ANEX I. CONSIDERATIONS ABOUT PLAGIARISM IN ACADEMIC WORKS[1]

Plagiarizing consists of copying ideas, direct quotes or somebody else's complete works and presenting them as if they were original. In a broader sense, it is also considered plagiarism to develop similar plots for books or films, using similar chords or melodies for songs, or showing designs resembling another work of art, trademarks, inventions or commercial products.

Lately, academic plagiarism happens very frequently. That is why society wonders if schools and universities are putting into practice values of honesty and intellectual endeavour as they should. Faculty members should be responsible for eradicating plagiarism malpractice. In addition to this, students are not normally aware of the recrimination that plagiarism malpractices entail, and that they are even considered a crime. Making students aware of all that is the aim of this document.

Authors from the humanistic disciplines usually include somebody else's ideas or fragments into their own texts, which is not considered plagiarism provided that the information from other authors have been correctly included and quoted. What is more, the quality of the work is improved when other authors' quotes are incorporated because it means that it is founded in the evidence of previous research. Nevertheless, it can prove difficult to the novice author to discern what plagiarism is or is not in the scope of this subject. Some general criteria are defined below, which attempts to guide the student on what is plagiarism (a), what is not plagiarism (b), and some misuses of bibliographic citation (c):

a. What is plagiarism.

- Obviously, ideas, sentences, paragraphs or complete texts from other authors should not be used without a proper citation.

_____

[1] These ideas come from the considerations expressed in the document of Bustos, A. _et al._ (2012). _Implantación de un manual de estilo académico_. Unedited. Style standards were approved in the College Board and they are annexed to the _Guide for the preparation and evaluation of the thesis (TFG)_ of the Teacher Training College.

- It is plagiarism to summarize or paraphrase the original ideas of the text even if they are in the student's own words without properly citing the original work.

- Plagiarism equally affects any type of source and in any format.

- It is plagiarism to copy quotes or ideas from unpublished works such as class notes or academic papers since they are copyrighted. Therefore, they should be cited appropriately.

b. What is not plagiarism.

- Original ideas, however, are not plagiarism. This may be texts which include deductions, reflections and one's own comments even if they arise from the following: reading other people's works; general culture; the collection of results or surveys and their analysis; popular knowledge or that acquired by experience; field work; introductions, methodological considerations, objectives, conclusions, etc.

c. Some misuses of bibliographic citation

- It is a misuse of the bibliography to present some final bibliographical references without having actually consulted, used and cited these in the text correctly.

- It is a misuse of the bibliography to present final bibliographical references even after consulting them if they were not actually used in the text to specify ideas or specific literal citations that have been taken from each of the works referenced. Note that these should be cited throughout the work in the appropriate place.

- On the other hand, one's own work should not simply be an accumulation of quotes and references from other researchers, since the students must in any case rely on them to propose and create something new.

- It is interesting to draw attention to the general tendency we may have to visit electronic pages with encyclopedic content (fundamentally, Wikipedia). If it is

properly cited, it is not considered plagiarism, but, in any case, students should know that the use of such pages is an indication of a lack of expertise in the search for information in a context of extraordinary abundance of bibliographic sources, since more and more scientific articles are published on the Internet. In addition, electronic references in which the author is not identified, such as an individual person or an institution, should be avoided since it is necessary to know the authorship of works cited.

Many software created to detect plagiarism already exist both in the private market and in free software, especially for use in academic fields.

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SECTION I. STYLE RULES

SECTION II. CITATION SYSTEMS AND BIBLIOGRAPHICAL REFERNCES

SECTION I. STYLE RULES

In academic, formal writing, it is necessary to be careful with, in addition to spelling and style, the typographical aspects that appear in the composition. An appropriate configuration of a text, from the graphic or visual point of view, favors its readability and comprehension and makes it more attractive to read.

In academic works, it is common to follow a style sheet or guide, which is a document where format indications are given for the different elements of our text and, especially, for the bibliography. It should not come as a surprise that the bibliographical and ortho-typographical recommendations presented below differ from others that the reader can find in other books and journal articles since, for practically every publication, it is necessary to adopt a different bibliographic reference style. This is, admittedly, a nightmare for researchers. However, there are some basic schemes that are maintained with slight variations that we can become familiar with.

In the following section we present a style guide that synthesizes the fundamental APA 7th edition standards, which is one of the most recognized and used citation styles in the academic world. However, some of the style rules may be followed less rigidly, for example in the case of differences in the text or at the bottom of the page, which we point out throughout this section.

American Psychological Association. (2019). APA Standards -7th Edition.

1. Page

The page orientation is vertical. APA standards 7th ed. requires 2.54 cm values in all margins (top, bottom, right and left). However, the default values for main word processors are 2.5 cm for the top and bottom margins, and 3 cm for the left and right margins. These values are considered equally acceptable.

2. Text font and paragraphs

The following information indicates the specifications of the APA format:

- Font: Times New Roman or o Arial
- Size: 12 pts.
- Alignment[1]: Left and justified on all lines to avoid jagged edges.
- Line spacing: 1.5.
- Indentation: It is necessary to leave five spaces in the first line of each paragraph.

3. Page numbering

APA style has specific rules for page numbering. The numbers should be located in the upper right-hand corner. The numbering on the copyright page, indexes, the lists of tables and figures, the dedication and preface pages must be done with Roman numerals (I, II, III). The content of the document (from the introduction onwards) must be numbered with Arabic numerals (1, 2, 3). However, flexibility is acceptable here, so that, according to a student's preference could, he or she could simply maintain Arabic numbers throughout the document or, change the place of the page numeration (in the center or upper or lower corner of the document).

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[1] In external matters of presentation, these FFP Style Guidelines differ in three respects from the APA 7th Ed. : 1st. In APA lines are not justified. 2nd. In APA, line spacing is double. 3rd. In APA, citations longer than 40 words, which are indented, do not have minor spacing or fonts.

4. Abbreviations in APA format

The APA standards allow for the abbreviation of certain words, which are listed below:

- Chapter: Chap.
- Coordinator(s): Coord. (Coords.)
- Edition: Ed.
- Revised edition: Rev. ed.
- Editor(s): Ed. (Eds.)
- Translator(s): Tran. (Trans.)
- No date: n.d.
- Page (pages): p. (pp.)
- Volume (Volumes): Vol. (Vols.)
- Number: Num.
- Part: pt.
- Supplement: Suppl.

5. Index and level of headings in the text

If the paper is an extensive text, an index should be added after the cover to show the major sections of the work. Each section will be numbered using the metric system (1; 1.1; 1.2; 1.3; 2; 2.1; 2.1.1; 2.2.2; 3…). In the general index, the title of the sections of the first level (1, 2, 3, 4…) will be centered, in bold, and each word starting with a capital letter. The titles of the second-level (1.1) sections, should be aligned to the left, done in boldface, and each word should start with a capital letter. Third level headings (1.1.1) will appear aligned to the left, in boldface, and in italics, and each word should start with a capital letter.

In the text, the headings and subheadings will follow these style rules:

Level 1: **Centered. Bold font. Each Word Beginning *with a* Capital Letter**

Level 2: **Aligned to the left. Bold font. Each Word Beginning *with a* Capital Letter**

Level 3: ***Aligned to the left. Bold font. Italics. Each Word Beginning with a Capital Letter***

Level 4: **Aligned to the left. Bold font. Each Word Beginning** *with a* **Capital Letter. Indented ½ inches (1.27 cm). With a period at the end**.

Level 5: ***Aligned to the left. Bold font. Italics. Each Word Beginning with a Capital Letter. Indented ½ inches (1.27 cm). With a period at the end.***

To start a new chapter as first level, it is recommended that students insert a page break and, therefore, this chapter will start on the next page. A blank line is usually left between the end of a subheading and the beginning of another within a chapter.

6. Table and figures

The tables display exact numerical values and the data is arranged in an organized manner in rows and columns, making it easy to compare and understand. Figures are any type of illustration that is not a table (a chart, a graph, a photograph, a drawing, or another form of graphic representation).

Both tables and figures must be numbered in an orderly manner with Arabic numerals. The titles of the tables and figures must be clear, brief and explanatory. They should be written, if possible, in the same font size, aligned to the left of the table or figure. The term Table X or Figure X should be written in bold, and below the title in italics. Generally, those completed statements appear above in the tables, and below in the figures.

Under the legend Table X or Figure X, the source should be entered, itself-made (then put "Own elaboration"), or from some other sources.

If they are used in the work, it is recommended that an index of tables and figures should be made after the general index.

In the data of the tables, the vertical and horizontal lines of separation between cells should not appear, only those that contain the sections in the first row and/or column.

7. Use of italics, bold and underlining

Italics will be used for the titles of works of art (literary, scientific, musical, etc.) and to indicate a foreign expression or word that does not appear in a standard English dictionary and is not adapted to the phonetic and orthographic norms and conventions of the English language. Bold type will be used only in the title and subtitles of the work that need it, according to the above, but it will not be underlined.

8. Title page and formal outline of the work content

The cover page, as well as the length and the general outline of the paper, should be done according to the recommendations of University and Faculty in question, which are detailed in point 2 of this document (Structure and Format of the Undergraduate Thesis) However, some further tips are given in the following section to help guide the student:

8.1 Introductory parts

a) Cover: The university, the faculty center, the city, the degree, the logo of the faculty center, the type of work in question, the degree and the title of the paper must be reflected. Next should come the student's name, ID number and email. Finally, the name of the professor who is directing the thesis, their area of expertise and department should appear, preceded by the words: "Presented by". The model would be the following:

UNIVERSITY OF EXTREMADURA

TEACHER TRAINING COLLEGE

CACERES

B.A. IN PRIMARY EDUCATION

Facultad
de **Formación**
del **Profesorado**

THESIS, CALL, YEAR

TITLE

Presented by:

ID Number:

E-mail:

Supervised by:

Division of department:

Department:

b) Index

c) Introduction: Here the content of the thesis must be presented. In the introduction, the motivation and purpose of the chosen topic are presented, as well as the methodology used.

d) Justification: Here the skills acquired in the degree that allow the student to carry out the thesis must be stated.

8.2. Main body parts

a) Development of the content of the thesis, organized in parts (sections and subsections).

b) Conclusions, with the results of any study undertaken, as well as any limitations it might have.

c) Bibliographic references

d) Annexes

BLOCK II. CITATION SYSTEM AND BIBLIOGRAPHICAL REFERENCES

It is common and advisable to rely on prestigious sources to uphold the quality of academic work. The way we cite sources in the text body, as well as the way we write bibliographic references, must follow the same rules throughout the document. To facilitate this process, we present here a summary of the APA-7 edition standards for academic writing. However, a more complete version can be found at the following link: Guide-Standards-APA-7th-edition.pdf

1. Bibliographic citation in the text

1.1. Direct quote

A quote is considered direct when fragments or textual ideas are extracted from a text and used in another work. Omitted words or phrases are replaced with an ellipsis in parentheses (...). The interventions of the author of the paper in the citation are placed in square brackets [...]. For this type of citation, it is necessary to include the author's last name, the year of publication and the page from which it was taken, whenever possible. Example: (González, 2016, p. 34).

If the text quoted has less than 40 words, it is inserted in the text between quotation marks, without italics. A trailing dot must be written after the data. The following example is given:

In line with this statement, the idea of Alvermann (2017) is illustrative: "We can consider that a person is intrinsically motivated by reading when they are reading freely" (p. 98). It can also be expressed like this:

"We can consider that a person is intrinsically motivated by reading when they are reading freely" (Alvermann, 2017, p. 98).

Quotations that have more than 40 words are written separate from the text, indented 1.27 cm, without quotation marks, without italics and with double spacing (although 1.5 is accepted). If there is an additional paragraph within the citation, the indentation must be extended by 1.27 cm more. At the end of the quote, the point is placed before the data. Here is an example:

> No es preciso estar, claro es, en la política activa para agredir con éxito al sentido común. Hay un ex cargo muy importante, fuera de ella ya, inteligente tertuliano de radio, que, pocos días ha, estremeció a sus oyentes —lo soy, y muy complacido— con la apocalíptica denuncia de que el presidente Aznar «ha dado un giro de 365 grados». ¿Tantos? Pero siempre hay consuelo: imaginemos que el giro hubiera sido bisiesto.
>
> Fue sin duda un lapsus, pero otro hombre público, defendiendo por las ondas la aspereza de las sanciones a los conductores de trago largo, aseguró parecerle escasa porque, a veces, la policía se encuentra con moñas meritorias de mayor castigo. (Lázaro, 2004, p. 19).

1.2. Paraphrased citation

In the paraphrased quote, the ideas of another author are used, but these are reformulated in the author's own words. In this citation it is necessary to include the author's last name and the year of publication. Although APA does not require such citations to include the pages, it is convenient to make them explicit whenever possible to locate the text cited. Depending on the wording of the paragraph, the quote could be resolved in different ways:

a. En efecto, puede considerarse que la motivación por la lectura se da cuando el sujeto lee libremente (Alvermann, 2017, p. 98).

b. Como se aprecia en algunos estudios (Alvermann, 2017, p. 98), la motivación por la lectura se da cuando el sujeto lee libremente.

c. Alvermann (2017, p. 98) defiende que solo cuando el individuo lee libremente, sin ser impuesto, puede hablarse de auténtica motivación por la lectura.

1.3. Secondary citations

On occasion it will be considered necessary to present the idea of an author, but where this idea has been found in another work, different from the original in which it was published. For example:

Classical conditioning has many practical applications (Watson, 1965, cited in Lazarus, 1982).

Or, on the other hand we could write:

Watson (1965, cited in Lazarus, 1982) maintains the versatility of the practical applications of classical conditioning.

In the above example, the author of the paper has cited an idea originally contained in Watson's book, but has located it in Lazarus's book, which she or he previously consulted and cited.

1.4. Format according to the number of authors

Regarding the number of authors, if there are two, their last names will always be cited. These are separated by "and" in the text body. Examples:

a. Rosenblum and Kuttner (2010) state that this phenomenon is possible.

b. This phenomenon is certainly possible (Rosembum and Kuttner, 2010).

If the citation has more than two authors, the last name of the first author only should be used, followed by "et al." (along with the year). For example: Almeida et al. (2000) defend…

1.4.1. Citing two works in the same parenthesis.

To include the authors of several works within a parenthesis (because they coincide in their ideas or their points of view or study topics), the authors must be ordered alphabetically according to the order of appearance in the reference list. Semicolons are used to separate them. Example:

Self-image studies reflect the frequent appearance of the collectivist adjective to describe the other (Esqueda & Escalante, 2000; Montero, 1984; Shu & Diener, 1988, p. 34).

1.4.2. Citation of several works by the same author with the same publication date.

To cite several texts that share the same author and publication date, the references must be organized alphabetically according to the title. Bearing in mind the above, in citations the year of publication must be accompanied by the letters a, b, c, etc. according to the established order. Example: Rojas (1984a) states that culture includes the various representations of beliefs, norms, habits and lifestyles. Elsewhere (1984b), the same author deals with religion.

1.4.3. Quote from the same author with different year.

If they are quotes from the same author but from different years, indicate the author's last name and the corresponding years in parentheses. For example: Freud (2008; 2015) is the greatest exponent of psychoanalysis.

2. Bibliographic references

Bibliographical references will appear at the end of the thesis, with a French indentation of 1.27. It must be ensured that these final references do not include the

material simply consulted or which were of interest to the author or to the topic. Rather, the only material which appears in this section should be that material cited throughout the paper. It is recommended that authors check that all references are cited in the text and that all citations in the text are referenced in the final bibliography.

References should be written in alphabetical order according to the last name of the (first) author (or editor). When a surname is compound (e. g. de Gaulle), they must be ordered according to the prefix. If the author is a company name, it must be ordered according to the first significant word of its name (e. g. The British Psychological Society must appear in the "B" section of the references).

When there are several citations in the bibliographic list of the same author, the article with sole authorship must be listed first, then those articles with coauthor. Within each of these sections these should be listed in chronological order. In the case that years coincide, these should be listed with 2014a, 2014b, 2014c, etc. If the date is missing or unknown, you can refer to this with the expression (n.d.) = no date. In any case, the quality of the electronic sources cited must be ensured. Thus, for example, references without an author's name, anonymous blogs, general or encyclopedic pages, etc. should not be trusted.

According to APA standards, the following guidelines must be met:

In general, when there is more than one author, and up to 20 authors, they are separated with a comma, and the last author will be separated with a comma and then a "and"); year (in parentheses) and period; If there are more than 20 authors, list the first 19 authors and then use an ellipsis after the 19th author's name. After the ellipses, the name of the last author of the work is written and whatever is appropriate.

2.1. Books

Surname(s), comma and initials of the name and period. If there are more than 20 authors, list the first 19 authors and then use an ellipsis after the 19th author's name. After the ellipses, the name of the last author of the work is written, full title in italics and period; city and colon and editorial. Example:

Surname, A.A. (Year). Title in italics. City: Editorial.

Novak, J.D. (1982). Theory and practice of education. Madrid: Publishing Alliance.

Buela-Casal, G., and Miró, E. (2001). "What is" the dream. Why do we sleep and why do we dream? Madrid: New Library

Hernández, P., González, H. & Olmos, G. (2016). *Teoría sobre la adquisición del lenguaje*. Barcelona: Síntesis.

Referencias

Villa Gracia, A., Meo, A., Camacho López, A., Míguez Santacruz, A., Horno López, A., Marcos Rafael, C., Daza Orozco, C., Rosaín, D., Mercado Mercado, E., Álvarez Gandolfi, F., Paula Alejandra, F., Del Vigo, G., Elena, G., Muñoz, J., Banega Peyrot, J., Urbano, K., Diego, L., Guerra, M., Cobos Cobos, T.,... Cerdan Martínez, V. (2018). *Narrativas visuales*. Colombia: Fundación Universitaria San Mateo

If the course is consulted on the Internet:

Surname, A. A. (year). *Book title in italics*. City: Editorial. Retrieved from http://www

If it is consulted on the Internet and it has a doi, the city and publisher data are deleted, and only the doi is entered:

Surname, A. A. (year). *Title of book in italics*. doi: xxxxxxx

(Do not write a period after the URL or after the doi).

2.2. Books with an editor

Surname, A. A. (Ed.). (year). *Title in italics*. Barcelona: Kairós.

Wilber, K. (Ed.). (2018). *El paradigma holográfico*. Barcelona: Kairós.

2.3. Book chapters or conference proceedings

Surname(s), comma and initials of name and period. In the case of several authors, they are separated with a comma, the last author will be separated with a comma and then an "and"; year; title of the chapter that is quoted and point. Next, we write all the directors, editors, coordinators or compilers (initials of the first and last name) after the word "In" followed in parentheses by Dir., Ed., Coord. or Comp., adding an "s" in the case of the plural; the title of the book in italics and in parentheses the edition, volume (this information can be omitted if it is not available), page numbers of the cited chapter and the editorial. For example:

Surname, A. A., & Surname, B. B. (year). Title of chapter. In A. A. Surname (Ed.), *Book title in italics* (xx ed., Vol. Xx., ##-##). Editorial.

Blanco, J. M. & O'Neill, J. (1992). Informática y ordenadores en el aula. En B. R. Gómez (Ed.), *Bases de la Tecnología Educativa* (107-123). Paidós.

Martín, M. J., Gómez-Becerra, I. & Barranco, M. R. (2010). La toma de perspectiva como precursora del comportamiento prosocial y la convivencia escolar. En J. J. Gázquez y M. C. Pérez (Coords.), *La convivencia escolar: aspectos psicológicos y educativos,* 119-124. GEU.

2.4. Journal articles

Surname, comma and initials of name and period. In the case of several authors, they are separated with a comma, the last author will be separated with a comma and an "and"; year in parentheses and with a period after the parentheses; article title; full name of the journal in italics; volume in italics, (number or volume without italics if any), and initial and final page. For example:

Surname, A. A., Surname, B. B., & Surname, C. C. (year). Title of article. *Title of journal article*, *xx*(y), ##-##.

Olmos, E. H. (1995). Theories of Instructional Design. *Educational Technology, 37*(1), 29-34.

Malcolm, K. T., Jensen-Campbell, L. A., Rex-Lear, M. & Waldrip, A. M. (2006). Divided we fall: Children's friendships and peer victimization. *Journal of Social and Personal Relationships, 23*(5), 721-740.

Rubin, K. H., Root, A. K. & Bowker, J. (2010). Parents, peers, and social withdrawal in childhood: A relationship perspective. *New Directions for Child and Adolescent Development, 127*, 79-94.

2.5. Citation from electronic sources

The APA format for citing electronic sources are as follows. The data is the same as for the journals, but the URL from which it was obtained is noted at the end, such as in the following example:

Vandenbos, G. & Knapp, S. (1998). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research, 5*, 117-123. Retrieved from http://www.jbr.org/articles.html

If the research cited is in a journal with a doi, this must be entered after the data set. When the article has a doi, the URL is omitted.

Olmos, E. H. (1995). Theories of Instructional Design. *Educational Technology, 37*(1), 29-34. doi: 10.1007/ 97-0-387-85784-8

2.6. Communications, conferences, presentations or posters in symposiums or congresses (published and unpublished)

The model to be followed is:

Surname, A. (month, year). *Title of contribution in italics.* Communication/conference/lecture/poster presented in Name of the event, City, Country.

González, A. (March, 2016). *Psicología infantil*. Ponencia presentada en el XXIV Congreso Internacional de Psicología, Cáceres, España.

Pérez, E. & Ruiz, S. (May, 2017). Consumo de sustancias como factor de riesgo de conducta delictiva. Comunicación presentada en el X Congreso (Inter)Nacional de Psicología Jurídica y Forense, Sevilla, España.

If, finally, the communication/lecture/conference is published in the form of a book, the model is as follows:

Buj, M. J., & Fuentes, J. P. (2013). Dificultades de aprendizaje y tablets. In R. González Cabanach, R. Fernández, F. Fariña, M. Vilariño, & C. Freire (Coords). *Psicología y Salud I. Educación, aprendizaje y salud* (pp. 75-81). Santiago de Chile: GEU.

Katz, I., Gabayan, K. & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, y P. Scheunders (Eds.), *Lecture Notes in Computer Science. Advanced Concepts for Intelligent Vision Systems* (pp. 97-108). Berlin: Springer-Verlag.

2.7. Other types of documents

2.7.1. Newspapers
Surname, A. A. (date). Title of article. *Name of the newspaper in italics*, pp-pp. Manrique, J. (14 of November, 2014). Comprendiendo la crisis. *El País*, 14-15.

If there is no author, the entry begins with the title: Violencia en las aulas. (26 of September, 2016). *El Mundo*, 21.

If it is online: Cansado. E. (2 of February 2017). Title of article. *Name of the newspaper in italics*. Retrieved from http://elmundodigital.es/cartas

2.7.2. Doctoral thesis, mater thesis or final degree project

Surname, A. A. (year). *Title of the doctoral thesis, the final degree project or master thesis in italics*. (Doctoral thesis, final degree project or master thesis no published). Academic institution.

If it can be located in an online service or database:

Fernández, J. R. (2013). *Análisis psicológico de los cuentos infantiles*. (Tesis Doctoral, Universidad de Extremadura, Cáceres, España). Retrieved from http://www.unex.es/repositorios

González Amigo, J. (2017). *Análisis de libros de texto de Educación Primaria*. (Trabajo Fin de Grado, Universidad de Extremadura, Cáceres, España). Retrieved from http://unex.es/repositorios

2.7.3. Laws, resolutions and government reports

Surname, A. A. (year). *Title or name of the law in italics*. Publication date. Place: Responsible entity.

Consejería de Educación de la Junta de Extremadura. (2008). *DECRETO 4/2008, de 11 de enero, por el que se aprueba el Currículo de Educación Infantil para la Comunidad Autónoma de Extremadura*. Publicado en *D.O.E.* nº 12 del 18 de enero de 2008. Mérida: Junta de Extremadura.

2.7.4. Blogs and online encyclopedias

Surname, A. A. (18 of January, 2015). Title of the blogs or online encyclopedias.
Title of the blogs or online encyclopedias in italics. Retrieved from xxxx

If the author's name does not appear:

Title of the blogs or online encyclopedias. (18 of January, 2015). *Title of the blogs or*

online encyclopedias. Retrieved from xxxx

2.7.5. Comments on blogs or web pages

Surname, A. A. (15 of September, 2015). Title of comments or its first word [Comments]. Retrieved from xxxx

2.7.6. Movies

Surname of the producer, A. A. (Producer) and surname of the director, A. A. (Director). (year of publication). *Title of the movies in italics* [Motion picture]. Producer.

2.7.7. CD

Surname, A. (year of copyright). *Title of CD in italics* [CD]. City: Record label.

If it is a song on a CD: Surname, A. (year of copyright). In *Title of album in italics* [CD, record, cassette, etc.]. Place: Record label.

2.7.8. Informal documents published or unpublished (notes, interviews, electronic materials, podcasts, sound materials)

APA standards present a generic format for this type of document. It can be adjusted according to the type of materials, such as in this model:

Surname. A. A. (year). Title of the material. [Material description]. Location.

3. The citation-footnote/endnote system

Notes are comments or quotes that are placed outside of the main text, and that present complementary or marginal data. For this reason, they are written in smaller letters than the body of the text (usually two points less). They have different functions: to indicate the origin of the citations (it must be taken into account that their use implies duplicating the documentary index of bibliographical references, which should always appear at the end of the investigation), to expand the documentary references, to add a reinforcement citation, to extend observations, or to offer the

quote in its original language. However, it is convenient not to abuse footnotes.

After the citation, a call (a superscript number) is inserted that refers to a note, either at the foot or at the end of the work. For example:

Horacio Vázquez Rial publicó *La isla inútil* en 1991. Narraba los días de Walter Bardelli en la isla del Caribe a la que había ido a refugiarse «por afán de ausencia, para salirse de la vida de los demás como quien muere, y para lamerse las heridas sin representar una carga sentimental para nadie».[1] Allí, sin entusiasmo y quizá sin interés,

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[1] *La isla inútil*, Barcelona, Editorial Juventud, 1991, pág. 11.

In a Word document, to insert a citation, it is neceesary to go to References and then Insert Footnote. The corrugated figure and the space at the bottom of the page will be created automatically. By default, a font size of 10 appears in the space at the bottom of the page, which is the one to be used. In Open Office, the sequence is Insert>Footnote/Endnote. It is possible that within the footnote the font is changed to the default by the word processor, so you have to change to the font of the rest of the document, except for the size, which should be two points smaller.