

PUBLICATION RULES (January 2021)

ANNEX III

Extract from the rules that are reproduced in the printed version of the *Revista de Trabajo y Seguridad Social. CEF*

The journal *Revista de Trabajo y Seguridad Social. CEF (RTSS.CEF)*, edited by Centro de Estudios Financieros, SL, ISSN 1138-9532 (printed publication) and ISSN-e 2531-212X (digital publication). The journal aims to be a source of research, opinions, interesting and controversial topics, for those persons interested in matters related to labor and employment law.

The journal is published monthly (12 issues in 11 volumes –the August and September issues are published in the same volume–) and includes both academic studies and articles that analyze the most relevant laws and judicial decisions related to the aim of the publication: labor law, social security and human resources, as well as being a dedicated space for analyzing practical application of controversial topics.

The digital version of the journal can be found at www.ceflegal.com/revista-trabajo-seguridad-social.htm. Having a digital version as well as a printed version allows the dissemination of studies that would otherwise be difficult to publish because of their size.

Rules for presenting and sending in papers

1. Papers (written in Spanish) will be original and unpublished and must be sent by email to revista@cef.es, with the file name saved as: author's surname, hyphen, and appropriate abbreviation of the section of the journal for which it is intended: ED (doctrinal studies), ARLL (recent analysis of labor relations), DJ (remarks about the jurisprudence), FD (discussion forum), RRHH (doctrinal studies specifically related to Human Resources, or CP (Case study).

Papers destined for the «studies» section (including those directed to the Human Resources section) must be submitted anonymously, with a separate file outlining the details of the author and where appropriate, details of the entity that financed the investigation.

2. Papers must be headed as follows:

- Title in Spanish and English.
- An excerpt of no more than 20 lines in each language, Spanish and English.
- A list of keywords and descriptors (between 2 and 5) in Spanish and English.
- The summary (must start on a new page), must use Arabic numerals, developing sequenced subheadings (for example two digits: 1.1, 1.2, three digits: 1.1.1, 1.1.2 ...). The section on «Dialogues with jurisprudence» is exempted from this requirement.

3. The entire document (including title, extract, keywords and summary) in Microsoft Word (Times New Roman, font size 11 and line spacing 1.5 for the main text, and font size 10 and single line spacing for footnotes) and must be the following:

- Doctrinal studies: minimum 20 pages, maximum 35 pages.
- Recent analysis of labor relations: maximum 25 pages.
- Remarks about jurisprudence: minimum 3 pages, maximum 7 pages.
- Discussion forum: maximum 10 pages.
- Case studies: maximum 25 pages.



4. Footnotes will be numbered consecutively at the bottom of each page and not at the end of each article. For those references which are bibliographic, they should be integrated into the text, indicating in parentheses the last names of the author, the year of publication and, if applicable, the pages (preceded by the abbreviation p./pp.). The full mention will be included at the end in the Bibliographic References.
5. Legislative or jurisprudential references will contain all the necessary data of where they originated from. The use of the NormaCEF database (www.normacef.es) is recommended.

Quotes should be included in Latin quotation marks (“”), with the last names of the author, the year of publication and the pages from where the citation has been extracted (preceded by the abbreviation p./pp.) in parentheses following the quote.

Italics must not be used for quotes.

Bibliographic references throughout the text must be made citing the authorship only with the surname, year of publication and, if applicable, the pages (all between parentheses and separated by commas). Vide examples of citations based in the Publications Manual of the American Psychological Association (APA) at <http://www.ceflegal.com/revista-trabajo-seguridad-social.htm>.

6. Bibliographic references must be limited to those that expressly support the content of there search and are cited in the article.

They must not occupy more than 3 pages.

They will be placed at the end of the article and must conform to the APA standards (7th edition). Vide examples of list of references based on the Publications Manual of the American Psychological Association (APA) at <http://www.ceflegal.com/revista-trabajo-seguridad-social.htm>.

7. The editing criteria for authors can be found detailed at <http://www.ceflegal.com/revista-trabajo-seguridad-social.htm>.

Editing process

- Receipt of articles: The publisher will acknowledge receipt, but this does not imply it's acceptance.
- Submitting originals to the Editorial Board: The publisher will send the work to the Editorial Board of the journal, who will analyze it and decide whether to accept it, request changes, or reject it. Whatever the outcome, the decision adopted will be communicated.
- Peer review system: The papers received for evaluation will be analyzed by two external evaluators, confidentially and anonymously (double blind). They will issue a report on whether or not it should be published, which will be taken into consideration by the Editorial Board. Any modifications requested as a condition of publication must be corrected and returned by the author to the journal within a maximum period of 1 month, whether or not the corrections are major or minor.
- Editorial process: For research papers, once the evaluation process is finished, the author, or if applicable, the person authorised as responsible for a collection of papers, will be notified of it's acceptance or rejection for publication. If changes have been made by the editor, the printed version of your work will be sent for examination and eventual correction before publishing. Once the process is finished and the article is available, it will be sent to you by email.