



## Guidelines for the Layout of Manuscripts

### 1. File Formats

Manuscripts should be submitted in Microsoft Word (\*.doc or \*.docx) or Rich Text Format (\*.rtf). Please do not save the text in a compressed data file.

File name (of first author): surname\_name.doc (example: smith\_jane.doc)

### 2. General Formatting

All page margins should be 2.5 cm.

Use Times New Roman, 11-point font for text. Footnotes should be 10-point.

The text manuscript should be spaced at “multiple” lines at 1.20 lines (this provides just a bit more spacing than ‘single spaced’ and is more readable).

Use tab stops or other commands for indents, not the space bar (the standard indent is 0,8cm).

Texts are in English.

Length: Up to 50,000 characters (including spaces) maximum, including notes and bibliographic references

### 3. Headings

The first line ought to contain the **author’s name** and the **author’s city / country**, followed by an empty line space and then the (main) **title of the essay** (in 14-point type).

Every line in the heading is set flush left and written in small and capital letters (not just capital letters).

If there is a **subtitle** to the essay, it ought to be in a smaller typescript (12-point type) in the line following the main title.

#### 4. Abstract and Keywords

Insert an **abstract** (max. 900 characters) and some **keywords** (no more than 5) prior to the main text. Use Times New Roman, 10-point font for the Abstract and Keywords.

Ex.: Marcus Tullius Cicero, Tusculum / Italy

#### **Treatise on the Commonwealth**

*Abstract:* Without the virtue of Patriotism, neither Duellius, Regulus, ...

*Keywords:* De re publica, Socratic dialogue, Commonwealth, Cicero

#### **Book One**

Text Text Text

#### 5. Main Text

Use Times New Roman, 11-point font for main text.

Lines are spaced at 1.2 lines. There is no extra spacing between paragraphs.

The beginning of every paragraph is indented with the exception of the first line of the essay or a new chapter (the standard indent is 0,8cm).

If the importance of certain expressions is to be emphasised, please make them stand out by using *italics* (not in bold type, spaced or underlined). Names of authors are only to be emphasised in exceptional cases.

Quotations are to be put in the usual quotation marks (“cities”). If a quotation exceeds five lines, it should be indented as a separate paragraph and in a smaller typescript (10 pt).

If the essay contains illustrations or diagrams, it is necessary to include a reproducible print of the original.

Bibliographic references should be made within the text by indicating between parentheses the author's last name, publication date and, if applicable, the page number(s) (after a colon).

#### *Examples:*

Single author: (Sá, 1991: 7)

Two authors: (Sampaio and Gameiro, 1985)

Three or more authors: (Silva *et al.*, 1989)

## 6. Footnotes

Footnotes to the text are numbered consecutively.

Use a 10-point font for footnotes.

Please use footnotes sparingly. Do not use footnotes for providing reference citations – these should be included in the text.

Numbers of footnotes ought to be positioned behind the punctuation mark, unless the content of the footnote only refers to the preceding word.

*Note: Authors are solely responsible for content of both text and footnotes.*

## 7. Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

## 8. References

Format: Composed in Times New Roman font, size 10 point, 1.20 line spacing, the first line of each entry should be ‘hanging’ (as below), and no extra space between entries.

The complete list of works cited in the text (and only these) should be included at the end, with the title “References”, alphabetically ordered by the authors’ last name. In the case or more than one author, the names should be separated by semicolons.

Examples:

*Books:*

Roy, Ananya (2003), *City Requiem, Calcutta: Gender and the Politics of Poverty*. Minneapolis: University of Minnesota Press.

Swyngedouw, Eric (2004), *Social Power and the Urbanisation of Water: Flows of Power*. Oxford: Oxford University Press.

*Edited books:*

Caldeira, Teresa (2006), “‘I came to sabotage your reasoning!’: Violence and resignifications of justice in Brazil”, in John Comaroff; Jean Comaroff (eds.), *Law and Disorder in the Postcolony*. Chicago: University of Chicago Press, 102-149.

Santos, Boaventura de Sousa (ed.) (2010), *Voices of the World*. London: Verso.

*Chapter in an edited book:*

Fainstein, Susan (1999), “Can we make the cities we want?”, in Robert Beauregard; Sophie Body-Gendrot (eds.), *The Urban Moment: Cosmopolitan Essays on the Late 20<sup>th</sup> Century City*. Thousand Oaks and London: Sage, 249-272.

*Journal articles:*

Bacqué, Marie-Hélène; Fol, Sylvie (2007), “L’inégalité face à la mobilité : du constat à l’injonction”, *Swiss Journal of Sociology*, 33(1), 89-104.

Bhan, Gautam (2009), “‘This is no longer the city I once knew’: Evictions, the urban poor, and the right to the city in millennial Delhi”, in *Environment & Urbanisation*, 29(1), 127-142.

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When citing two or more works by the same author published the same year, the letters a, b, etc. should be added to the date, respecting the order in which the references appear in the text. Examples:

Habermas, Jürgen (1985a), *Der philosophische Diskurs der Moderne. Zwölf Vorlesungen*. Frankfurt am Main: Suhrkamp.

Habermas, Jürgen (1985b), “A nova opacidade: a crise do Estado-Providência e o esgotamento das energias utópicas”, *Revista de Comunicação e Linguagens*, 2, 115-128.

In the case of electronic publications the date of the last access to the web page and respective URL should be indicated in the following manner:

Thomson, Emily (2009), “Do Ends Justify Means? Feminist Economics Perspectives of the Business Case for Gender Equality in the UK Labour Market”, *e-cadernos ces*, 5, 118-133. Accessed on 02.12.2011, at [http://www.ces.uc.pt/e-cadernos/media/ecadernos5/6%20-%20E\\_%20Thomson%2002\\_12.pdf](http://www.ces.uc.pt/e-cadernos/media/ecadernos5/6%20-%20E_%20Thomson%2002_12.pdf).

## **8. Author's Address**

The complete address of the corresponding author should be given at the end of the article.

## **9. Questions**

If you any questions please contact us at [citiesareus@ces.uc.pt](mailto:citiesareus@ces.uc.pt)