

INSTRUCTIONS FOR PUBLICATIONS PRODUCED WITHIN THE SCOPE OF CITCEM'S RESEARCH ACTIVITIES

The instructions aim to streamline and standardize the editing processes of research works **produced or coordinated** by CITCEM members.

The instructions concern three levels of normalization:

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

2nd - Bibliographic references follow **international standards (ISO – International Organization for Standardization)**.

3rd - The **style and formatting** of the texts obey previously established rules.

1. BLIND PEER REVIEW

Publication procedures require the adoption of the **double-blind arbitration model** by academic peers (*double-blind peer review*).

2. QUOTES AND BIBLIOGRAPHIC REFERENCES

Bibliographic references follow the **international standard ISO 690:2010**, which governs the bibliographic references of different types of documents, including electronic documents. This international standard specifies the bibliographic elements that must be included in references to published documents and the order in which these elements must be declared.

2.1. THROUGHOUT THE TEXT

TEXTUAL QUOTES (excerpts in the body of the text)

If these are short excerpts, integrated into the body of the text, they must be enclosed in quotation marks, without italics. The phrase deletion indication, always enclosed in square brackets [...], is only used when the deletion 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 the gate of a city in *Kura* of Niebla: in it, there are "some statues of people who look like the Normans who are now fighting the Muslims, as well as reproductions of ships like theirs [...], undoubtedly made as talismans that should help keep them away from your country".

In the case of larger excerpts, namely with three or more lines of text, they must be cited in separate paragraph(s), without quotation marks, with an indent of 1.25 cm on the left side, of equal size and spacing those in the text, in italics. The indication of phrase deletion, always in square brackets [...] and without italics.

A man is worth, above all, the education he possesses, because only this is capable of harmoniously developing his faculties, in order to maximize them for the benefit of himself and others. [...] Educating a society means making it progress, making it a harmonious and conjugated set of individual forces, in turn developed to their fullest extent. And we can only make progress and develop a society by ensuring that the continuous, incessant and persistent action of education reaches human beings, from three aspects: physical, intellectual and moral. [include (Author date, page(s))].

NON-TEXTUAL REFERENCES (in the body of text)

All indirect citations or references to authors or works must be made in the **body of the text**, indicating the respective bibliographic references at the end of the text, 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 DOCUMENTS

Unpublished documents, deposited in archives or other institutions: the reference in the body of text must only include the identification of the file, through the acronym, the title of the fund or documentary collection (in italics) and/or the quota or archival reference.

ADP. Convent of Santa Clara. Vila do Conde. K/19/2-78.

ANTT. Royal Chancellery. Chancellery of D. Duarte I, book. 1, fol. 7.

Unpublished texts, with identified authorship (for example, 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, must also follow the Author-Date rule, in cases where the author is known. Whenever identification is possible, the original date must be indicated in square brackets.

(Vitruvius 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 of the work and the page(s).

Example 1: Its origin is lost in time, but the legends, which are quite illustrative, speak of four doctors (Pina 1958, p. 138)

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

An author: Author-Date

(Thomaz 1998, p. 27)

Up to three authors: the surnames of all authors must be indicated separately according to the 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 abbreviated expression *et alii*.

(Largatixa et al. 2015)

Collective author: when the authorship of a cited work belongs to an official body, the name of the subordinating institution appears first in capital letters. If the entity is widely known, the abbreviation may be used.

(UNIVERSITY OF PORTO. Faculty of Sciences 2000)

(PORTUGAL. Ministry of Education 1991, p. 45)

(UN 2018)

Author with several works published in the same year: a letter corresponding to the alphabetical order of the bibliography must be added to the year of publication. The use of expressions with *Ibid.*, *op.* is not foreseen. *cit.*, etc.

(Rüsen 2000a; Rüsen 2000b)

Director, editor, organizer, coordinator: The abbreviation of the words direction, edition, organization or coordination must be placed, in accordance with the respective indication in the publication, between the surname of the author(s) and the year of publication.

(Curto and Bethencourt, dir., 2009)

Citation from Secondary Sources: whenever the citation is made through another author, the expression *Apud* (according to, according to) or *Cit* must be used. *by* (quoted by) before the quote.

(*apud* Marques 1983)

(*Cit.* by Collingwood 1978, p. 96)

2.2. AT THE END OF THE TEXT

SOURCES AND BIBLIOGRAPHICAL REFERENCES

At the end of the text, there must be a final list of sources and bibliographic references that were cited in the text. It is up to the author(s) to ensure the exact correspondence between the citations and the final lists as well as the correct use of the provisions of these publication rules.

The list of sources must be included immediately after the text and before the bibliographic references and can be divided, if the author so wishes, for example between handwritten sources and printed sources. Your organization must respect alphabetical order.

Porto District Archive

ADP. *Convent of Santa Clara. Vila do Conde* . K/19/2-78.

Torre do Tombo National Archive

ANTT. *Royal Chancellery . Chancellery of D. Duarte I* , book. 1, fol. 7.

Unpublished letters: accessibility (institution, location, country) and the document identifier (quota) must be added to the usual reference elements (author, year and title of the work).

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

Published documents: the reference is made by the author's surname, if the author is known.

VITRÚVIO, 2009. *Treatise on Architecture*. Translation from Latin, introduction and notes by Manuel Justino MACIEL. 3rd ed. Lisbon: Instituto Superior Técnico. ISBN 978-972-8469-43-6.

ZURARA, Gomes Eanes de, 1989 [1453]. *Chronicle of the Deeds of Guinea*. Lisbon: Alfa Publications. Biblioteca da Expansão Portuguesa, 15. ISBN 9789726261186.

Bibliographic references must be presented immediately after the list of sources. The list must 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 author, the author's name must be repeated and the references must be ordered starting with the one with the most current date. If there are several references by the same author(s) with the same date, they must be distinguished with a, b, c, ... after the date.

Variations regarding the author's name, which can be seen in the examples below, must be respected, whatever the nature of the publication (book, chapter, article, thesis, etc.).

MONOGRAPHS

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

BARCA, Isabel, and Marília GAGO, 2000. *From a young age you learn to think: forming an opinion in the History and Geography class of Portugal*. Lisbon: History Teachers Association. ISBN 972-8356-30-7.

RAMOS, Rui, Bernardo Vasconcelos and SOUSA, and Nuno Gonçalo MONTEIRO, 2009. *History of Portugal*. Lisbon: Sphere of Books. 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 Sciences, 2000. *Faculty of Sciences of the University of Porto: 1911-1986 – the first 75 years*. Porto: Faculty of Sciences of the University of Porto.

CURTO, Diogo Ramada, and Francisco BETHENCOURT, dir., 2009. *Portuguese maritime expansion, 1400-1800*. Lisbon: Editions 70. ISBN 978-972-44-1423-2.

CONTRIBUTIONS TO COLLECTIVE WORKS

MARQUES, Maria Alegria Fernandes, 1996. Power and Space: the stages of growth of the Kingdom. In: Joel SERRÃO, and AH de Oliveira MARQUES, dir. *New History of Portugal*. Lisbon: Editorial Presença, pp. 11-183. ISBN 9722320394. Vol. III: *Portugal defining borders (1096-1325). From the county of Porto to the Crisis of the 14th Century*.

PERIODIC PUBLICATIONS

Entire magazine or newspaper:

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

Magazine or newspaper article:

PEREIRA, Pedro Teixeira, Eva GOMES, and Olga MARTINS, 2005. Alienation in Porto: The Hospital for Alienated People of the Conde de Ferreira (1883-1908). *History: Faculty of Arts Magazine*. 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* [In line]. 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 DOCTORATE THESIS

BARROS, Amândio, 2004. *Porto: The construction in one space maritime us dawns of the times modern*. Doctoral thesis, Faculty of Arts, University of Porto.

CONFERENCE COMMUNICATION

FERREIRA, Antero, and Filipe SALGADO, 2023. Digitization, cataloguing and online availability of the Raul Brandão Fund. In: *CITCEM Research Workshops 22/23: Session 14. March 24, 2023, Porto, Portugal* [Online] [consult. 2023-12-15]. Available at: https://www.youtube.com/watch?v=6PYWbsk1UxY&list=PLKq-kiPmIWY-1Qq9jp3vHEX-R4y_ZXNvD&index=2.

DIGITAL RESOURCES

BNP [BIBLIOTECA NACIONAL DE PORTUGAL], 2018. *Home page* [Online]. National Library of Portugal, Diffusion, Projects and Cooperation Service [consult. 2020-05-20]. Available at: <http://www.bnportugal.gov.pt>.

LEGISLATION

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

Order No. 1947/2018. *Diário da República, 2nd Series*. 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, with a quality of 300 dpi, must be sent in separate and duly identified files. Work coordinators must send the texts ordered according to the publication summary.

Size: The size of the works may vary depending on the type of publication: if it is an article for the “CEM” magazine, the text must not exceed 30,000 characters; if it is a contribution to a collective work, the length of the text will depend on the specific editorial guidelines of the publication coordinator(s); If it is a work of individual authorship or co-authorship, the size of the text is previously agreed between the author(s) and CITCEM. The size of the texts must already include spaces, tables, captions, footnotes and references. If special fonts or symbols are used, they must be identified and sent as an attachment to the text.

Title: Times New Roman, size 14 pt, capital letters, bold, left alignment.

Author(s): Times New Roman, size 12 pt, capital letters, left alignment. The name of the author(s) must appear on the line immediately following the title with an indication of the institution to which they belong and their institutional or personal email address. Whenever it is an author who is an integrated researcher or collaborator of CITCEM, this mention must appear after the name of the institution to which he belongs, **as well as the individual and institutional orcid UID/04059/2025 (DOI: <https://doi.org/10.54499/UID/04059/2025>) (according to instructions received by <https://ptcris.pt/instituicoes-de-id-registo-e-identificacao/>).**

Abstracts: (not applicable to monographs): Works must contain abstracts of 100-150 words, in Portuguese (or in **the** original language, which can be Spanish, French, Italian or English) and English. If the original language is English, the summary in Portuguese must always be included.

Keywords: (not applicable to monographs): Works must contain 3 to 5 keywords, in Portuguese (or in the original language, which can be Spanish, French, Italian or English) and English, separated by a period **and** comma (;) and placed immediately below the summary.

Titles of chapters, subchapters, parts or divisions of the text: Times New Roman, size 12 pt, bold, left alignment. They must be numbered using Arabic numerals.

Text body: Times New Roman, size 12 pt, 1.5 pt spacing, justified alignment, 1.25 cm indent (paragraph), 2.5 cm margins. Underlines should not be used.

Footnotes: Times New Roman, size 10 pt, single spacing, justified alignment. Footnotes should be reduced to the essentials.

Figures: If the work provides for the publication of figures (photographs, maps, graphs, engravings, etc.), these elements must be numbered and sent in separate files, and the text must indicate the locations where such images should be inserted (e.g.: insert here **Fig. 1.** Title of the 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, providing authorization for the publication of all proposed images, with the exception of those of their own creation or personal collection. In this case, they must include in the caption the indication «Photograph by the author» or «Collection by the author» ¹.

Titles and captions/fonts of figures and tables: Times New Roman, size 8 pt, left alignment. All figures (photographs, maps, graphs, engravings, etc.) and tables must have a short and clear title accompanied by an indication of the source of information. In the case of tables, the title must be placed at the top while the caption (if applicable) and source indication must be placed immediately below the table.

Fig. 2. Republican banquet at Quinta do Junco, organized by Francisco António Borges Photography by Aurélio da Paz dos Reis, 1919. Portuguese Photography Centre Collection. Image provided by 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: The quotation marks used in quotations are angular (« »). Curly quotation marks (“ ”) can be used inside the angular ones, if necessary.

"Accordingly, references to the “European Community” in the Protocol and the Agreement should, where appropriate, be read as references to the “European Union”"

Dash: Distinguish the use of dash, hyphen and half-dash according to the grammatical rules in force.

¹It is important to highlight that even these may be subject to image rights and related rights, which must be taken into account.

Abbreviations and acronyms: The use of abbreviations in the body of the text should be limited. Acronyms may be used, as long as they are preceded by the respective name in full in the first indication.

century XVI should preferably be written as 16th century

«the Faculty of Arts of the University of Porto (FLUP) is a higher education institution»

Spelling Agreement: Portuguese authors must follow the spelling agreement officially in force.