (1980) *Aproximació a la història de la llengua catalana*, Barcelona, Salvat.

— Chapters (author, year, title between quotation marks, *dins*, first author, name of the editor of the collective volume, *ed.* or *eds.* in brackets, volume title in italics, place of publication, name of publisher, pages):

ANDERLE, A. (1991) «La crisi dels col·lectivismes», dins A. San Martín (ed.), *Públic / Privat: un debat obert*, València, Universitat de València / Ajuntament de Gandia, p. 23-31.

— The names of authors should appear in SMALL CAPS (or lowercase, never in CAPITAL LETTERS), with the surname followed by the initial of first name after a comma (Author's last name, Author's first name).

— The number of the volumes of works cited should be indicated in Arabic numbers after the name of the publisher and followed by the abbreviation «vol.», with no plural indication.

— The recommended volume should be indicated with the Roman numeral behind the corresponding title.

— For the name of the publisher, the word *editor*, *publisher* or similar should not be included, except for some cases in which, for the sake of clarity, it is advisable to keep it (e.g. *Edicions 62*).

— Joint editions will be indicated with a separating slash (València/Barcelona, IIFV/PAM).

— If the actual date of publication does not match the one appearing on the cover, it should be indicated between square brackets within parentheses: (1998 [1999]).

— When using an edition that is not the first one and its date is relevant, it should be indicated in brackets after the date of the edition used: (1998 [1st ed. 1954)].

— The works by the same author and year should be ranked adding a letter to date: (1998a), (1998b), etc.

— The abbreviation for pages is p.

— If the reference is a URL or DOI, it should be noted. The DOI can be located in http://www.crossref.org/guestquery/. In the case of the URL, the date of consultation must be consigned.

D) PROOFS

After the review process and considering the comments that may arise and once the paper is typeset, *Caplletra* will send the authors proofs for final corrections. No significant modification of the content of the article will be allowed.

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II. SUBMISSION GUIDELINES: BOOK REVIEWS

A) PRIOR REQUISITES

1. Book reviews must be original and not previously published either completely or partially in any other way or in any other language.
2. They should not be just descriptive and should contextualize the book and the author(s) in their research field.
3. The authors must be registered with ORCID and sign the work with the approved version of the name they have registered.

B) GENERAL MATTERS

Length. The reviews should have a maximum length of 15,000 characters (including spaces and footnotes). Only exceptionally, and by agreement of the Editorial Board, may reviews exceeding the aforementioned length be accepted.

Format. The review must fully conform to these guidelines and to the linguistic norms of the language in which they are written. Otherwise, the Editorial Board may reject it or ask for a revised version. Please make sure that the text is well written and using egalitarian, non-discriminatory and non-sexist language.

Digital format. Reviews must be sent in electronic format in Word (.docx or .doc) or RTF (.rtf) format. If you use another word processor, you must indicate this.

Submission.

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C) EDITING RULES

Bibliographic file. The text should be preceded by the full bibliographical details of the book reviewed: Author's name, title of book in italics, place of publication, name of publisher, year of publication, number of pages and ISBN, as in the following example:

Joan Fuster, *Nosaltres, els valencians*, Barcelona, Edicions 62, 1962, 222 p., ISBN: 84-297-1294-1.

At the end of the text, the first and last name of the reviewer (in SMALL CAPS) should be included, followed by his or her affiliation, postal and email addresses and phone number.

Typographical requirements. The general format of the text should be in Garamond (or Times) 12, with no indentation or tabs. Italics may only be used in titles and to highlight a term or differentiate words or short phrases in a language different from the one in the review, but not for quotations.

Angular quotation marks are preferred. Where internal distinctions inside a quotation are needed, quotation marks should be employed in accordance with the grading « " ' ' " ».

Brief quotations (one or two lines) should be included in the body of the text between angular quotation marks (« »). Longer quotations, in Garamond (or Times) 10, regular format, should be inset from the text and should not be placed between quotation marks. Elisions should be indicated with three points in brackets [...].

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LIST FOR PREPARING SUBMISSION

As part of the paper submission process, authors must state that their submission complies with all the requirements listed below:

1. The paper is an original piece of work that has not been previously published in any other medium or in any other language and has not been submitted to any other publication.

2. The author has closely followed the presentation guidelines for original papers as set out by the journal, including adding the DOI plus the URLs of publications to bibliographic references listed at the end.

3. If the study or the paper has received funding, this has been mentioned in the text.

4. If the article contains any kind of material that may complement the text of the paper (images, tables, diagrams, etc.), the author states that they have obtained the appropriate permissions and provides the editors with proof.

5. If the paper is accepted, the author grants usage rights (reproduction, distribution and public communication) of their work to *Caplletra. Revista Internacional de Filologia*, both for the paper printed version and for the electronic version of the journal. They also authorise the inclusion of the work in indexes, catalogues and national and international databases.

6. The author knows and accepts the ethical principles of research by which *Caplletra. Revista Internacional de Filologia* is governed.

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COPYRIGHT NOTICES

Authors submitting work to *Caplletra* for publication must be the legitimate holder of the usage rights. Legitimacy for the purposes of publishing the work must also include images, tables, diagrams and any other materials that may complement the text, whether they are the author of such material or not.

Copyright: on publishing their work in the journal, the author grants *Caplletra. Revista Internacional de Filologia* usage rights (reproduction, distribution and public communication) for both the paper printed version and for the electronic version.

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PEER REVIEW PROCESS

1. The Editorial Board will carry out an initial review prior to the external evaluation process in order to check that the **articles** received (both those for publication in the miscellaneous section and those appearing in the monographic section) meet the journal criteria in terms of topic, quality of writing and length. The Board will also check that articles are based on original research and that they have not been previously published in any other form or in any other language. Articles should also comply with the presentation standards required for publication in *Caplletra*; if this is not the case, they will be returned to authors to make the appropriate changes before resubmitting them to the journal editors within a period not exceeding fifteen days.

2. The external evaluation process begins once papers have passed through the Editorial Board filter. This is a strictly anonymous double-blind peer review. It is performed by experts from outside the IIFV, the journal publishing body and the Editorial Board. This process is handled directly by *Caplletra* management. Each paper and monographic article is evaluated by two researchers chosen from members of the Scientific Committee, from the External Reviewers' Committee or by renowned experts in the topics addressed who are occasionally asked to review a paper or monographic article.

3. Each reviewer will write a report specifying the reasons for accepting, requesting changes or rejecting the paper. The review will take into account the editing guidelines issued by the journal and the criteria of originality, relevance, methodological rigour and formal presentation of papers submitted.

4. Reviewers may recommend papers be published without any alterations or may suggest some corrections in order for an article to be published. In this case, reviewers' indications will be conveyed to the authors so they can make the necessary changes and return the corrected version within a period not exceeding fifteen days.

5. If the two external reviewers consider that the paper is not suitable for publication, *Caplletra* will abide by their decision and inform the author/s, giving the reasons cited in the reviewers' report. If the reviewers cannot agree on whether a paper should be published or not, the Editorial Board will take the final decision. If there is agreement that a paper should

be published, the director of the journal and the editor's secretary will supervise the insertion of any changes required to refine the text.

6. The journal undertakes to preserve the anonymity of both authors and reviewers throughout the review process.

7. *Caplletra* undertakes to review papers and tell authors whether their work has been accepted or not within a period not exceeding five months from the prior review carried out by the Editorial Board.

8. **Reviews** will be assessed by the *Caplletra* Editorial Board, which will need to check that they consist of original work that has not been previously published in any other medium or in any other language, and that they comply with journal criteria in terms of topic, quality and length. Texts must also comply with journal presentation standards; if this is not the case, they will be returned to the author/s for the necessary changes to be made within a period not exceeding fifteen days.

9. *Caplletra* does not necessarily share the views held in the papers published.

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ETHICAL PRINCIPLES IN RESEARCH AND PUBLICATION

Nowadays, the quality and rigour that a research journal must demand needs to go hand in hand with a series of ethical principles affecting editors, reviewers and authors during the publishing process. With this in mind, *Caplletra. Revista Internacional de Filologia* is keen to show its commitment to the ethical code by which it is governed and which is based on the recommendations of the Committee on Publication Ethics (COPE) and the International Committee of Medical Journal Editors (ICMJE), as set out below.

Responsibilities of the Editorial Board

- Uphold the quality of all content in the journal by carrying out external reviews done by experts to ensure that papers make a significant contribution to knowledge in their area of expertise and that they follow the basic principles governing any research article.

- Guarantee the acceptance or rejection of papers taking into account only the academic value of the text and no other criterion that may personally or professionally discriminate against the author.

- Guarantee that papers are original and have not been previously published,. To this aim, specific programmes for preventing plagiarism and redundant or duplicated publication (an article or paper coincides in its essential content with that of another published work) will be used. If, at any point in the editorial process, evidence of any kind of practice that contravenes this ethical principle is found, the paper will be rejected automatically.

- Preserve the anonymity of authors and reviewers throughout the entire editorial process.

- Keep an updated list of external reviewers who are experts in the various fields of knowledge covered by the journal, including their name and institution, e-mail address, field of expertise and a record of reviews requested and completed.

- Provide external reviewers with a standard review form enabling them to assess papers following criteria of originality, relevance for the field of knowledge, methodological rigour and formal presentation.

- Thank and recognise external reviewers for completed work. Upon request, *Caplletra* will issue reviewers with documentary evidence of completed review work.

- Offer authors the chance to appeal editorial decisions. Appeals must be addressed to the journal director. The Editorial Board will attempt to resolve the conflict and will respond as quickly as possible.

- Be willing to publish corrections, clarifications or apologies when appropriate.

- Resolve any conflicts relating to non-ethical behaviour that the editorial team may become aware of.

Reviewers' responsibilities

- Accept the review job only if they believe that they have the correct skills to complete it successfully.

- Make a judgement, as specialists, on whether the papers they review are of the correct quality for publication in the journal.

- Review original articles objectively and not undertake to do a review if they feel that a conflict of interest of any kind (academic or personal) could mean that they are unable to produce a a neutral and objective report.

- Review manuscripts constructively, respecting the author's intellectual and academic ability.

- Ensure that papers include the most important bibliographic references on the topic discussed.

- Abstain from making comments about the work they are reviewing and from using the information contained in it before the paper is published.

- Respect the anonymity of the review process and commit to safeguarding confidentiality both during the review and once it is completed.

- Inform the editors if they find that an article contains material that is substantially similar to already published work.

- Undertake to produce the review report by the deadline set by the editors.

Authors' responsibilities

- Guarantee that the paper is an original piece of work, not previously published in any other medium or in any other language, and that it has not been submitted to any other publication.

- Indicate in the text whether the study has received some kind of funding.

- Ensure that all bibliographic references cited in the text, and only these, are listed in the bibliography at the end.

- Include any changes that the reviewers have considered necessary in order for the paper to be published in its final version.

- Guarantee that permission has been obtained to use any kind of material that may complement the text of the paper (images, tables, diagrams, etc.) and provide the editors with proof of this when requested.

Action in the event of non-ethical behaviour

- Anyone may inform the Editorial Board of cases of non-ethical behaviour, provided that they can be substantiated by evidence, which will subsequently be examined by the journal. The author involved will be the first to have the opportunity of responding to the allegations made. If the response is not satisfactory, the Editorial Board will resolve the problem either by consulting experts in the matter or by any other means they consider to be appropriate.

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DIFFUSION

Caplletra encourages authors to disseminate their work (in post-print version) on personal web pages, institutional repositories and research-oriented social networks. Wherever possible, authors are asked to do the dissemination by means of a link to the paper on the journal website, thereby increasing readership, citation and impact of the journal.

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PUBLICATION LANGUAGES

- The first language of *Caplletra* is Catalan. The journal also accepts papers and critical reviews in Spanish, French, Italian, Portuguese and English.
- In addition to the original papers in the text language, the titles, abstract and key words of all *Caplletra* articles are shown in English.

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PRIVACY STATEMENT

Els noms i les adreces de correu electrònic introduïts en *Caplletra* s'empraran exclusivament per a les finalitats declarades per aquesta revista i no estaran disponibles per a altres propòsits ni persones.