INSTRUCTIONS FOR CITCEM RESEARCH OUTPUT PUBLICATIONS

These instructions aim to streamline and standardise the publishing processes for research papers **produced or coordinated** by CITCEM members.

The instructions concern three levels of standardisation:

1st - All published texts undergo **blind peer review**.

2nd - Bibliographical references follow the ISO (**International Organisation for Standardisation**) norm.

3rd - Text **style and formatting** follow previously established rules.

1. BLIND PEER REVIEW

Publication procedures require the adoption of the **double-blind peer review** model.

2. CITATIONS AND BIBLIOGRAPHICAL REFERENCES

Citation and bibliographical references follow the **international standard ISO 690:2010**, which regulates bibliographic referencing for different types of documents, including electronic. This norm specifies the bibliographical elements that should be included in references to published resources and the order in which these elements should be stated.

2.1. THROUGHOUT THE TEXT

TEXTUAL QUOTATIONS (excerpts in the body of the text)

Small excerpts in the body of the text should be enclosed in quotation marks without italics. The indication of sentence omission, always within square brackets [...], is only used when the omission occurs in the middle of the original text. Example:

This retrospective universality of the Vikings, transformed into an archaeological model for

reading a diffuse past, is well represented in the reading of a city gate in the Kura of Niebla: in it, there are 'statues of people who look like the Normans who are now fighting the Muslims, as well as reproductions of ships like theirs [...], no doubt made as talismans that were supposed to help keep them away from their country'.

Larger excerpts, with three or more lines of text, should be quoted in a separate paragraph(s), without quotation marks, 1.25 cm to the left, in the same size and spacing as the text, and <u>in italics</u>. The suppression of a sentence should always be indicated in square brackets [...] without italics. Example:

> *Above all, a man is worth the education he is given, because only education is capable of harmoniously developing his faculties in such a way that they are maximised for his own benefit and for the benefit of others.* [...] *To educate a society is to make it progress, to make it a harmonious and combined whole of the individual forces, which in turn are developed to the full. And a society can only progress and develop by ensuring that the continuous, incessant and persistent action of education reaches the human being in all three aspects: physical, intellectual and moral.* [include below (Author, date, page(s)].

NON TEXTUAL REFERENCES (in the body of the text)

All indirect quotations or references to authors or works must be made **in the body of the text** with the respective bibliographical references at the end of the passage, chapter or work, in accordance with the Author-Date system of the international standard **ISO 690:2010** (example: Costa 1998, pp. 25-26).

CITATION OF UNPUBLISHED MATERIAL

<u>Unpublished documents deposited in archives or other institutions:</u> the footnote referencing should only include the identification of the archive through the acronym, the title of the fund or documentary collection (in italics) and/or the quotation or archival reference.

ADP. *Convento de Santa Clara. Vila do Conde*. K/19/2-78.

ANTT. *Chancelaria Régia. Chancelaria de D. Duarte I*, liv. 1, fol. 7.

Unpublished texts with an identified author (e.g. letters or literary texts): the citation must follow the Author-Date-Folio(s) rule.

(Caminha 1586, fl. 102r)

Published documents: the citation of published sources, for example in documentary collections, should also follow the Author-Date rule in cases where the author is known. Whenever possible, the original date should be indicated in square brackets.

(Vitrúvio 2009, p. 42)

(Zurara 1989 [1453], pp. 25-33)

BIBLIOGRAPHIC CITATION

Bibliographic citations must follow the **Author-Date system of the International Standard ISO 690:2010**, indicating, whatever the nature of the publication (book, chapter, article, thesis, etc.), the surname of the author(s), the year of publication and the page(s).

Example 1: Its origins are lost in time, but the legends, which are very illustrative, speak of four physicians (Pina 1958, p. 138).

Example 2: For example, as defined by Peter Burke (2008).

One author: Author-Date

(Thomaz 1998, p. 27)

Up to three authors: the surnames of all the authors should be given separately according to the following examples.

(Barca and Gago 2000)

(Ramos, Sousa and Monteiro 2009, pp. 99-128)

More than three authors: the first author's surname must be followed by the abbreviation of the expression *et alii*.

(Largatixa et al. 2015)

Collective author: when the authorship of a cited work belongs to an official organisation, the name of the submitting institution appears first in capital letters. If the organisation is widely known, the

abbreviation may be used.

> (UNIVERSITY OF PORTO. Faculty of Sciences 2000)
>
> (PORTUGAL. Ministry of Education 1991, p. 45)
>
> (UN 2018)

<u>Authors with several works published in the same year:</u> the year of publication should be followed by a letter in lower case corresponding to the alphabetical order in the bibliography). The use of expressions such as Ibid., op. cit., etc. is not recommended.

> (Rüsen 2000a; Rüsen 2000b)

<u>Director, editor, organiser, coordinator:</u> the words *director, editor, organiser* or *coordinator* should be abbreviated according to their indication in the publication, between the author(s)' surname and the year of publication.

> (Curto e Bethencourt, dir., 2009)

<u>Citation of Secondary Sources:</u> whenever the citation is made through another author, the expression *Apud* (according to) or *Cit. by* (cited by) must be placed before the quotation.

> (*apud* Marques 1983)
>
> (Cit. by Collingwood 1978, p. 96)

2.2. AT THE END OF THE TEXT

SOURCES AND BIBLIOGRAPHICAL REFERENCES

The final list of sources and bibliographical references cited in the text must appear at the end of the article. It is up to the author(s) to ensure that the citations and final lists correspond exactly and that the provisions of these publication guidelines are used correctly.

<u>The list of sources</u> should be included immediately after the text and before the bibliographical references and may be categorised, if the author so wishes, for example into handwritten sources and printed sources. It must be organised in alphabetical order.

> Arquivo Distrital do Porto

ADP. *Convento de Santa Clara. Vila do Conde*. K/19/2-78.

Arquivo Nacional Torre do Tombo

ANTT. *Chancelaria Régia. Chancelaria de D. Duarte I*, liv. 1, fol. 7.

<u>Unpublished correspondence</u>: access (institution, location, country) and document identifier (quotation mark) should be added to the usual reference elements (author, year and title of the work).

CAMINHA, Pero de Andrade, 1586. *[Carta] 1586 dez. 6, Vila Viçosa [a] Duarte Nunes de Leão*. National Library, Lisbon, Portugal. COD 242/3.

<u>Published documents:</u> if the author is known, the reference is made to the author's surname.

VITRUVIUS, 2009. *Tratado de Arquitectura*. Translated from Latin, introduction and notes by Manuel Justino.

MACIEL. 3.ª ed. Lisbon: Instituto Superior Técnico. ISBN 978-972-8469-43-6.

ZURARA, Gomes Eanes de, 1989 [1453]. *Crónica dos Feitos da Guiné*. Lisbon: Publicações Alfa. Biblioteca da Expansão Portuguesa, 15. ISBN 9789726261186.

<u>Bibliographical references</u> should be presented immediately after the list of sources. The listing should be ordered alphabetically by the surname(s) of the first author of the reference, followed by the date. If there are several works by the same person, the author's name should be repeated and the references should be ordered by the most up-to-date reference. If there are several references from the same author(s) with the same date, they should be distinguished with a, b, c, ... after the date.

Variations in the author's name, as shown in the examples below, must be respected, whatever the nature of the publication (book, chapter, article, dissertation, etc.).

MONOGRAPHS

THOMAZ, Luís Filipe, 1998. *De Ceuta a Timor.* Algés: Difel. ISBN 972-29-0308-X.

BARCA, Isabel, and Marília GAGO, 2000. *De pequenino se aprende a pensar: formar opinião na aula de História e Geografia de Portugal*. Lisbon: Associação de Professores de História. ISBN 972-8356-30-7.

RAMOS, Rui, Bernardo Vasconcelos e SOUSA, and Nuno Gonçalo MONTEIRO, 2009. *História de Portugal.* Lisbon: Esfera dos Livros. 2 vols. ISBN 9789896363669.

LAGARTIXA, Custódio, et al., 2015. *Hora H 9*. Lisbon: Raiz Editora. ISBN 978-989-744-223-0. UNIVERSITY OF PORTO. Faculty of Science, 2000. *Faculdade de Ciências da Universidade do Porto: 1911-1986 – os primeiros 75 anos*. Porto: Faculty of Sciences of the University of Porto.

CURTO, Diogo Ramada, and Francisco BETHENCOURT, dir., 2009. *Expansão marítima portuguesa, 1400-1800*. Lisbon: Edições 70. ISBN 978-972-44-1423-2.

CONTRIBUTIONS TO COLLECTIVE WORKS

MARQUES, Maria Alegria Fernandes, 1996. O Poder e o Espaço: as etapas de crescimento do Reino. In: Joel SERRÃO, and A. H. de Oliveira MARQUES, dir. *Nova Historia de Portugal*. Lisbon: Editorial Presença, pp. 11-183. ISBN 9722320394. Vol. III: *Portugal em definição de fronteiras (1096-1325). Do condado portucalense à Crise do Século XIV.*

PERIODICALS

Entire magazine or newspaper:

CEM [Em linha]. Porto: CITCEM, 2010- . [consult. 2023-12-15]. ISSN 2182-1097. Available at: https://ojs.letras.up.pt/index.php/CITCEM.

Article in a magazine or newspaper:

PEREIRA, Pedro Teixeira, Eva GOMES, and Olga MARTINS, 2005. A Alienação no Porto: o Hospital de Alienados do Conde de Ferreira (1883-1908). *História: Revista da Faculdade de Letras*. Porto: FLUP, 6(1), 99-128. ISSN 0871-164X.

MONTFORD, Angela, 2003. Dangers and Disorders: The Decline of the Dominican Frater Medicus. *Social History of Medicine* [Em linha]. 16(2), 169-191 [consult. 2023-12-15]. ISSN

0951-631X. Available at: 10.1093/shm/16.2.169.

TRILLIN, Calvin, 1993. Culture Shopping. *The New Yorker*. 1993-02-15, 48-51.

MASTERS OR DOCTORAL THESES

BARROS, Amândio, 2004. *Porto: a construção de um espaço marítimo nos alvores dos tempos modernos*. PhD thesis, Faculty of Humanities of the University of Porto.

CONFERENCE PAPER

FERREIRA, Antero, and Filipe SALGADO, 2023. Digitalização, catalogação e disponibilização online do Fundo Raul Brandão. In: *Oficinas de Investigação CITCEM 22/23: Sessão 14. 24 de março de 2023, Porto, Portugal* [Online] [consult. 2023-12-15]. Available at: https://www.youtube.com/watch?v=6PYWbsk1UxY&list=PLKq-kiPmlWY-1Qq9jp3vHEX-R4y_ZXNvD&index=2.

DIGITAL RESOURCES

BNP [NATIONAL LIBRARY OF PORTUGAL], 2018. *Home page* [Online]. Biblioteca Nacional de Portugal, Serviço de Difusão, Projetos e Cooperação [consult. 2020-05-20]. Available at: http://www.bnportugal.gov.pt.

LEGISLATION

PORTUGAL. Leis, decretos, etc., 1989. Decree-Law no. 192/89. *Diário da República Série I*. Lisbon: Imprensa Nacional-Casa da Moeda, 1989-06-08, (131), pp. 2254-2257.

Dispatch no. 1947/2018. *Diário da República Série II*. Lisbon: Imprensa Nacional-Casa da Moeda, 2018-02-23, (39), p. 5984.

3. PRESENTATION AND STYLE OF THE TEXT

File: Texts, in *Word* or compatible format, and images, in 300 dpi quality, must be sent in separate files and duly labelled. Coordinators of the works should send the texts organised according to the summary of the publication.

Length: The length of the work may vary depending on the type of publication: for an article for the 'CEM' journal, the text should not exceed 30,000 characters; for a contribution to a collective work, the length of the text will depend on the specific editorial guidelines of the publication's coordinator(s); for an individual or co-authored work, the length of the text is agreed in advance between the author(s) and CITCEM. The size of the text must take into account spaces, tables, subtitles, footnotes and references. If special fonts or symbols are used, they must be identified and submitted as an appendix to the text.

Title: *Times New Roman* font, size 14 pt, capitalised, bold, left-aligned.

Author(s): *Times New Roman* font, size 12 pt, capitalised, left alignment. The name(s) of the author(s) should be displayed on the line immediately below the title, indicating the institution to which they belong and an institutional or personal email address. If the author is an integrated researcher or collaborator at CITCEM, this must be mentioned after the name of the institution to which the author belongs, as well as the individual ORCID, the funding reference UIDB/04059/2020 and the institutional DOI of CITCEM - https://doi.org/10.54499/UIDB/04059/2020 (according to instructions https://ptcris.pt/instituicoes-de-id-registo-e-identificacao/).

Abstracts: Papers must contain abstracts of 100 to 150 words in the original language: Portuguese, English, Spanish, French or Italian. An abstract in Portuguese must always be included.
Please note: Not applicable to monographs.

Keywords: Papers must feature 3 to 5 keywords in the original language: Portuguese, English, Spanish, French or Italian, separated by semicolons (;) and placed immediately below the abstract.
Please note: Not applicable to monographs.

Titles of chapters, subchapters, parts or divisions of the text: *Times New Roman* font, size 12 pt, bold, left-aligned. Arabic numerals should be used for headings.

Body text: *Times New Roman* font, size 12 pt, 1.5 pt spacing, justified alignment, 1.25 cm indentation (paragraph), 2.5 cm margins. Underlining should not be used.

Footnotes: *Times New Roman* font, size 10 pt, single spaced, justified alignment. Footnotes should

be kept to the essentials.

Figures: If the work involves the publication of figures (reproductions of photographs, maps, graphs, engravings, etc.), these elements should be numbered and submitted in separate files, and the text should indicate where these images should be inserted (e.g. insert **Fig. 1** here. *Title of figure*), as well as the respective captions and sources. Images must be in JPEG or PNG format with 300 dpi resolution and at least 1000 px.

Authors must ensure compliance with copyright rules and, if applicable, image rights and related rights, by providing authorisation to publish all the proposed images, with the exception of those that are their own or from their personal collection. In this case, they must include the words 'Author's photograph' or 'Author's collection' in the legend.[1]

Titles and captions/fonts of figures and tables: *Times New Roman* font, size 8 pt, left alignment. All figures (photographs, maps, graphs, engravings, etc.) and tables should have a short, clear title accompanied by an indication of the source of the information. Tables should be headed with the title, while the legend (if applicable) and source should be placed immediately below the table. Examples:

Fig. 2. Republican banquet at Quinta do Junco, organised by Francisco António Borges. Photograph by Aurélio da Paz dos Reis, 1919. Collection of the Centro Português de Fotografia. Image courtesy of the institution.

Table 7. Internal structure of households in the municipality of Caminha. Source: Rowland 1981; Rego 2013.

Italics: Applicable to foreign words, titles of publications, works of art, or other images, objects or events.

Quotation marks: Quotation marks used in quotations must be single (''). When the quotations are

---

[1] It is important to emphasise that even these may be subject to image rights and related rights, which must be safeguarded.

nested (i.e., a quote appears inside another quote), double commas ("") should be used for the nested quotation.

> 'Therefore, references to the "European Community" in the Protocol and the Agreement should, where appropriate, be read as references to the "European Union"'

Dashes: Distinguish between the use of dashes, hyphens and half dashes according to the grammar rules in practice.

Abbreviations and acronyms: Abbreviations in the body of the text should be limited. Acronyms may be used as long as they are preceded by their full designation.

Century identification should be written as in the example:

16th century