



1. EXTENSION, STRUCTURE AND CONTENTS

The text (if presented as an Article) should be between 8,000 and 10,000 words long including: footnotes, tables, figures, acknowledgements, references, etc. Only the extended abstract in English is excluded from this extension.

The text may be written in Spanish, English, French, Portuguese or Catalan.

Structure of the texts:

- 1) **Title:** as short as possible (maximum 20 words) and indicating, where appropriate, at the end, the country or countries in which the research takes place.
- 2) **Abstract:** maximum length of 200 words; this abstract must include the justification and objective of the research, the methodology and the main results.
This abstract must be presented in the same language as the main text and also in English. If the principal text is in English, another abstract in Spanish must be attached.
- 3) **Key words in the text:** from 3 to 5. These words should NOT already be included in the title of the article.
- 4) Between 3 and 5 **key ideas** as highlights (maximum 15 words each). They will be included as long as the text is submitted to the Articles section, without being necessary in the other sections.
- 5) **Extended abstract in English:** only in case the text is accepted for publication as an Article (in any other section it will not be necessary), and when the language of the main text is not English.

This extended abstract in English does NOT replace the previous one of 200 words maximum. Its structure will be as follows: 1) Introduction and justification; 2) Objectives, methodology and sources; 3) Results; 4) Discussion; 5) Conclusions and 6) Future directions. All this in an extension between 1,000 and 1,500 words.

- 6) Contribution of the authors. To highlight the real contributions of the different authors, TERRA uses and relies on the CRediT system (Contributors Roles Taxonomy). A **template** (EXCEL file) is available on the TERRA website, with precise instructions, which must be sent together with the text whenever it is signed by more than one author.



Contents of the Articles:

- 1) **Introduction and justification.** The problem or topics and the interest in studying them must be clearly stated, conceptualised and justified, followed by the clear formulation of one or more research questions, as working hypothesis.
- 2) **Theoretical and conceptual bases.** Based on the hypotheses or research questions, the relevant theoretical-conceptual contributions in the national and international literature, on which the research is based, have to be raised.
- 3) **Objectives, methodology and sources, areas or cases of study.** Considering these conceptual bases, clear objectives, an appropriate methodology to achieve them, and the sources of information for all this must be established. This section should present, where appropriate, the areas or case studies in which the research is being carried out, justifying their adequacy and/or relevance.
- 4) **Results.** These must be set out clearly and concisely. They must not be mixed up with the next section.
- 5) **Discussion.** This section is particularly important, as it is here that the research questions or hypotheses must be answered, based on the results obtained, and interpreted in the light of the theoretical-conceptual bases drawn from the relevant national and international literature.
- 6) **Conclusions.** These are not a simple summary of the results. They must present a final impression, very global of the aspects analysed, as well as transmitting the implications of the research carried out in a wider context, demonstrating the real importance of the findings, in a scientific and/or applied perspective.
- 7) **Future orientations.** A brief reflection should be introduced on what new perspectives, approaches, methodologies, data sources, areas of study, etc. should be taken into account to continue and advance the research or line of investigation.

2. AUTHORSHIP AND ACKNOWLEDGEMENTS

The identification of the authors must appear on the first page of the text:

- a) The name(s) and surname(s) of each one.
- b) Address(es) and institution(s) to which the author(s) belong.
- c) Maximum academic rank achieved by each author to date.
- d) Electronic address.
- e) ORCID code of each author (if available)



Prior to the bibliographic references, acknowledgements should be included, if necessary, recognizing the work of institutions and non-authors of the research, for example, who have contributed to obtaining information, access to areas of study, review of the manuscript and similar tasks. If the work has received financial support, this must be mentioned and acknowledged by providing the relevant project or grant code.

Finally, potential conflicts of interest must be declared

3. SUGGESTION OF POSSIBLE EVALUATORS

Authors must suggest up to 3 potential evaluators who not belong to the same institution, nor have they had previous scientific collaboration.. The name of each evaluator, the institution to which he/she belongs and his/her e-mail address must be included. In any case, a gender-balanced proposal is suggested.

This proposal does not imply any commitment by TERRA to use such potential evaluators.

4. ORGANIZATION AND FORMAT OF THE TEXT

The text will be sent in a single document including tables and figures, references, summaries and figure captions in word processor (.doc / .docx / .odt / .rtf). It will be differentiated:

- a) First page: title, authorship and potential evaluators
- b) Second page: the main text as indicated in the first section of these rules, in terms of structure and content. The formal aspects are indicated below (typeface, spacing, etc.).

The main text should not contain any information to identify the authors of the work. In the case that the author has previous contributions on the subject he or she has cited in the text and they have to be subsequently referenced, during the evaluation process they must be made anonymous until the eventual passing of the peer review process. For this purpose, only AUTHOR-1, AUTHOR-2, etc. will be placed. Non-anonymised articles will be rejected. Likewise, any metadata that could allow the identification of any author should be removed from the properties of the document.

The general format will have an A4 page size (3 cm in all margins), single spacing, full justification and Times New Roman font, size 12 points, except for the article title (14 points) and footnotes, tables or figures (10 points). The paragraphs will go without bleeding and the separation between them will be one space. The headings must be numerical (example: 2, 2.1., 2.1.1.). The editors will be responsible for page numbering.



All the sections will be hierarchized without indenting and following the next guidelines: Arabic numeration in capital letters and bold (12 points) [1. CAPITAL LETTERS]. The tables and figures will be inserted into the document trying to place them at the top of the corresponding page.

5. INCLUSIVE LANGUAGE

Inclusive language recognizes diversity, conveys respect for all people, is sensitive to differences and promotes equal opportunities. Content should not make assumptions about any reader's beliefs; should not contain anything that would imply that one individual is superior to another on the basis of age, gender, race, ethnicity, culture, sexual orientation, disability or health status; and should use inclusive language at all times. Authors must ensure that writing is free from prejudice, stereotypes, jargon, reference to the dominant culture and/or cultural assumptions. We advise seeking gender neutrality by using plural nouns ("clinicians, patients/clients") by default/whenever possible to avoid the use of "he, she" or "they". We recommend avoiding the use of descriptors that refer to personal attributes such as age, sex, race, ethnicity, culture, sexual orientation, disability or health conditions unless they are relevant and valid. These guidelines are intended as a reference point to help identify appropriate language, but are by no means exhaustive or definitive.

As guidance, authors may refer, for example, to the document "Guides for the non-sexist use of language", from the Spanish Ministry of Health, Social Services and Equality. This document is available on the following website: https://www.inmujer.gob.es/servRecursos/formacion/GuiasLengNoSexista/docs/Guiaslenguajenosexista_.pdf

6. NOTES

Footnotes should be reduced as much as possible and avoided as much as possible. If necessary, they will be numbered consecutively in the body of the text, in Arabic numerals after the word indicated. If that word is followed by a punctuation mark, the numbers will be placed before the sign. The format is single-spaced, Times New Roman, size 10 and separated from the main text by a thin line.

7. QUOTES

Preferably double quotes or English quotes ("...") should be used. Short quotations (up to 20 words) will appear within the text, between double quotes ("..."), never in italics. When internal distinctions are necessary in a citation, single quotes should be used ('...'). If necessary, a space should be added between the single and double inverted commas ('... ' ').



In the text, the APA (American Psychological Association) style will be used, 7th edition (<https://apastyle.apa.org/>) . For citations in the body of the text, enter the summary citation in parentheses with the author's surname(s), followed by the year of publication. When the quotation is also literal, the page number or specific location of the phrase/s in the original text is included. Some cases are briefly detailed below, with practical examples.

7.1. Citation in the text of a work with an author

When the author's surname(s) forms part of the narrative, only the year of publication of the article is included in brackets: (...) *de acuerdo a Alberdi (2018), dinamizar iniciativas locales de promoción agroecológica...*

When the surname(s) and date of publication are not part of the narrative of the text, both elements are included in brackets, separated by a comma: (...) *en un estudio sobre la agricultura ecológica y de proximidad... (Alberdi, 2018).*

When the date and surname(s) are part of the sentence they are not in parentheses: (...) *en el año 2018, Alberdi estudió las iniciativas locales de promoción agroecológica...*

When reference is made to more than one work by the same author and year, the lower case letters after the date will be used to differentiate them: (Alberdi, 2011a); (Alberdi, 2011b).

7.2. Citation in the text of a work with more than one author:

Citation in the text of a work with **two authors**: both authors are always cited each time the reference occurs in the text joined by "and" or "&":

(...) *en un trabajo reciente sobre el despoblamiento (Pazo y Moragon, 2018), proponen...*

Pazo y Moragon (2018) hablan de envejecimiento y despoblamiento...

En 2018, Pazo y Moragon señalan la despoblación como uno de los problemas...

Citation in the text of a work with **three or more authors**: the surname(s) of the first author followed by "et al.

Aldrey et al. (2008) demuestran como el tema de la despoblación en Galicia...



El tema de la despoblación en Galicia (Aldrey et al., 2008) supone...

In the case that two or more works are cited by different authors in the same reference, the surname (preferably, or, if applicable, two surnames) and respective years of publication are written, separated by a semicolon within the same parenthesis, in the order in which they appear in the "references" section: (...) en varias investigaciones (Bock & Shucksmith, 2012a, 2012b; Camarero, 2015) concluyeron que...

These quotations must always follow the order of antiquity, the oldest ones first: (...) en varias investigaciones (Bock & Shucksmith, 2012a, 2012b; Camarero, 2015) concluyeron que...

7.3. Textual citations

7.3.1. Short text citation

If it contains **less than 40 words**, it is incorporated into the text in quotes, without italics, and at the end of the citation the author's surname(s), year and the page(s) in brackets where the citation is located are included. If the author and year are cited in the sentence that introduces the citation, at the end of the citation only the number or interval of pages in parentheses is included:

Option 1: (...) “en Castilla la Vieja o Aragón son ya muchos los pueblos de varios cientos de habitantes que están vacíos de todo” (Beiras, 1969, p. 179).

Option 2: (...). Según Beiras (1969) “en Castilla la Vieja o Aragón son ya muchos los pueblos de varios cientos de habitantes que están vacíos de todo” (p. 179).

7.3.2. Long text citation

If it is more than 40 words long, it is placed in a separate paragraph, indented on the left, without quotes, without italics, and without first-line indentation. After the full stop and end, the author, year and page number are cited in parentheses. As with short textual citations, if the author and year are cited in the sentence that introduces the citation, only the page number in parentheses is included at the end of the citation.

When we cite a work produced by an organisation or entity the first time it is cited, the full name must be included. In subsequent citations we may include the abbreviated name:



Example 1st citation: (Federación Española de Municipios y Provincias [FEMP], 2016).

Example of subsequent citations: (FEMP, 2016).

A part of the text cited may not be omitted without being marked; it must always be indicated by a full stop in parentheses (...). And any comments inserted must appear in square brackets []:

(...) “Sin embargo, el capital social de cohesión tiene su mejor campo de cultivo en grupos en los que sus miembros comparte características y puntos de vista comunes (...) lo que les hace extremadamente vulnerables hacia el exterior [según este autor] cuando sus puntos de vista pueden no ser compartidos” (Buciega, 2013, p. 137).

8. TABLES

They should be inserted in the appropriate place in the document in Word format, with Arabic and consecutive numbering, and with a short title at the top in Times New Roman, 10 points bold. They will be accompanied by the corresponding font at the bottom of them (Times New Roman, 10 points normal).

For the data in the table, a normal Times New Roman 10 point font will be used.

The **font** will be indicated with a Times New Roman 10 point normal.

Tables should be cited in the text in the same way as here (Table 1). In no case should the table exceed the established printing margins.

Table 1. Example of a table

Edition	Edition	Edition	Edition
Table text	Times New Roman	10	Title
Paragraph	Anterior-posterior spacing	0	
Paragraph	Line spacing	0	Simple
Table tools	Presentation	Align in the middle on the left	

Source: own elaboration.



The tables will NEVER be inserted as an image, as they would stop counting the words included in it, which would prevent the real adjustment of the original to these editing rules. If, when reviewing the final document, it is found that tables have been inserted as images, the author/s will be required to make the appropriate changes to conform to these rules, with the corresponding reduction of the written text if necessary.

9. FIGURES (PHOTOGRAPHS, GRAPHS, DIAGRAMS, MAPS, ETC.)

The following are considered as figures: maps, photographs, diagrams, tables, etc. (any element that is not a table).

They must be inserted at the appropriate place within the document and must be adjusted to the size of the page. They should be numbered in Arabic and sequentially (Figure 1, Figure 2, etc.), and not be used for photos, graphs, diagrams, maps, etc. They will have a short title in Times New Roman font, 10 point normal and their fonts will be indicated in Times New Roman font 10 point normal.

You must take into account the size in which the figures are inserted, so that legibility is not compromised. It must be taken into account that the texts that the figure may include (legend, for example) must also be legible, being at least of a size in the final reproduction equivalent to Times New Roman 10 points normal. Maps should be provided (as a general rule) with north, scale and legend. The title will NOT appear inside the figure, but above it.

The figures should be inserted into the manuscript with a minimum resolution of 300 DPI for later publication. They can be in black and white or in colour. If a review of the final document shows that the resolution is insufficient, the author(s) will be required to resubmit it with higher quality, thus postponing the final publication.

If they exist, the equations and formulas will be referenced with Arabic numbers (in parentheses and on the right):

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (1)$$

10. REFERENCES

As in the quotes, the style APA, 7th edition will be used (<https://apastyle.apa.org/>). Here you will find some recommendations.

The section will be entitled "**REFERENCES**", will appear at the end of the article and will contain only the sources that support the research and have been used for the preparation of the work. Therefore, each entry in the list of references must be cited in the text.



The references must appear in alphabetical order of the author's surname (or first author) and in lower case.

The works of the same author are ordered chronologically, with the oldest works appearing first. Firstly, the references of the single author appear and secondly the works with other authors. When several works by the same author appear, the name is repeated for each entry.

If the documents have a **DOI**, this must be included as part of the reference. This can be located at <http://www.crossref.org/guestquery/>. The full DOI will be included, following the format recommended by APA, as in this example:

<https://doi.org/XX.XXXX/XXXXXXXXXX>

Navarro, F., Cejudo, E., y Maroto, J. C. (2014). Reflexiones en torno a la participación en el desarrollo rural: ¿reparto social o reforzamiento del poder? LEADER y PRODER en el sur de España. *EURE, Revista latinoamericana de estudios urbano regionales*, (121), 203-224. <http://dx.doi.org/10.4067/S0250-71612014000300010>

That is, always with "https://doi.org" and with active hyperlink. Other formats will not be accepted.

Also included will be, as far as possible, **the URLs** of document references available on the Internet, always indicating the date of consultation preceded by: "Retrieved from":

Foronda, C., y Galindo, L. (2016). Espacios rurales y evaluación de políticas públicas: la transparencia 2.0 de los Grupos de Acción Local. En Á. R. Ruiz, M. A. Serrano, y J. Plaza (Eds.), *Treinta años de Política Agraria Común en España. Agricultura y multifuncionalidad en el contexto de la nueva ruralidad* (pp. 336-350). AGE. Recuperado de <https://idus.us.es/xmlui/bitstream/handle/11441/73416/Libro%20Geografia%20V2.indd.pdf?sequence=1&isAllowed=y> (13/01/2020).

Singh, N. (2013). *Impact of MGNREGA on Migration and Asset Creation*. Report submitted to International Crops Research Institute for Semi-Arid Tropics, Andhra Pradesh, India. Retrieved from <http://vdsa.icrisat.ac.in/Include/Internrep/Report32.pdf> (21/12/2019).

Up to 20 authors can be included, separated by commas and including "&" or "and" before the last author. If the reference has **21 or more authors**, the first 20 authors are included, then three suspension points are inserted (...) and the name of the last author is added:



Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018). (...)

If the author is an entity, institution or group, its full name will appear in the place where the surname(s) and initial of the author's name(s) would appear in the reference:

Ministerio de Educación, Política Social y Deporte (2009). *Los planes de inclusión social en las Comunidades Autónomas y en las Corporaciones Locales*. Madrid: Secretaría General Técnica. Centro de Publicaciones. Ministerio de Educación.

The titles of journals or books are in italics; in the case of journals, it is in italics from the title of the journal to the number of the volume.

The references will respect the following structure:

Printed book:

García Sanz, B. (1997). *La sociedad rural ante el siglo XXI*. Ministerio de Agricultura, Pesca y Alimentación, Secretaria General Técnica.

Electronic version book without DOI:

Gómez-Limón, J. A., y Reig, E. (2013). *La sostenibilidad de la agricultura española*. Cajamar Caja Rural. Recuperado de <http://www.publicacionescajamar.es/pdf/series-tematicas/sostenibilidad/la-sostenibilidad-de-la-agricultura.pdf> (10/09/2019).

Electronic version book with DOI:

Westaway, J., Connolly, J., Collarbone, P., & Scrivener C. (1990). *Urban-Rural links*. Elsevier. <https://doi.org/10.1016/C2013-0-04421-0>

Book with printed compiler, editor, director or coordinator(s):

Paniagua, A., Bryant, R., y Kizos, T. (Eds.). (2012). *The political ecology of depopulation: inequality, lanscape and people*. Centro de Estudios sobre la Despoblación y Desarrollo de Áreas Rurales (CEDDAR).

Chapter of printed book:



Milbourne, P. (2010). Scaling and spacing welfare reform: making sense of welfare in rural places. In P. Milbourne (Ed.), *Welfare reform in rural places. Comparative perspectives* (pp. 1-17). Emerald.

Bock, B., Kovacs, K., and Shucksmith, M. (2015). Changing social characteristics, patterns of inequality and exclusion. In A. K. Copus, and P. de Lima, P. (Eds.), *Territorial cohesion in rural Europe* (pp. 193-211). Routledge.

Article from a printed journal:

Mathieu, N. (1997). Les enjeux de l'approche géographique de l'exclusion sociale. *Économie rurale*, (242), 21-27.

Article from a digital journal with DOI (no volume):

Lozano-Cabedo, C. (2012). El fomento de la integración laboral femenina en el medio rural. Evaluación del impacto de los talleres de empleo en la Sierra de Segura (Jaén). *AGER: Revista de Estudios sobre Despoblación y Desarrollo Rural (Journal of Depopulation and Rural Development Studies)*, (12), 117-147. <https://doi.org/10.4422/ager.2011.04>

Article from a digital journal with DOI (with volume):

Camarero, L., y Sampedro, R (2019). Despoblación y ruralidad transnacional. Crisis y arraigo rural en Castilla y León. *Economía agraria y recursos naturales*, 19(1), 59-82. <https://doi.org/10.7201/earn.2019.01.04>

Article from a digital journal without a DOI:

Domingo, E. (2012). Requena y el proceso de formación de la frontera entre los Reinos de Valencia y Castilla. *Revista Oleana: Cuadernos de Cultura Comarcal*, (27), 5-34. Recuperado de http://contenidos.requena.es/archivo/oleanas/Oleana27-2012/27_3REQUENAPROCESODEFORMACIONDELAFRONTERA VALENCIACASTILLA_EDomingo.pdf (03/5/2019).

Online press article:

Aznar, Y. (19 de agosto de 2010). Pueblo rico busca vecinos. *ABC*. Recuperado de <https://www.abc.es/20100819/sociedad/pueblo-rico-busca-vecinos-20100819.html>

Thesis or Final Degree/Master's Work:



García Palacios, E. (2018). *Gobernanza y dinámicas locales en los programas de desarrollo territorial e implementación del programa PESA en dos municipios del Estado de México* (Tesis doctoral). Universidad de Córdoba. Córdoba (España).

In the case of works in the process of publication, indicate at the end of the reference the status "in press" or "in progress", as appropriate.

11. COVER IMAGE

TERRA Editorial Board encourages you to send a photograph of your subject(s) as part of your work (once it has been accepted for publication as an article); these images will be considered for the cover of our online magazine and other promotional channels. If the photograph was not taken by an author of the work, please credit the photographer in the caption of the figure. Please also ensure that the photograph was not originally published under copyright which would prevent its re-publication on TERRA.

1. Once your text has been accepted for publication on TERRA, please send us the photograph in one of the following formats: Encapsulated PostScript (EPS); Tagged Image File Format (TIFF); Portable Network Graphics (PNG); Portable Document Format (PDF)
2. As a general rule, images containing text and line art (graphics, tables, maps, etc.) will be best reproduced if saved as EPS or PDF. If you choose this option, it is important to remember to embed the fonts. This ensures that any text is reproduced exactly as you wish.
3. Images containing photographic information are best saved as TIFF or PNG, as this ensures that all data is included in the file.
4. The use of JPEGs (Joint Photographic Experts Group) should be avoided as far as possible, as the information is lost during compression; however, it is acceptable for purely photographic subjects if the image was generated as a JPEG from the beginning (many digital cameras, for example, only produce in JPEG format).
5. If you are not sure which format would be the best choice, it is always better to opt for EPS or PDF, as these are more likely to retain the high quality characteristics of the original.
6. Please ensure that all images are a minimum of 600 DPI.

12. RULES FOR OTHER CONTRIBUTIONS



12.1. Experiences and Good Practices

The Rules/Guidelines for their organization and formal presentation are the same as those set out in this document, and apply to the Articles, except for the length, which may be less: from 2,000 words (minimum) to 6,000 words (maximum).

In this case, there will be no external "blind peer" review. The texts will be evaluated only by the Editorial Committee to establish their suitability for the journal.

12.2. Reviews

The Rules/Guidelines for their organization and formal presentation are the same as those set out in this document, and apply to the Articles, except for the length, which may be less: from 2,000 words (minimum) to 4,000 words (maximum).

In this case, there will be no external "blind peer" review. The texts will be evaluated only by the Editorial Committee to establish their suitability for the journal.



	Extension	Evaluation	Structure	Contents	Format
Articles	8,000-10,000 words	Yes, external by blind pairs	<ol style="list-style-type: none"> 1. Title 2. Short abstract (200 words) 3. 3-5 keywords 4. 3-5 key ideas 5. Extended abstract in English 6. Author's contribution 7. Cover image 	<ol style="list-style-type: none"> 1. Introduction and justification 2. Theoretical and conceptual bases 3. Objectives, methodology and sources 4. Results 5. Discussion 6. Conclusions 7. Future orientations 8. References 	<ol style="list-style-type: none"> 1. Page A4 (3 cm in all margins) 2. Single spacing 3. Full justification 4. Times New Roman size 12 point 5. The paragraphs will be unblemished and the separation between them will be of one space 6. The headings must be numerical (e.g. 2, 2.1., 2.1.1.) 7. The editors are responsible for page numbering 8. More details: see from section 2 of these Guidelines
Good Practices (GGPP)	2,000-6,000 words	Yes, Editorial Board	<ol style="list-style-type: none"> 1. Title 2. Short abstract (200 words) 3. 3-5 keywords 	<ol style="list-style-type: none"> 1. Introduction 2. Development 3. Results 4. Conclusions 5. References (if necessary) 	
Reviews	2,000-4,000 words	Yes, Editorial Board	<ol style="list-style-type: none"> 1. Title 2. Short abstract (200 words) 3. 3-5 keywords 	Free / To be established by the author	