

REQUEST OF PUBLICATION AT UPM PRESS

DATE: _____

1. AUTHOR:

2. TITLE:

3. CHARACTERISTICS OF THE MANUSCRIPT

NUMBER OF PAGES		NUMBER OF FIGURES		NUMBER OF FOOTNOTES	
-----------------	--	-------------------	--	---------------------	--

4. SUMMARY

5. NOTES

6. ADMINISTRATIVE CONTACT PERSON

NAME AND SURNAME:

DEPARTMENT:

CENTRE:

E-MAIL:

UPM TELEPHONE		MOBILE TELEPHONE	
---------------	--	------------------	--

INSTRUCTIONS TO FULFIL THE REQUEST

1.- AUTHOR:

Father's family name and mother's family name and first name. If there are more than three authors, please write the name of one of them and then "et al." Always write the full names and family names.

2.- **TITLE:** Including the subtitle, if applicable.

3.- CHARACTERISTICS OF THE MANUSCRIPT:

- Number of pages: Number of pages of the manuscript pursuant to the author's directions¹
- Number of figures: Figures are tables of contents, graphs, formulas, diagrams, charts, images...
- Number of footnotes: Calls in the text to references written at the bottom of the page.

4.- **SUMMARY:** Maximum 150 words.

5.- **NOTES:** The UPM Press books are published in a 17x24 cm size with the insides in black and white, and with an extension of between 150 and 350 pages. In the event that the book does not comply with the standard, this will need to be stated and justified in this section for the analysis and authorisation thereof by the publisher.

6.- **ADMINISTRATIVE CONTACT PERSON:** Person in charge of the follow-up of this publication.

START OF THE PUBLICATION PROCESS

Documents to be submitted before the *Servicio de Biblioteca Universitaria UPM* [UPM University Library Services]² in order to start the publication process

1. REQUEST OF PUBLICATION
1. PUBLICATION AGREEMENT SIGNED¹ by all authors.
2. HARD COPY OF THE MANUSCRIPT according to the author's directions¹
3. CD containing as follows:
 - Word File of the manuscript
 - PDF File of the manuscript
 - All figures of the manuscript with a .jpg format with a resolution of 300 dpi.

Once the publication process is started, the work will not be published until it is approved and the Publication Agreement is signed by the Publisher.

¹ The publication agreement and the author's directions may be downloaded at www.upmpress.es

² Rectorado UPM-Edificio A Calle Ramiro de Maeztu, 7 28040 Madrid. autores.upmpress@upm.es

Certificación

Doña Pilar Moyano Llamazares, Traductora-Intérprete Jurada de inglés, nombrada por el Ministerio de Asuntos Exteriores y de Cooperación, certifica que la que antecede es traducción fiel y completa al inglés de un documento redactado en castellano.

En Madrid, a veintiuno de marzo de dos mil veintiuno:

Ms. Pilar Moyano Llamazares, English Sworn Translator and Interpreter, appointed by the Spanish Ministry of Foreign Affairs and Cooperation, hereby certifies that the preceding is a true and complete translation into English of a document written in Spanish

Madrid, this twenty first day of March of the year two thousand and twenty-one,