Submission of proposals:

❏ any proposed text for publication should be accompanied by a statement confirming that this is an original work not being considered for publication in another journal or book;

❏ the authors are responsible for the content displayed on the submitted text, including respect for copyright, any use of citations or reproduction of images from other authors or sources.

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❏ **Working languages:** Portuguese and English or other to be de defined in each issue.

Articles and Essays:

➢ **Title page:** to facilitate the process of evaluation of the submitted proposals, all texts submitted to publication should be preceded by a separate cover/page, which should include the following information:
   ○ Full name(s) of author(s) and respective(s) academic affiliations;
   ○ full address;
   ○ e-mail contacts and telephone / mobile phone;
   ○ brief curricular note (100 words).

➢ **Abstracts:** The articles and essays should be accompanied by two abstracts (up to 200 words each) – one in Portuguese (or in the language adopted at work) and another in English (up to 200 words).

➢ **Keywords:** 5-8 words to accompany the two summaries;

➢ **Size of texts:** between 2500 and 5000 words, not including bibliography.

Visual Essays

➢ up to 5 images (or video);
➢ complementary texts up to 1000 words.

📍 **Book reviews:**

The journal will include a section for the publication of reference bibliographies on the subject of the cover of each number. This section will also accept the inclusion of critical reviews (up to 1000 words) books of various scientific, artistic and cultural areas that will be subject to evaluation by the Reading Committee.

📍 **Styles:**

- ➢ **Format:** texts must be submitted in Word document.
- ➢ **Font, margins and spacing:** all texts must adopt the font Times New Roman, size 12, with standard margins and line spacing of 1.5.
- ➢ **Title:** centered, with initial capitals, bold and followed by a blank line.
- ➢ **Author(s):** name(s) aligned to the right, bold, followed by a blank line.
- ➢ **Epigraph(s) (if applicable):** font size 11; right alignment, blank line below.
- ➢ **Titles of sections of the text (if applicable):** left alignment; not indented and unnumbered; 12 font size, bold; preceded by a blank line, but not followed by blank line;
- ➢ **Normal paragraphs:** justified and indented – left 0 cm; Right 0 cm; 1st row 1 cm.
- ➢ **Quotes:**
  - ○ If less than 4 lines – integrated in the text, in quotation marks and followed by bibliographic reference according to the system author/date, in round brackets;
  - ○ If 4 or more lines – Separated from the main text by a blank line. Indent: left 1.5 cm; Right 0 cm. Font: Times New Roman, size 11. Line spacing of 1. collected Margins 1.5 cm to the right and left of the main text.
- ➢ **Inverted commas and parentheses :**
  - ○ Use " " and not « »;
  - ○ to indicate the omission of textual fragments, within the text, use […] .
- ➢ **Notes:** only permitted endnotes (rather than footnotes). Font: Times New Roman, size 10, 1 line spacing.
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- ➢ **Images:** all images must be identified as Image, being followed by the respective number (Image 1, Image 2, …) together with its own full caption. Text in Word version should already include the images in the place where the author considers it occur. However, these

images should also be sent in a separate document and in JPEG format with high resolution ($\geqq$ 300 dpi).

- ➤ **Bibliography and references:**
  - ○ the text should be accompanied by a bibliography, which should include all of the cited work;
  - ○ font: Times New Roman; Size: 11; 1 spacing.
  - ○ the final bibliography should be arranged in alphabetical order and follow the model Author / Date, in accordance with the following order :
    - ■ SURNAME in uppercase, name of Author;
    - ■ (date of the edition used);
    - ■ "Title of book chapter or article in periodical publication" between " ";
    - ■ *Title of the book or periodical publication in italics* ;
    - ■ Local;
    - ■ Publisher;
    - ■ pages (in the case of book chapter or periodical article, indication of the pages numbers where text can be found).

    Ex. book: CASTELLS, Manuel (1989), *The Informational City*, Oxford: Blackwell.

    Ex. book chapter: FEATHERSTONE, Mike (2001), "Culturas Globais e Culturas Locais", Carlos Fortuna (org.), *Cidade, Cultura e Globalização*, Oeiras: Celta, pp. 83-103.

    Ex. article in periodic publication: MATEUS, Osório (1993), "O Título Roubado", *Românica*, n.º 27, Lisboa: Cosmos, pp. 317-321..

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- ❏ In the text, all citations should be identified through the model **AUTHOR/Date,** indicating in brackets ( ) only the author's last name in UPPERCASE, the year of issue of the edition used and cited pages – ex.: (CASTELLS, 1989: 13-15).
- ❏ If there are simple references to the works (with no text quote or citation), the reference is abbreviated, with only the author's name and the year of edition – ex.: (CASTELLS, 1989)