

Social Sciences

All authors (or just the main author) must fill in this checklist when preparing the final version of the manuscript in order to corroborate that it meets the established guidelines. Once the review is finished, the file is to be electronically signed in Adobe Acrobat Reader. Should any doubts arise, please check the guide available at <https://helpx.adobe.com/mx/acrobat/11/using/signing-pdfs.html>, or email us at revistafiguras@apolo.acatlan.unam.mx.

Text

Figūras: Academic Research Journal will adapt the text as stated by its House Style to guarantee clarity and accessibility.

Articles

- 15 to 25 sheets length (from 3 750 to 6 250 words) including graphs, pictures, tables, references, diagrams, among others.
- The title consists of 75 characters (including spaces).
- The first paragraph does not have more than 150 words.
- There are no more than six subheadings with no more than 35 characters each (including spaces).
- The file is referenced in accordance with The Chicago Manual of Style, 17th Edition available at <http://www.chicagomanualofstyle.org/home.html>.
- The file incorporates supplementary content —to the article’s topic— (maximum 30 references).
- The manuscript is presented in Arial 12 point font size, double interline spaced, margined 2.5 cm per side and left-aligned.
- Paragraphs are not indented. Instead, they are easily differentiated by using double space (double Enter-key hit).
- All pages are foliated consecutively starting from the first one.
- Writing style is impersonal, including the acknowledgements.
- The file includes a title page, as stated in the [Author Guidelines](#).
- The structure of the document uses the modified IMRAD format —full description can be found in the [Author Guidelines for Social Sciences](#).

All manuscripts

- The title is in Spanish and English (maximum 75 characters, including spaces).
- The abstract is presented in Spanish and English (maximum 150 words).
- Key words are given in Spanish and English.
- Abbreviations and symbols are defined the first time they are mentioned.
- Italic font is used for variables, genes and non-English words, while bold font for vectors.
- All equations and special characters are in a Word normal text or in Symbol font —the Word’s equations editor is avoided whenever possible; instead the MathType editor is preferably used.
- A short title for each table, graph, picture and figure is provided. Their numbering is arranged in progressive order.
- Notes for figures do not contain more than 100 words —in the case of contributions which were not explained in the Methods section, no more than 300 words—.

- The Declaration of Authorship —responsibility statement that specifies each author’s contribution— is included.
- The Conflicts of Interest Statement is provided (If necessary).
- The structure of the information adheres to the guidelines of **Figūras**. These can be retrieved from the [Author Guidelines](#) section.

Pictures, artwork, tables, etc.

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Formats

- The modified IMRAD format is used for pictures, artwork, tables, etc. Full description of such can be found in the [Author Guidelines for Social Sciences](#).
- All documents (including tables and Excel files) are named in accordance with the reference number which will indicate its location in the text.
- Lineal and graphic artwork formats are in EPS, PostScript, PDF or Illustrator (AI).
- Pictures are added separately, in individual JPG files, vector graphics (EPS or AI) or TIFF. They need to have high quality resolution —at least 120 dpi— and a minimum of 16 cm per side measure.
- Tables, diagrams, graphs and figures by own elaboration are provided in an editable format inside the Word file or added separately in individual Excel tabs. If they are taken from another source, they are scanned in either high or medium resolution (JPG, TIFF or PDF).
- Animations are presented separately as GIF (simple animations) or MP4 (elaborated videos).

Preparation and sending of pictures, artwork, tables, among others

- Informative texts are given in an editable format and in Arial 10 point font size.
- RGB or HEX color codes are used for artwork.
- A license granted for republication or redrawing is provided.

Artwork/extended data display items

Figūras: Academic Research Journal does not edit figures. Please, be sure that all guidelines are followed as indicated.

- All files (EPS, JPG or TIFF) have high quality resolution —at least 120 dpi— and a minimum of 16 cm per side measure.
- Pictures are in RGB (recommended) or HEX formats.

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