

## REQUEST OF PUBLICATION AT UPM PRESS

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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

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## 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 directions<sup>1</sup>
- 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.

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## START OF THE PUBLICATION PROCESS

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

1. REQUEST OF PUBLICATION
2. PUBLICATION AGREEMENT SIGNED<sup>1</sup> by all authors.
3. Word File of the manuscript.
4. All figures of the manuscript with a .jpg format with a resolution of 300 dpi.

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<sup>1</sup> The publication agreement and the author's directions may be downloaded at [www.upmpress.es](http://www.upmpress.es)

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