

Humanitas

Editorial guidelines for authors

1. The beginning of the original text, in bold and centred, in Calibri font, letter size 12, with 1.5 line spacing, will feature nothing but the title of the work.
2. Original texts are accepted in Portuguese, English or Spanish, as per the collection's regulations. Authors writing in Portuguese can decide whether to adopt, or not, the 'New Orthographic Agreement'. If the author chooses not to follow the new orthography rules, he/she should introduce a footnote, right from the title page, with the following wording: "The author writes according to the old orthography rules".
3. The total length of the work (including bibliography, annexes and index) should not exceed 200 A4 pages, with 1.5 line spacing.
4. The original work should be sent in Word format, Calibri font, letter size 12, with 1.5 line spacing and paragraphs with a tab of 1 cm. The page layout should be as follows: top and bottom margins: 3 cm; left and right margins: 2.5 cm.
5. If the texts include figures, images or diagrams, authors should guarantee their graphic quality (in TIFF format, preferably with a minimum resolution of 120 ppi). It is the authors' responsibility to ensure the reproduction rights of the illustrations, which should appear numbered in the "Annexes" to the text, after the "Bibliography". Examples: "Fig. 1", "Fig. 2", etc. In the body of the text, the corresponding references shall be made to the figure in question.
6. The source of books, periodicals or op-eds, online and in print, will be acknowledged immediately after any quote, in brackets, in accordance with the author-date system, specifying the author's surname, the year of publication: page or pages, for example: (Aragon, 1987: 21) or as a footnote, using the same scheme.
7. Any quotes made in the text will be made in quotation marks, not in italics, which will only be used to highlight words or expressions. Direct quotes (transcription) not exceeding three lines will appear in quotation marks ("") inserted in the body of text. The rest should appear detached from the body of text, indented 1cm to the right and left, with single spacing. Underlining or bold is not acceptable.
8. Any text notes should be duly numbered and presented at the bottom of the page. Punctuation in the text should be entered after the note number.

9. Bibliographical references appearing in the text should be presented at the end of the work, using the author-date system. They should be sorted in alphabetical order, by author surnames and chronological order, following, for this purpose, the regulations in force in the country of origin of the publications. Note the following examples:

a) Complete works:

SILVA, Padre Fernando Augusto da and MENESES, Carlos Azevedo de (1998). *Elucidário madeirense*. Funchal: Regional Secretariat for Tourism and Culture - Regional Directorate for Cultural Affairs, 3 vols. (1st ed., 1921-1922).

b) Chapters and parts of books:

ANTUNES, David (2010). "Uma perspectiva sobre o teatro e as artes performativas em Portugal" in Gabriela Gorges (org.). *Nas Margens. Ensaios sobre Teatro, Cinema e Meios Digitais*. Lisbon. pp. 25-37.

c) Articles in scientific journals:

SALES de la Cruz, Mònica (2013). "Les rondalles publicades en revistes catalanes del segle XIX: nous tipus localitzats en territori lingüístic català". *Estudis de literatura oral popular*. Núm. 2 2013, pp 171-181.

d) References to texts from the Internet:

For documents taken from website pages the complete address and the date of the last access, in addition to the complete quote, should be specified, according to the type of document in question, as in the following example:

RondCat: cercador de la rondalla catalana. Arxiu de Folklore. Departament de Filologia Catalana de la Universitat Rovira i Virgili
<http://www.sre.urv.cat/rondcat> (date consulted: February 2014).

Any questions or issues not covered in these guidelines should be reported to the collection's coordinators, via the email: humanitas@ciac.pt