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Alcázar de San Juan, 24-25-26 de junio de 2026
Salón de Actos del Ayuntamiento de Alcázar de San Juan

RULES FOR FOOTNOTES, BIBLIOGRAPHICAL REFERENCES, DOCUMENTARY REFERENCES, ARCHIVAL REFERENCES AND BIBLIOGRAPHY

FOOTNOTES

All footnote references shall be placed after punctuation marks. Example:

The text then includes a quote from Pliny: 'And on this subject, Pliny says that there is no book, however bad, that does not have something good in it';[1] but the direct source is not Pliny himself,[2] but rather a splendid prose writer: Gabriel Alonso de Herrera. In 1513, in Alcalá de Henares, his Obra de agricultura (Work on Agriculture) was printed for the first time, a pioneering creation and marvel of lexical accuracy.

The font size in footnotes shall be 10 points.

BIBLIOGRAPHICAL CITATIONS

Bibliographical citations, both in the body of the text and in the footnotes, shall follow the International Harvard style: (Author's surname, year: page). Example: (Bloom, 2004: 25).

When citing several works by the same author published in the same year, they shall be distinguished by including lowercase letters in alphabetical order after the date (Bloom, 2004a; Bloom, 2004b...).

If the author's name is part of the sentence, only the date should be included in parentheses. Example: 'Segarra (2006) holds a similar opinion on the matter.'

If a work has between one and three authors, include all of them. If there are two, separate them with 'and'; if there are three, separate the first two with a comma and the second and third with "and". Example: "The analyses carried out on

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When a work has more than three authors, the surname of the first author should be cited, followed by 'et al.'. Example: 'The latest studies (Fernández et al., 2018) show that...'.

Other types of references, such as cit., op. cit., id., ibidem, etc., should not be used.

DOCUMENTARY/ARCHIVAL CITATIONS

These should be included in footnotes as follows: Full name of the archive/library, location, sections, file, box, etc. and folios/pages; Example: The National Archives (London), Foreign Office, FO 63/963, South Eastern Railway, 34-42v;

- Newspaper citations (without author) should be included in footnotes as follows: Full name of the newspaper, issue/volume (date of publication), pages. Examples:

* Minutes of the Proceedings of the Institution of Civil Engineers, vol. 20, 1861: 56-57.

* Gaceta de los Caminos de Hierro, vol. 27, no. 22 (28 May 1882): 342.

* Illustração Portugueza, no. 206 (31 January 1910): 246.

BIBLIOGRAPHY

The final list of bibliographical references shall be limited to the works cited and shall differentiate between archival sources on the one hand and references to books, articles, etc. on the other. The sources consulted (archives, newspaper libraries, etc.) shall be specified in a section before the bibliography. Next, in a separate section, the remaining references (books, articles, working papers, etc.) shall be listed in alphabetical order, in accordance with the International Harvard style, giving the full first names of the authors (and not just their initials), and following the criteria below:

a) Books:

- Surname(s), First name (year). Title of the book in italics. Place of publication: Publisher.

- Examples:

* [1 author] Herranz Loncán, Alfonso (2008). Infraestructuras y crecimiento económico en España (1850-1935). Madrid: Fundación de los Ferrocarriles Españoles.

* [2 authors] Mata, Maria Eugénia and Nuno Valério (1993). História económica de Portugal. Uma perspectiva global. Lisbon: Editorial Presença.

* [3 or more authors] Piret, Anne, Jean Nizet and Etienne Bourgeois (1996). Structural Analysis: A Method of Content Analysis for the Humanities. Brussels: De Boeck & Larcier.

b) Book chapters or dictionary/encyclopaedia entries:

- Surname(s), First name (year). 'Title of chapter in quotation marks'. In First name and surname(s) of the editor (ed.). Title of the book in italics. Place of publication: Publisher, pp.

- Examples:

* [1 author/1 editor] Molina de Dios, Ramón (2005). 'Mallorca: an island railway system.' In Miguel Muñoz Rubio (ed.). History of Narrow Gauge Railways in Spain. Madrid: Spanish Railways Foundation, vol. 1, pp. 585-615.

* [2 authors/2 editors] Silva, Ana Paula and Maria Paula Diogo (2006). "From Host and Hostage: Portugal, Britain and the Atlantic Telegraph Networks". In Erik van der Vleuten and Arne Kaijser (eds.). Networking Europe. Transnational Infrastructures and the Shaping of Europe, 1850-2000. Sagamore Beach: Science History Publications, pp. 51–70.

* [3 or more authors/editors] Silveira, Luís Espinha da, Nuno Miguel Lima and Ana Alcântara (2011). "The impact of accessibility to railroads on the population of Portugal's Inland North Region (1878–1930). The Tua and the Beira Baixa lines". In Anne McCants, Eduardo Beira, José Manuel Lopes Cordeiro and Paulo B. Lourenço (eds.). Railroads in Historical Context: construction, costs and consequences. Porto: INOVATEC, vol. 1, pp. 123-141.

c) Journal articles:

If the article has a persistent identifier such as a DOI (Digital Object Identifier) or Handle (persistent identifier used by repositories), it should be included at the end of the reference, without indicating the date of consultation, following the model below:

Surname(s), Name (year). "Title of article in quotation marks". Journal title in italics, volume, pp. DOI or Handle.

Examples:

* Utrera Torremocha, María Victoria (2022). 'The criterion of verisimilitude in Larra's criticism.' Castilla. Literary Studies, 8, pp. 25–46. DOI: https://doi.org/10.24197/cel.13.2022.582-611.

* Vega García-Luengos, Germán (1984). 'Notes for a bibliography of Felipe Godínez.' Castilla: Estudios de literatura, 8, pp. 127-139. Handle: https://uvadoc.uva.es/handle/10324/16183.

If the article does not have a DOI or Handle, indicate the website where it is available and the date of consultation in square brackets, according to the following model:

Surname(s), Name (year). 'Title of the article in quotation marks'. Title of the journal in italics, volume, pp. Available at URL [dd/mm/yy].

Examples:

* [1 author] Salerno, Elena (2002). 'Los Ferrocarriles del Estado, conectividad y política en la Argentina'. Transportes, Servicios y Telecomunicaciones, 4, pp. 217-235. Available at https://www.tstrevista.com/sumarios/sum03/sumario_03_009_en.asp [28/7/2020]

* Hirsch, Marianne and Leo Spitzer (2009). "Incongruous Images: 'Before, During, and After' The Holocaust". History And Theory, 48, pp. 9–25. Available at https://www.jstor.org/stable/25621435 [15/9/2021]

d) Unpublished theses:

- Surname(s), Name(s) (Year of submission). Thesis title. Unpublished doctoral/master's thesis, University where it was submitted.

- Examples: Santos, Luís Filipe Lopes dos (2011). Iberian Railway Policy: from the Early 20th Century to the Railway Grouping (1901-1951). Unpublished doctoral thesis, Complutense University of Madrid.

e) Documentary and archival citations (in footnotes)

- Full name of the archive/library (location), sections, file, box, etc.

- Example: The National Archives (London), Foreign Office, FO 63/963, South Eastern Railway.

f) Newspapers (without author indication)

- Full name of the newspaper, number (date of publication)

- Examples:

* Minutes of the Proceedings of the Institution of Civil Engineers, vol. 20, 1861.

* Gaceta de los Caminos de Hierro, vol. 27, no. 22 (28 May 1882).

* Illustração Portugueza, no. 206 (31 January 1910).