

PUBLICATION GUIDELINES

Articles submitted should be sent in a single Word document, or other compatible format. If special fonts or symbols sources are used, these must be identified and sent attached to the article.

If the article includes figures or maps, they should be numbered and send in separate files. Their respective positions in the text, as well as corresponding captions, should be clearly indicated in the document.

Each paper, which should not exceed 30.000 characters including spaces (notes, bibliography, tables and annexes included).

Regardless of the language in which it is written, the article must include abstracts in Portuguese and in English of 750 characters each. 4 keywords must also be included as well as information about the author (institution, academic category, and, if desired, contact information, namely mobile phone and email).

A. Style

1. The **text** should be in Times, size 12, with 1.5 line spacing, and margins of 2.5 cm. Underlining is not accepted.
2. The **title** of the article should be aligned to the left, size 14, in bold, and occupy the first line.
3. The **name(s)** of the author(s) must appear on the line immediately following the title, aligned to the right, in size 12, followed by institutional affiliation and personal or institutional e-mail.
4. **Footnotes** (in Times, size 10, with single line spacing) should be kept to a reasonable minimum. The use of an excessive number of tables and figures is also not advisable. The bibliography should include works mentioned in the text or notes and should be ordered alphabetically.

B. Citations

1. Citations of text excerpts:

a) Minor citations that are integrated in the text should be presented between quotation marks without italics.

E.g.:

proposed text, text proposed «cited text, cited text, cited text, cited text, cited text», proposed text, proposed text, text proposed, text proposed, text proposed, text proposed, text proposed, text proposed, text proposed, text proposed text,

b) Larger excerpts must be cited in separate paragraph(s), without quotation marks, with an indentation of 1 cm on each side, similar size and line spacing as footnotes (font size 10), in italics.

E.g.:

proposed text proposed text, proposed text, proposed text, proposed text, proposed text, proposed text proposed text, p

*cited text, cited text cited text cited text, cited text, cited text, cited text cited text cited text, cited text cited text cited text, cited text, cited text,
cited text cited text cited text, cited text cited text cited text, cited text, cited text, cited text cited text cited text, cited text cited text cited text,
cited text, cited text, cited text cited text*

proposed text, proposed text, proposed text, proposed text, proposed text, proposed text, proposed text proposed text,

2. In **documental and bibliographic citation and referencing**, articles should comply with the following rules, adapted from NP 405-1:

a) Citations in text:

i) **citation of documents:** documental citations, in footnotes, should include, although in abbreviated form or initials (to be explained at the end of the text, with the bibliography), all elements required for identification. References to documental funds or collections should be made in italics (e.g.: IAN/TT – *Convento de Santa Clara de Vila do Conde*, cx. 37, mç. 7, s.n.).

ii) **bibliographical citations:** bibliographical references, in footnotes, should include, regardless of the nature of the publication (book, article, etc.), the author(s)' surname(s) (in capitals), year of publication and page(s) where the citation was taken from (e.g.: PIRES, 2009: 319). If two authors are involved, the surnames of both should be indicated, separated by & (e.g.: ROSAS & MÁIZ, 2008: 338). If there are several authors, the first author's surname should be followed by the abbreviated expression «et alii», in italics (e.g.: RAMOS *et al.*, 2009: 622). If the author has more than one work included in

the bibliography and published in the same year, a letter corresponding to the alphabetical order of the bibliography should be added to the year of publication (e.g.: SARAIVA, 2009a: 11).

b) Citations in the final bibliography (mandatory):

i) Monographs:

E.g.: RAMOS, Rui; SOUSA, Bernardo Vasconcelos e; MONTEIRO, Nuno Gonçalo (2009) — *História de Portugal*. Lisboa: A Esfera dos Livros.

SARAIVA, Arnaldo, *org. e introd.* (2009a) — *O personagem na obra de José Marmelo e Silva*. Porto: Campo das Letras.

SARAIVA, Arnaldo (2009b) — *Guilherme IX de Aquitânia, Poesia*. Campinas: Unicamp.

TORRES, Carlos Manitto (1936) — *Caminhos de ferro*. Lisboa: [s.n.].

ii) Periodical publications:

E.g.: ROSAS, António; MÁIZ, Ramón (2008) — *Democracia e cultura: da cultura política às práticas culturais democráticas*. «Revista da Faculdade de Letras – História», III série, vol. 9. Porto: Faculdade de Letras da Universidade do Porto, p. 337-356.

iii) Chapters in collective works:

E.g.: PIRES, Ana Paula (2009) — *A economia de guerra: a frente interna*. In ROSAS, Fernando; ROLLO, Maria Fernanda, *coord.* — *História da Primeira República Portuguesa*. Lisboa: Tinta-da-China, p. 319-347.

iv) Theses:

E.g.: AMARAL, Luís Carlos (2007) — *Formação e desenvolvimento do domínio da diocese de Braga no período da Reconquista (séc. IX-1137)*. Porto: Faculdade de Letras da Universidade do Porto. PhD Thesis.

iv) Electronic Monographs:

E.g.: AMARAL, Luís Carlos (2007) — *Formação e desenvolvimento do domínio da diocese de Braga no período da Reconquista (séc. IX-1137)*. Available at: <<http://www.letras.up.pt/luisamaral.pdf>>. [Accessed on 12/09/2010].

iv) **Electronic Studies:**

E.g.: AMARAL, Luís Carlos (2007) – *Formação e desenvolvimento do domínio da diocese de Braga no período da Reconquista (séc. IX-1137)*. «Revista da Faculdade de Letras – História», III série, vol. 9, p. 337-356. Available at <<http://www.lettras.up.pt/luisamaral.pdf>>. [Accessed on 12/09/2010)].

3. Citation of sources:

Documental citations should as a rule include all the elements necessary to completely identify the source, using abbreviations or initials. These should be explained at the end of the article following the bibliography. References to documental funds should be made in italics.

E.g.: IAN/TT – *Chancelaria D. Afonso V*, Iv. 15, fl. 89