

Linha do Horizonte

GUIDELINE FOR THE SUBMISSION OF PAPERS

Papers must be submitted in a folder whose title is the name(s) of author(s) and the name of the article, compressed (zipfile), and includes the following items:

- Short biography of author(s);
- Abstract;
- Text in .Doc or .Docx file (word);
- An extended abstract in English with 500 words;
- Images must be included within the body of text, in JPEG format, with subtitles, and also should be submitted in TIFF format (300 dpi), in a separate folder.

Send to:

gec@fa.ulisboa.pt and analeonor.rodrigues@gmail.com

I. GENERAL GUIDELINES

1. Papers must be submitted in Portuguese with an extended abstract in English, using Word.
2. The English version must comply with the orthography and other rules of use of British English.
3. Author's identification must be previously deleted from Properties.
4. Papers must not exceed 15 pages (including notes, bibliography, pictures, etc.).
5. Papers must include a title in bold, Times New Roman, size 12, centered.
6. The author's identification in the paper must be as follows:
Name(s) SURNAME(S), Academic title, Academic institution of origin, email address.
Example: Ana Leonor MADEIRA RODRIGUES, Professor of Architecture-Visual Communication, Associate Professor at the F.A.U.L., analeonor.rodrigues@gmail.com (Times New Roman, font size 12, centred, immediately below the title).
7. The author's identification should be followed by a brief biography of up to 50 words.
8. The body of the paper must be written in Times New Roman, font size 12, 1,5 spacing, margins of 2 cm (top, bottom, left and right), justified.
9. Documents with manual hyphenation will not be accepted.

II. ABSTRACT

1. The body of the paper must be preceded by an abstract of up to 150 words.
2. The abstract must include a minimum of 3 and a maximum of 6 keywords.
3. When submitting a paper for a comprehensive publication the specific area of expertise should be mentioned.

III. ORTHOGRAPHY AND OTHER CONVENTIONS

1. Whenever making a quotation, both in the body of the text and in footnotes, always use inverted commas “...” and never «...».
- 1.1. The single quotation mark is used to indicate a quotation within a quotation “'...'”, with no exceptions.

- 1.2. Emphasis on certain words or double meaning must be indicated through the use of inverted commas (""") and never italics or bold.
2. Quotations made in a language other than English must be italicized.
Example: "*Los objetos no existen como realidad empírica, sino como seres de razón.*"
3. "Etc.", at the end of a sentence, is never followed by a full-stop (period mark).
4. The use of the ellipsis (...) at the end of a sentence is never followed by a full-stop (period mark).
5. Initialisms should not have period marks in between initials (USA and not U.S.A., EU and not E.U.); periods between initials should be reserved for the abbreviation of proper nouns (L. Wittgenstein).
6. Acronyms and initialisms have no plural (PALOP and not PALOP's, NGO and not NGO's).
7. Non-English terms usually not translated, such curriculum, Zeitgeist, coup de force, must be italicized (*marketing, software, curriculum, self, enjeu*), but never placed within inverted commas.
8. Names of organizations and institutions must be written without resource to italics, bold, underline or inverted commas and only with an initial capital, exactly as with any other proper noun.
9. After a colon (:) do not use a capital letter, even when it determines the end of a paragraph and a dash will follow (as when enumerating items). In this case, each item should be separated by a semi-colon (;).
10. When using inverting commas, always use "... " or '...' and never «...».
- 10.1. The single quotation mark is used to indicate a quotation within a quotation "'...'", with no exceptions.
- 10.2. Emphasis on certain words or double meaning must be indicated through the use of inverted commas ["""].
11. Whenever you need to use a dash, do use one (and not an hyphen). Alternatively you can use two consecutive hyphens (--). This is the only case where the use of two consecutive hyphens is justified.
12. The titles of films or books, or foreign words, must be written in italic, not placed within inverted commas ["""].
13. Avoid capital letters! These should be used exclusively when writing proper nouns (people, places, countries, etc.) ; so as not to anthropomorphise concepts, it is even preferable to write "state" instead of "State" (and evidently "family" or "school" and never "Family" or "School"); and never employ consecutive capitals unless for acronyms.
14. Where there is numeric reference to percentages, employ the percent sign instead of spelling it out (25% instead of 25 per cent).
15. Decades and years must be written numerically and not spelled out ("the '40s and not "the forties" and "the decade of the '60s" and not "the decade of the sixties").
16. When using numbers greater than one thousand use a dot (thousands separator) to separate the thousands (example: 12.500 and not 12 500).
17. A comma should separate the integral from the fractional part of the number (decimal mark) (example: 1,43).
18. Whenever using the greater than (>) and less than (<), these should be written in duplicate (>> or <<).

IV. QUOTATIONS, BIBLIOGRAPHICAL REFERENCES AND BIBLIOGRAPHY

1. Quoted text must be within inverted commas and never underlined, in bold or italics, unless the

quoted text itself makes use of any of the aforementioned.

2. Whenever the end of the quotation coincides with the end of the paragraph, the full-stop (period mark) should follow the inverted commas that mark the closing of the quoted portion of text. If the quotation occupies the whole paragraph, the inverted commas should open and close the paragraph (including the full-stop) and no additional full-stop after the closing inverted commas is required.

3. Whenever the excerpt the author intends to quote exceeds four lines, the quotation must occupy a paragraph of its own, with no resource to italics or quotation marks, but using Times New Roman size 10 and a 3 cm margin on both sides.

4. Quotations, bibliographical references and bibliography should follow the Harvard System of Referencing Guide (<http://libweb.anglia.ac.uk/referencing/harvard.htm>).

V. FOOTNOTES

1. In footnotes use *Times New Roman*, font size 10, single spacing, justified.

2. Notes must be inserted at the bottom of the page.

3. Avoid long footnotes, which hinder the fluidity of reading. Always make sure whether a footnote's contents might not harmoniously fit in the body of the text instead.

VI. FIGURE IDENTIFICATION AND ITS PLACE WITHIN THE PAPER

1. Figure captions must be presented as follows:

Figure n^o , Author's SURNAME and name, *Italicized title*, date, location.

2. All figures should also be sent as JPG or TIFF files (minimum resolution of 300 dpi) and named as IMAGE 1, IMAGE 2, etc, according to the order of their appearance in the paper. Bear in mind the legal issues involved in the reproduction of images protected by copyrights.

3. As far as the giving of titles or captions is concerned, “figure” stands for every diagram, graph, photo, drawing, map, illustration and others of similar nature, while “table” stands for all charts contain numeric or quantitative data.

4. Whenever a graph or a table ensue from the use of quantitative data (numerical series, for instance), these figures must be provided by the author, preferably in a document containing the calculus sheet employed in the graphic representation.