

CEStexto

Guidelines for Submission and Publication of Manuscripts

I. Presentation

1. *CEStexto* is an online journal which publishes the results of research and events carried out by the Center for Social Studies (CES), with two distinct editorial lines:

a) The “**Debates**” line publishes materials resulting from events organized by the CES or of which it has been a partner.

b) The “**Studies**” line publishes research reports written by CES teams or of which it has been a partner.

2. *CEStexto* accepts proposals from CES researchers in any of the above mentioned editorial lines. Manuscripts must be compliant with the guidelines provided below.

II. Submission of manuscripts

1. All authors of manuscripts submitted must be researchers working within the scope of CES.

2. *CEStexto* accepts manuscripts in Portuguese, English, French or Spanish. If accepted, manuscripts will not be translated, being made available online in the language in which they have been submitted and accepted.

3. Manuscripts submitted to *CEStexto* must display the following information:

a) Title;

b) Abstract written in Portuguese and in the language of publication, if different, which should not exceed 900 characters. If to be published in the “Studies” line, information must be provided on the source of funding, project duration, and respective report, its acronym and partners. If to be published in the “Debates” line, it should include information about the event supporting the publication, including the title, type of event (seminar, workshop, conference, etc.), organization, date and source(s) of funding.

c) Up to five keywords.

4. Manuscripts must be submitted in Word format and sent to cescontexto@ces.uc.pt.

5. *CEStexto* will not perform any linguistic revision or editing of the manuscripts, this being of the author’s sole responsibility. In case of non-compliance with the journal’s guidelines, the authors will be notified about the deadline for resubmission.

6. Authors should explicitly acknowledge that they have read and accepted the journal's "guidelines for submission and publication of manuscripts" to *Cescontexto* by simply reproducing the text below and filling in the missing data:

I, (Name) _____, representing the whole team, as coordinator of the project/event _____, within the scope of which the report/manuscript with the title _____ was written, hereby declare to know and accept the "Guidelines for Submission and Publication of Manuscripts" of *CEScontexto* (lines Studies and Debates), as made available at http://www.ces.uc.pt/publicacoes/cescontexto/pdf/Normas_Cescontexto_en.pdf.

III. Procedures for acceptance of manuscripts to be published

1. The Editorial Board of *CEScontexto* reserves the right to publish or not submitted manuscripts and will inform the authors of its decision within a reasonable time frame. This decision is supported by an evaluation of the manuscripts based on quality, relevance and up-to-dateness. If necessary, and if in doubt, the editorial coordinator of *CEScontexto* reserves the right to request opinions from two researchers working in the field of the proposed manuscript.
2. Published articles are entirely the responsibility of their authors.

IV. Preparation of the text

1. Upon acceptance of texts, a template will be sent to authors, which they will have to follow for the final version of their manuscripts.
2. Texts must state the source of all data, such as excerpts of texts, figures, tables, etc., including, when necessary, the permission given by the copyright holders.
3. Authors must supply a biographic note not exceeding 500 characters.
4. All citations from foreign authors must be translated, except in special cases that justify quoting the original. The original texts of translated quotations must be attached.
5. Brief citations (1-3 lines) should appear within the body of the text between quotation marks.
6. Longer citations should be indented and formatted in a smaller font size than the text without quotation marks.
7. The epigraph, if any, should be as short as possible.
8. Interpolations should be enclosed in square brackets [].

9. Omissions are indicated by 3-point ellipsis within square brackets [...].
10. The titles of cited works should be in italics, in the case of books, or between quotation marks, in the case of articles.
11. Notes should appear as footnotes and numbered sequentially.
12. The number which refers to the note should appear superscript after the punctuation mark as in the example: "as can easily be proved."³
13. References to other pages in the manuscript should be indicated by conventional Latin expressions (cf. *supra*, cf. *infra*), always in italics and written in full.
14. Bibliographic references should always be made within the text by indicating between parentheses the author's last name, the publication date and, if applicable, the page number(s) (after a colon). In the case of an indirect citation, this information should be preceded by the word *apud*.

Examples:

A single author: (Sá, 1991: 7).

Two authors: (Sampaio and Gameiro, 1985).

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

Indirect citation: (*apud* Ferreira, 1992: 217).

15. 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 of more than one author, the names should be separated by semicolons. The authors' first name should never be abbreviated (e.g. Wallerstein, Immanuel, and not Wallerstein, I.). In the case of a translation, the reference should include the translator's name. In addition to the place of publication, the publisher should always be indicated. When referring to journal articles or chapters in anthologies or edited books, the pages of the text cited should be indicated. References should strictly follow the model of the following examples.

a) Books:

Simões, João Gaspar (1987), *Vida e obra de Fernando Pessoa. História duma geração*. Lisboa: Dom Quixote.

b) Edited books:

Santos, Boaventura de Sousa (Ed.) (1993), *Portugal. Um retrato singular*. Porto: Edições Afrontamento.

Hespanha, Pedro (1993), "Das palavras aos actos. Para uma elegia do amor camponês à terra", in Boaventura de Sousa Santos (Ed.), *Portugal. Um retrato singular*. Porto: Edições Afrontamento, 289-311.

c) Journals:

Reis, José; Jacinto, Rui (1992), "As associações empresariais e o Estado na regulação dos sistemas produtivos locais", *Revista Crítica de Ciências Sociais*, 35, 53-76.

If applicable, the **volume and issue** should be indicated:

Santos, Boaventura de Sousa (1998), "The Fall of the Angelus Novus: Beyond the Modern Game of Roots and Options", *Current Sociology*, 46(2), 81-118. [volume 46,number 2]

d) When citing two or more **works by the same author published in the same year**, the letters a, b, etc. should be added to the date, observing 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.

e) The **consulted edition** should always be indicated. The date of the first edition may also be mentioned, but only if it is relevant. This information should come at the end of the reference between square brackets. E.g. [5th ed.]; [5th ed.; 1st ed.: 1948].

f) 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:

Emily Thomson (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/ecadernos/media/ecadernos5/6%20%20E_%20Thomson%2002_2pdf.

Madeira, Paulo Miguel (2011), "Desempregados registados nos Centros de Emprego sobem em Novembro pelo quinto mês", *Jornal Público*, de 14 de dezembro. Accessed on 14.12.2011, at <http://economia.publico.pt/Noticia/desempregadosregistados-noscentrosdeempregosobem-em-novembro-pelo-quinto-mes-1524983>.

g) In the case of **articles, chapters or books available both in print and online**, the above-mentioned citation rules should be followed, always including the date of access to the web page and respective URL. Example:

Pinfari, Marco (2011), "Time to Agree: Is Time Pressure Good for Peace Negotiations?", *Journal of Conflict Resolution*, 55(5), 683-709. Accessed on 13.12.2011, at <http://jcr.sagepub.com/content/55/5/683>.

h) When citing **information available on a web page**, the following data should be included: author or organization responsible for the website (date), "page title", date of access and respective URL. Example:

Centro de Estudos Sociais (2011), "Prémio CES para Jovens Cientistas Sociais de Língua Portuguesa". Accessed on 14.12.2011, at <http://www.ces.uc.pt/oportunidades/premioces/>.

i) When referring to **legislation**, the reference must identify the law or statute as it is cited in the text. For example, if the text states "According to the Decree-Law no. 239/97, 9 September", the following must be included in the bibliography:

Decree-Law Nº 239/97, 9 September. *Official Gazette* nº 208/97 – I Series A. Ministry of Environment. Lisbon.