

Instructions for Authors

Please read these instructions carefully and follow them strictly. In this way you will help ensure that the review and publication of your paper is as efficient and quick as possible. The editors reserve the right to reject manuscripts that are not in accordance with these instructions.

Instructions

All papers, interviews and critical reviews proposed for publication in the C&T should be sent to the respective email address chrisesc@uma.pt

The papers should be written in Portuguese, Spanish, French or English

The papers submitted for publication must be submitted in electronic version, in **doc or docx file** (Microsoft Word), with the affiliation of the author, the respective email address and, separately, a bio-bibliographical note of the author, should not exceed 10 lines.

The papers must be **original, unpublished, not having been previously published, complete or in part**, either in printed or digital format. The published texts and images (if any) are of the responsibility of their respective authors.

General Guidelines:

Paper: Between 8 and 15 pages, footnotes, bibliography and abstracts included.

Critical review: The presentations of critical publications or films should not exceed 5 pages.

Heading (in the following order)

Paper's title: TNR 14PT, centered at the top of the page, bold.

Identification: right-aligned, TNR 12, normal

-Author's name

-Position

-Business or academic affiliation

-Email address

Abstracts-TNR12, single line spacing, justified

Two (2) abstracts, of 150-200 words, one in the language of the paper and one in English.

If the language of the paper is already in English, the second should be in one of the languages of the review. The proposal of another language will be subject to prior examination by the editorial board.

Keywords: up to 6

Body of the text: TNR 12, single line spacing, justified

First line: 0.5 cm

Automatic margins are of 3 cm (top and bottom) and 2 cm (left and right)

Footnotes: in the page itself, TNR 10pt, 1.0 line spacing with justified alignment. Must be in the least possible number and summarized.

Note numbers in the text should be placed outside any punctuation marks within the text.

- “word”¹, not “word¹,”
- “The Minister resigns.”¹ not “The Minister resigns.¹”

- The Directive entails affirmation of the *non-refoulement* principle.¹

Quotations of 3 lines: should be incorporated directly into the paragraph, with the French quotation marks « b » (nonbreaking space), italic. The English quotation marks “b” (without space) serve only to highlight a term/word or differentiate dialogues in narrative texts/quotes.

All citations must be accompanied by bibliographical reference, as the following example (Malinowski, 1927:73).

Quotations longer than 3 lines: should appear highlighted in italics and without quotation marks, a space below the text, with the advance of 0.5 cm and TNR 12pt.

The quotes may be submitted in the original language (with the translation in a footnote) or translated (with the original version in a footnote).

Recommended abbreviations:

-*op. cit.* [operate quoted, work cited] (italics) when it comes to the same bibliographical reference and date of the edition consulted (Malinowski, *op. cit.*: 79);

-*ibid* (*ibidem*, in the same place), date and identical page.

-*et al.* (and other) e *et alii* (and others) if there are more one or two authors and to cite the same source: (Malinowski, Rouch, Lévi-Strauss, 1980: 5) (Malinowski *et alii*, 1980: 5).

Illustrations: maps, drawings, paintings, tables, photographs, etc.

Must be integrated in the text, numbered in sequence, identified as figure (Fig.) or table, as the case, and be accompanied by legend and source (name of the author/artist; in the case of not being identifiable, put a footnote with a link).

The illustration should be placed between two paragraphs with one line of space between each. The author should check whether the illustrations are stable or co-dependent. In the case of a reformatting paper by the editorial board, the images follow as such. For the same reason, the subtitles (TNR 10) must not be inserted in a preformatted table.

The figures must have high quality graphics to allow its reproduction, and if reduced, without appreciable loss of sharpness.

To obtain reproduction rights to any images used is a responsibility of the author(s).

References between different parts of the text are preferably avoided and, when existing, these shall contain a reference to the page number referred.

Titles of movies, books, newspapers, magazines, songs, plays, paintings and related works: italics without quotation marks

Foreign words: italic without quotation marks

Bibliography of references: all works cited or referenced in the paper, and only these, should be compiled at the end of it, in alphabetical order.

The first line of reference: without special advance

Second line: 0.5 cm

The titles of the works should appear in temporal sequence, ascending (oldest to most recent); If there is more than one work by the same author and of the same year, these should be broken down by adding a letter, in alphabetical order (e.g., Cabral 1991a, 1991b, 1991c).

Book

Last name in full, first name(s) initial(s) (year of publication). Title of the book in italic. Location of publisher, Name of publisher.

Augé, M. (2012). *Não-lugares. Introdução a uma antropologia da sobremodernidade*. Lisboa, Letra Livre.

Chapter in a multi-author book

Last name in full, first name(s) initial(s) (year of publication). *Title of the paper in between double quotation marks, 'in' followed by first name(s)' initials and last name(s) and the mention (ed.) or (eds.), Title of the book in italic, volume or number of edition (if required), publisher's location(s), name of publisher, page number(s).*

Chetail, V. (2003). "Freedom of Movement and Transnational Migrations: A Human Rights Perspective", in T.A. Aleinikoff & V. Chetail (eds.), *Migration and International Legal Norms*, The Hague/London/New York, T.M.C. Asser Press, 47–60.

Paper

Last name in full, first name(s) initial(s) (year of publication). Paper's title. *Journal's title spelled out in full and in italic*, volume number and issue number (issue number in parentheses), page number(s).

Riley, R., Baker, D. & Van Doren, C. (1998). Movie Induced Tourism. *Annals of Tourism Research*, 25(4), 919-935.

Films and broadcast

All movies cited or referenced in the text should be compiled at the end of the paper:

Mass, J. B. (Producer), & Gluck, D. H. (Director) (1979). *Deeper into hypnosis* [Filme]. Englewood Cliffs, NJ, Prentice Hall.

Saura, C. (dir.) (1999). *Bodas de sangre de Frederico Garcia Lorca* [DVD]. Madrid, Suevia Films.

or

Casablanca, Michael Curtiz, dir. (Warner Brothers, 1942) [film]. *Desert Island Discs*, Sue Lawley with Jan Morris (BBC 4, 16 June 2002) [radio interview].

CD

Debussy, C. (1991). *Prélude à l'après-midi d'un faune ; Nocturne ; La mer*. [CD]. [Wallingford, CT], Erato

Conference/working/research papers

Reference (cf. above). After, put the words "available at" followed by a colon, the address of the site and date.

Varenes, F. de (2003). *Strangers in Foreign Lands: Diversity, Vulnerability and the Rights of Migrants*, MOST Discussion Paper, Paris, UNESCO, available at: http://www.unesco.org/most/paper_devarenes.pdf (last visited 17 Jun. 2010).