

Regulations for the presentation of originals

1. Works will be original and unpublished, which means they have not been published previously totally or partially.
2. They can be submitted in any of the international scientific community's language, as well as in the two official languages of the Autonomous Community of the Basque Country.
3. All works will be put into consideration of the Editorial Board and will be reviewed by at least two evaluators, being one of them always external.
 - 3.1. Acceptance criteria: scientific interest, methodology, organization and structure of the work, sources used and internal coherence of the proposal will be evaluated; also, the correctness of the formal aspects will be taken into account, in relation to language and wording, forms of citation, as well as the length of the work.
 - 3.2. Review process: once the originals are received, they will be sent to the evaluators, who will have a period of 60 days to submit a report, in accordance with the criteria indicated in section 3.1. If the evaluation is positive, the modifications, suggestions and corrections proposed by the evaluators will be sent to the authors, who will have a period of 30 days to submit the final text of the article.
 - 3.3. Proofreading: once the rest layout of the journal issue is completed, the article will be sent to each author for final review, with an estimated period of 20 days.
4. Originals will be Word documents and must be submitted as attached documents to jazz-hitz@musikene.net
5. Works are recommended not to exceed 30.000 characters (spaces included). The works that exceed that extension will be reviewed by the editorial board in order to decide whether to accept the exception or to ask for a reduction to the recommended limits.
6. The front page must contain the title (minimum of eight words and one subtitle if necessary), the author's full name (second name only by initials), personal information (address, telephone number, e-mail address and affiliation — Conservatory, University...—) and the date the work has been completed.
7. Works will be submitted with an indicative abstract of maximum 60 words. Keywords will also be mentioned (8 maximum), ordered according to their importance. The abstract and keywords will be sent in Spanish and English.
8. A separate page will contain the author's short CV (maximum 8 lines).
9. Authors of proposed articles and reviews are urged to observe good practices in gender equality by using inclusive and non-sexist language.
10. Formal standards
 - 10.1. Pages, as well as chapters and sections, will be numbered correlatively.
 - 10.2. The font will be Garamond, and the size 12 points for the text and 10 for footnotes.

10.3. The text will be double spaced with no blank lines between consecutive paragraphs. A blank line will be inserted after the paragraph preceding a title and in the beginning and ending of a separate paragraph containing a long quote.

10.4. Alignment: the text will be fully justified (footnotes included)

10.5. The margins will be the ones predetermined in text editors

10.6. Indents are to be used in the beginning of new paragraphs and in long quotes (between 0'5 and 1'25 cm.).

10.7. Italics will be used to emphasise titles of musical pieces, books, journals and newspapers, and also to express foreign terms.

10.8. Double quotation marks (“ ”) will be used to copy literal short quotes and to emphasise titles of musical pieces contained in a major work or in chapters of books or articles.

10.9. Bold letter is to be used only to emphasise the title of the work and of its sections only.

10.10. Underlined text is to be used only to emphasise the titles of the different sections.

10.11. Quotes and references used in the work have to be coherent and follow the APA 7 regulations.

10.12. All images and illustrations (graphics, figures, music examples...) will have a numbered footnote and will be presented in black and white in jpg. format with at least 300 pixels' resolution. The author will be responsible for arranging the permits to publish the illustrations.

11. The personal data processed during the management of the aforementioned works will be included in the processing systems of the Centro Superior de Música del País Vasco - MUSIKENE (G20738423), for the purpose of managing, publishing and disseminating the information included therein. The publication of articles implies the publication of the name, surname, professional affiliation and e-mail address of the author of the work. The interested party may exercise his/her rights of access, rectification, limitation, suppression, opposition, portability and make any other request related to the protection of his/her personal data by contacting Musikene at Plaza Europa 2, 20018 Donostia / San Sebastián (Gipuzkoa), telephone 943023750, e-mail datuen.babesa@musikene.eus. The supervisory authority to which you can address is the Spanish Data Protection Agency (aepd.es). For more detailed information about the treatment of your personal data you can see the “Privacy Policy” included in our website.

12. The authors of the accepted originals keep the intellectual rights over their work, as well as the responsibilities arising therefrom, but assigns the rights of reproduction to Musikene. In the event that they wish to publish their article in whole or in part in another publication or media, they must inform Musikene and state that the article has been previously published in Jazz-hitz.

13. Following and accepting these regulations is considered a sine qua non condition to publish any work.