

## Summary of the standards for the presentation of original documents

1. **The author must submit the papers exclusively in digital format, using Word.** It should be **original and unpublished**. If a work is a collaboration by several authors, **the members/Secretary of the group must unify all the papers from the collaborators**, and send the unified document as a single file, also in Word, to the IEEE (*Instituto Español de Estudios Estratégicos – “Spanish Institute for Strategic Studies”*).
2. **The original papers must be written in Spanish**, in accordance with the spelling rules published in the Real Academia Española’s *Ortografía de la Lengua Española* (Spelling Standards of the Spanish Language), 2010.
3. The first page must include a 100 - 200 word summary of the article or chapter in Spanish and in English. Key words, in both languages, should also be included to easily identify the contents of the text.
4. The original documents must be **reviewed with the use of Turnitin**, the standard tool to prevent plagiarism used as a standard in Spanish universities.
5. **The text**, in a single Word document, must be Arial font, size 12, at 1.5 spacing. Pages must be numbered consecutively. The required margins are as follows:
  - ✓ Left:            3 *cm*    (1 <sup>3</sup>/<sub>16</sub> inches)
  - ✓ Right:          1.5 *cm*. ( <sup>19</sup>/<sub>32</sub> inches)
  - ✓ Top:             3 *cm*.    (1 <sup>3</sup>/<sub>16</sub> inches)
  - ✓ Bottom:        1.5 *cm*. ( <sup>19</sup>/<sub>32</sub> inches)
6. The text of the paper should include references to any pictures, figures, or captions. These figures (outlines, algorithms, charts), tables, and corresponding captions must be delivered separately from the text, in a different document, although they may also be included in the text.

7. A file of the text must be provided with as many files as needed with tables and images, which must comply with the specific directions included in Appendix 2 of this document.

8. **However, the images may be embedded in the original Word document**, which must also be included in a separate file, as specified in the previous paragraph.

9. **Structure of the text:** The sections and subsections included in the text should not be numbered. The index will serve as a guide in the layout of the page; therefore, the hierarchy of the sections that make up the paper must be clearly differentiated using the following levels:

- ✓ First subsection: **Lower case, bold.**
- ✓ Second subsection: ***Lower case, bold, italics.***
- ✓ Third subsection: Lower case, regular.
- ✓ Fourth and subsequent subsections: *Lower case, italics.*

10. **The system of quotes and references in footnotes** must be used, in Arial font, size 10. The reference number, if any, must be inserted before the punctuation sign, in the text. The tool option: Insert footnote (Alt+Ctrl+O) must be used, so that the numbering of the references will always appear in the text as superscript.

- ✓ The footnote must follow the examples included herein:

1. - SEGURA, Antoni, "Irak at the crossroads", RBA Libros, Barcelona, 2003.
2. - PIZZI, Michael and SHABAAN, Nuha, "ISIS Builds Power Base Unchecked, Takes Over a-Raqqa", Syria: Direct, August 3013, <http://syriadirect.org/news/isis-builds-power-base-unchecked-takes-over-a-raqqa>.
3. - VVAA, "Evolution of the Arab world: tendencies", Cuaderno de Estrategia 168, IEEE, Madrid, 2014.
4. - Institute for Security Studies, "EU security and defence: core documents2004", ISS, Chaillot Papers 75, February 2005, available at <http://www.isseu.org/chaillot/chai75.pdf>. Date viewed 01.19.2011.

**11. The author must include the title, position or professional details that he/she would like to appear in the paper.** An example of the appropriate follows, modified as applicable:

*Francisco José Berenguer Hernández*  
*Lieutenant Colonel of the Air Force, DEM.*  
*Main Analyst of the IEEE.*

## 12. Publication length

- ✓ **Long publication** (each one of the chapters of the Monographs of the CESEDEN, Strategy Notebooks, Strategic Overview, Energy and Geostrategy, and Military History Notebooks): 16,000 words.
- ✓ **Short publication** (each one of the chapters of the Geopolitical Overview of the Conflicts and the Working Papers): 8,000 words.
- ✓ **National and International Cooperation:** Collaborating entities should agree upon the length.
- ✓ **The articles to be published.** On the website of the IEEE will have the following lengths:
  - Informative: 2,000 words.
  - Analysis: 4,000 words.
  - Opinion: 4,000 words.
  - Framework: 8,000 words.
  - Research: Different lengths.
- ✓ The lengths mentioned above may be changed in accordance with the author's opinion, but must never exceed 10% of the generally-accepted length.

**13. Summary of the paper:** In order to catalog the papers in the Catalog Website of the Sub-directorate General for Publications and Cultural Heritage, upon sending the original document, you must deliver a

separate Word file with a 100-200 word summary. This summary must include the basic contents of the paper, and synthesize the subject matter. The latter applies exclusively to the chapters for the Overviews, Energy and Geo-strategy, Strategy Notebooks of the IEEE, and the Monographs of the CESEDEN.

**14. Cession of author's rights:** The author must complete the "Cession of Author's Rights" document included herein as Appendix 1.

**15. Bibliography:** Due to the establishment of the system used for quotes and references, it is not necessary to require an appendix for the bibliography. Nevertheless, in case any author considers it essential, it may be included, in addition to the footnotes, at the end of the chapter. However, the bibliography must be in accordance with Standard 690-1987 (UNE 50-104-94), and ISO 690-2.

**16. Graphic material:** Any graphic material must have good technical and artistic quality, well defined and contrasted, and will include its corresponding citation of sources, or references. The images must be in accordance with the procedures established in Appendix 2.

**17. Tables:** Table titles must be short, with a maximum of 10 words and no more than two lines. The same applies to the cell titles, should there be any. All of the abbreviations used in the tables must be explained at the bottom of the tables. The structure must be simple, and items must be numbered consecutively. Tables should be on one side, and figures on the other.

## Appendix 1

### **Cession of author's rights of the papers written by the research working groups at the CESEDEN.**

With regard to the collaboration of name.....  
with ID card number .....in writing the research paper of the  
CESEDEN entitled:.....

.....  
and in accordance with *Instrucción 61/2012*, of September 10, of the Undersecretary of Defense, regarding the processing of official publications by the Ministry of Defense, with *Resolución 420/02161/2013*, of February 12, of the Technical General Secretariat, regarding the economic conditions of the papers written by collaborators for the publications of the Ministry of Defense, and the *Real Decreto Legislativo 1/1996*, of April 12, by which the revised text of the Intellectual Property Law is approved, thus regulating, clarifying and harmonizing the legal stipulations in force regarding the subject matter,

Makes available the cession in favor of the *Centro Superior de Estudios de la Defensa Nacional* (CESEDEN) (*National Defense Studies Center*) of the exploitation rights of the intellectual property of the aforementioned text, of which I am the author, for an indefinite period of time, and with the power to cede it to third party periodical publications, websites, or its publication as part of a book, regardless of the country.

The author

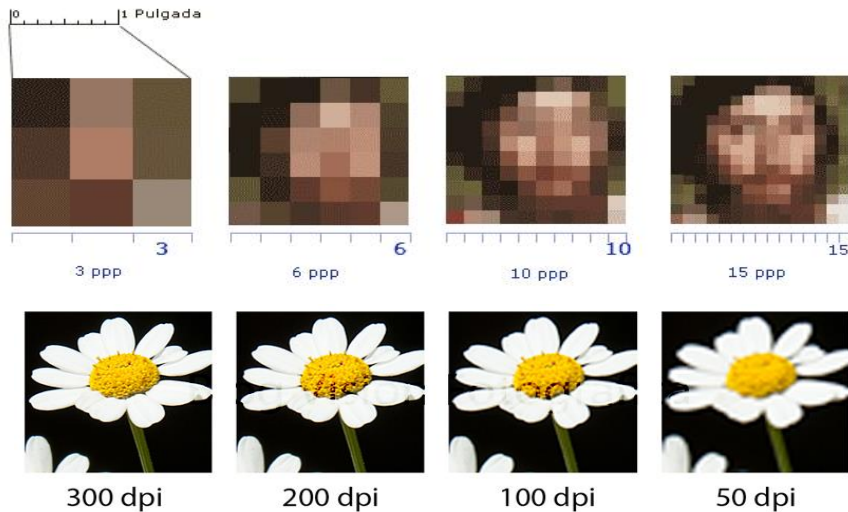
Name .....

In Madrid, on the .....of ..... of 201.....

## Appendix 2

### Instructions for the inclusion of graphic material

- The printing resolutions must be in **DPI**, dots per inch in English, or **PPP** in Spanish, pixels per inch<sup>1</sup>.



The more pixels represented on the screen or points printed per area, the higher the resolution of the image will be.

- Resolution standards.** There are two standards related to the resolution of digital images: 72 **dpi** used to visualize images on screen (applied to webs or multimedia), and 300 **dpi**, used in the printing systems.



\* Pregunta al impresor sobre la resolución en la que debe entregar el (o los) archivo (s)

1.- The points per inch (ppp) simply indicates the amount of pixels of a digital image that we can insert in an inch of printed image. In other words, the ppp indicates the resolution or density of points in a printed picture.

**3. Minimum required image quality.** The minimum required image quality resolution is 300 ppp. This allows the transfer to the text of images 11 cm wide with sufficient quality.

Therefore, if the author wants to insert an image of **11x10 cm with 300 points per inch**, we need at least the following quality:

- **Longer side:**  $11 * 300/2.54 = 1,299$  pixels.
- **Shortest side:**  $10 * 300/2.54 = 1,181$  pixels.

To verify this quality, the Excel table attached to these instructions must be used for each image. To do so, the number of pixels of the image to be included must be typed in. The limit to determine the sufficient quality will be a result of a width of 11 cm. or more.

The image below is a screenshot showing this table. The image in this example has a width of 1,600 pixels and height of 900 pixels. The author typed these values into their corresponding boxes. The result in the “Width” cell is 13.55 cm, which is greater than the minimum required 11 cm, and thus would be acceptable for publication.

If the result is less than 11 cm, this image cannot be included.

Resolución / Calidad para imprimir						
	Excelente	Muy buena	Buena	Aceptable	Baja	
Píxeles de la imagen	✓ 300	200	150	110	72	
Ancho	1.600	13,55	20,32	27,09	36,95	56,44
Alto	900	7,62	11,43	15,24	20,78	31,75
Se puede imprimir la imagen a esta medida: expresada en centímetros						
El ancho mínimo, de una foto, para incluir en libros editados por Publicacines es de 11 cm						
introduzca los píxeles de la imagen, al conocerlas, tras consultar las propiedades de esta.			Medida adecuada Medida en el límite Medida insuficiente			

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- 4. To see the properties of an image** (the number of pixels it has), and determine if it is valid for printing, the following procedure must be followed:
1. Click the right button of the mouse on the image desired and select “Properties”.
  2. Select “Details” where you will see the pixels (quality) that the image has for its Width and Height.
  3. Input the numbers that appear into the table to obtain the calculated value to compare to the established 11 cm minimum.

The Excel table tool will be made available to the authors when the workgroup is established, upon the approval of his/her proposal to write an article, or upon commission of the IEEE. In any case, it will be available, along with this Summary of Standards, on the IEEE Website, at URL:

<http://www.ieee.es/comun/contacto.html>