

BIOETHICS COLLECTION

PRESENTATION OF ORIGINALS AND RULES OF STYLE

PRESENTATION OF ORIGINALS

General observation. Originals submitted must not have been previously published in any other medium, in either print or digital support. They may be written in Catalan, Spanish, English, French, Portuguese or Italian.

The original must be submitted in 11-point Times New Roman font with 1.5 line spacing. The document must include the name of the coordinator or the author of the volume, the final title and subtitle, the table of contents, the chapters and the page number.

Before submitting it, you must make sure that there are no words highlighted in colours, no corrections that have not been accepted with the Word ‘track changes’ tool, or any other outstanding issues.

Table of contents. This must contain exactly the same authors and section headings as appear in each chapter.

Chapters and section headings. There must be a page break before each chapter. Section and subsection headings may be numbered or not, but they must be clearly differentiated:

1. MOTHERHOOD AND FATHERHOOD

1.1. The dissociation of “motherhoods”

1.2. The determination of motherhood

1.2.1. Theory of genetic contribution

1.2.2. Theory of the pregnant woman’s preferences

1.2.3. Theory of intention

Footnotes. Numbers of footnotes must be generated automatically using the function in Word, never inserted manually as superscript numbers.

Illustrations. Illustrations must be copied into the Word document in the place they are to appear on the final printed page; all captions must be added. Illustrations must be supplied separately (tiff, jpeg, jpg), optimum size (minimum 12 cm wide) and high definition (in general, 300 dpi; and for images with written text, 600 – 1200 dpi). Images must be titled according to the order in which they are to appear ([Figure 1 Tattoo indicating no CPR](#)).

Diagrams, tables and graphs. These must be numbered according to order of appearance and titled ([Table 1.1. Model of ONIR form](#)).

Blank lines and indents. There must be no blank lines between paragraphs. The first line of each paragraph must be indented using the tabulator.

RULES OF STYLE

Quotes. Quotes of more than three lines go in a separate paragraph, preceded and followed by a blank line, in round face, and with no inverted commas. The source of the quotation is given in a footnote, the reference appearing after the final full stop of the quotation.

The Inter-American Court of Human Rights, in the *Gelman vs. Uruguay* case, sums it up as follows:

As of the results achieved by the illegal killing and kidnapping and abductions, these could correspond *a)* to a form of trafficking for the irregular adoption of children; *b)* to a form of punishment for their parents or grandparents due to an ideology that opposed the authoritarian regime or, *c)* a deeper, ideological motivation, in relation to a willingness to forcefully transfer the children of members of opposition groups, in a way avoiding that the families of the disappeared persons could develop “potentially subversive elements”.³

The seriousness of this phenomenon is that the children are the direct victims and the target of the forced disappearances.

Quotes given within the general text appear with single inverted commas; within single inverted commas, double inverted commas are to be used.

Bibliographic references. Bibliographic references, either in footnotes or in a bibliography section, should be presented as follows:

MARTÍ, J. A. et al. (2001). *El secret professional dels metges*. Barcelona: Acadèmia de Ciències Mèdiques de Catalunya i de Balears.

SAIGÍ, F. (2007). “La informatització de la informació sanitària”. In: Castells, M. (ed.). *Modernització tecnològica, canvi organitzatiu i servei als usuaris en el sistema de salut de Catalunya*. Barcelona: Universitat Oberta de Catalunya.

BAYARRI, P.; CASANELLAS, J. M.; ROVIRA, M. (1994). “Finalitat i ús de la història clínica”. *Quaderns de Bona Praxi*, vol. 9, No. 4, pàgs. 3-15.

Bibliographic references. In the text, should be presented as follows:

(MARTÍ et al., 2001: 45)

(SAIGÍ, 2007: 34 and 35)

(BAYARRI, CASANELLAS and ROVIRA, 2009: 9)

Abbreviations and symbols. Examples: No., p. (page), pp. (pages), *ibid*, *op. cit.* Symbols, rather than words, must be written with quantities appearing in figures: (20 m², 10%).

Enumerations. These are to be shown with numbers 1), 2), 3) . . . , letters *a), b), c)* . . . , bullets in bold • or en dashes (and we use this hierarchy for enumerations within enumerations), preceded and followed by a blank line.

Numerals and letters. Units and whole numbers are to be written in letters, in round face, except in a series or in books on mathematics. Decades are to be written in letters (*the sixties, the nineties*); however, if the book mentions decades belonging to different centuries, numerals are used (*the 1830s*). Periods are written in full in figures (1936-1939) and abbreviated dates in Arabic numerals separated by dashes (**Consulted: 12-5-1999**).

Round face. Round face is to be used for references to web pages (these are not to be enclosed in angle brackets), for proper names in any language and for quotes in any language.

Italics. Italics are to be used for non-assimilated foreign words (no inverted commas); for key words (only for nouns or noun phrases, not clauses); and for the letters used in enumerations.

Small caps. Small caps are to be used for centuries; pages, chapters and volumes of works; names and surnames of authors of quotations appearing after the book credits or between chapter headings and the text; and for surnames in complete bibliographic references, both in footnotes and bibliography sections.

Others. For more information, please see the University of Barcelona style guide: www.ub.edu/criteris-cub.