

Author Guidelines

TEXT FORMATTING

1. All essays must be sent in their final version, on standard A4 paper size. The page layout should have 2,5 cm for left and right margins, and 3 cm for top and bottom margins. Pages should be numbered and the essay should be typed in font Calibri size 12, 1,5 line spacing.
2. The title of the essay must be center-aligned, typed in bold, Calibri 14.
3. The name of the author (typed in bold) and the author's affiliation (italicized) should be left-aligned.
4. Please include an abstract and key words in two different languages (English and one other language), as well as a brief author biography (up to 100 words).
5. Essays must not exceed 25 pages, including endnotes and list of works cited (max. 60.000 characters, no spaces).
6. All authors are responsible for the content of their essays.

IN-TEXT CITATIONS

Titles

When referring to titles within your essay, please use italics for titles of works published independently (such as books and plays), and use quotation marks for titles of works published within larger works (e.g. articles, essays, reviews or titles of poems).

Notes

Endnotes should appear at the end of the essay, indexed numerically in Arabic numbers (e.g. 1, 2, 3). They should be typed in Calibri 10. In case they contain quotations that exceed 3 lines, these should be set off from the note, typed in Calibri 9.

Epigraphs

In case of using an epigraph, type it in italics, in Calibri 10. The name of the author should not be italicized. Reference to the title of the work is optional.

Quotations

1. Quotations in languages other than the one in which the essay is written may be

followed by their translation, in square brackets.

2. For quotations of no more than three typed lines, please enclosed them in quotation marks within the text (use the quotation marks “.....”; quotations within quotations require single marks: “.....‘.....’.....”).

3. For quotations of more than three typed lines, please place them in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented 1,25 cm from the left margin, aligning it with the indentation of the paragraph; please type it in Calibri 10.

4. For interpolations, use square brackets [], and for ellipsis within a sentence, use three periods in square brackets [...].

5. Endnote numbers should be indicated by superscript Arabic numbers, placed after the closing quotation mark of the sentence to which the note refers.

6. For cross-citations, you may use the Latin quotation terms *supra*, *infra*, typed in italics.

References

Always use parenthetical citation within the text.

Examples:

Single author: (Lourenço 1987: 25).

Two authors: (Deleuze/Guattari 1980).

Three or more authors: (Buescu et alii 2001).

Indirect sources: (apud Mitchell 1994: 273).

Subsequently repeated references: use (idem: 10), in case your citing the same work, or (ibidem), in case your citing the same page of the same work.

LIST OF WORKS CITED

1. The list of works cited section should appear at the end of the essay, in Calibri 10, under the heading Works Cited, typed in bold. It should list all the works that have been cited or referred to in the essay, alphabetically organized by the authors' last name.

2. In citing two or more works by the same author, give the name in the first entry only. Thereafter, in place of the name, type two hyphens, followed by the date of

publication in brackets, the title and other bibliographic information. For works published in the same year, add lower case letters (a, b, c, etc.) immediately after the year.

3. Bibliographic information such as the publisher, the city of publication and the edition used must always be given. If you wish to indicate the year of the first edition, use square brackets for the purpose. In citing a translation, give also the translator's name.

Examples:

A Book by a Single Author:

Chekhov, Anton (1964), *Five Plays*, Trans. Ronald Hingley, London, Oxford UP.

Helder, Herberto (2009), *Ofício Cantante. Poesia completa*, Lisboa, Assírio & Alvim.

Lourenço, Eduardo (1987), *Tempo e Poesia*, Lisboa, Relógio d'Água [1974].

Whitman, Walt (1992), *Canto de Mim Mesmo*, edição bilingue, tradução de José Agostinho Baptista, Lisboa, Assírio & Alvim.

A Book by Two Authors:

Deleuze, Gilles / Félix Guattari (1980), *Mille Plateaux*, Paris, Les Editions de Minuit.

A Book by Three or More Authors:

Buescu, Helena / João Ferreira Duarte / Manuel Gusmão (orgs.) (2001), *Floresta Encantada. Novos Caminhos de Literatura Comparada*, Lisboa, Dom Quixote.

Two or More Works by the Same Author:

Derrida, Jacques (1998), *Demeure*. Maurice Blanchot, Paris, Galilée.

-- (2004) *Morada*. Maurice Blanchot, tradução de Silvina Rodrigues Lopes, Lisboa, Vendaval.

A Chapter / Essay / Article in a Book:

Bhabha, Homi K. (2007), "Ética e estética do globalismo: uma perspectiva pós-colonial", in *A Urgência da Teoria*, Lisboa, Tinta da China, 21-44.

An Article in a Scholarly Journal:

Martins, Fernando Cabral (2010), "Sobre o primeiro Mário Cesariny", *Relâmpago*, nº 26, Fundação Luís Miguel Nava, 99-109.

Quignard, Pascal (2003), "Intimum", *Sigila*, nº 12, Gris-France, 9-13.

Web References

For electronic and Internet sources, follow the same guidelines for printed texts, adding the URL of the Webpage enclosed in angle brackets (<>) at the end of the reference, followed by the date of access in round brackets (day, month, and year).

Examples:

Webpage:

O'Reilly, Tim (2005), "What is Web 2.0", <<http://oreilly.com/web2/archive/what-is-web-20.html>> (last accessed at 22/06/2012).

An Article in an Electronic Journal:

Hasse, Fee-Alexander (2011), "Your Story is Told, Your Issue is Handled: The Myth of Social Activity Corporate Storytelling in English-Speaking Business Communication in the Age of Technically Mediated Orality", *Prisma*, n.º 16, <<http://revistas.ua.pt/index.php/prismacom/article/view/1315>> (last accessed at 22/06/2012).

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