

Instructions for Contributors

The REMHU is essentially composed by original articles on the migration issue, theses or dissertations' reviews, an Interview - with a professional who works on the area -, the Voice of the Migrant - an analysis of the REMHU's theme from the perspective of its main characters -, the Apostolic-Missionary Experiences - articles written by Scalabrinian missionary Sisters who transform to academic language the outcomes of their professional experiences - and the reviews of recent publications on the theme.

The REMHU accepts both national and international contributions (Portuguese, English, Spanish and French). The articles are evaluated from their originality, the relevance of the subject, the quality of the utilized scientific methodology, as well as the author guidelines usage. All Submissions will be **peer-reviewed** by at least two eminent professionals, and the confidentiality is guaranteed throughout the whole reviewing process. The accepted manuscripts will be sent back to the authors so that the adjustments and improvements are arranged. The authors must return the articles properly revised, otherwise they should declare, if it's the case, the reason why the demands were not replied.

A **cover letter** must be appended to the article containing:

Title, authors' note, full names of authors, academic and/or other professional affiliations, as well as academic or professional titles and the complete mailing address, e-mail address, telephone and fax number for the author to whom proofs and correspondence should be sent.

The essays should include an abstract and at least three keywords in the idiom of the article **preceding** the text and an abstract and keywords in English **after** the text and the bibliography.

All manuscripts, tables and artwork should be sent via e-mail, as a Microsoft WORD file, to migrante@csem.org.br or in CD and printed copy to the mail address:

Centro Scalabriniano de Estudos Migratórios
SRTVN – Conjunto P Edifício Brasília Rádio Center – Sobrelojas 01/02
70719-900 Brasília/DF – Brazil

Formatting instructions: The main text of paragraphs should be Times New Roman 12-point style, non-boldface, single spaced, fully justified and with a 6-point blank line after each paragraph.

Average length for regular articles: 12 to 15 pages, including references, tables, abstracts and footnotes.

Tables or quotations must be fully identified as to author and source.

When using **acronyms or abbreviations**, indicate the meaning the first time they appear on the text.

All words in a language other than the one of the proposal should be *italicized* as well as book/journals/articles' titles along the text.

Do not use **bold** or underline characters.

Citations: Short literal quotations (less than three lines) must be integrated in the paragraph between quotations marks. The quotations with more than three lines must be separated from the text in a special paragraph (2 cm to the right of the left margin), without quotation marks and 10-point style.

Do not use the “author-date” style. Quotations may be indicated in the text by a numerical system referring to a footnote.

Footnotes referring to a literal quotation must inform: the author’s LASTNAME, First name. *Title (italicized)*, number of the cited page (if it is the case). Further indications must incorporate the Bibliography at the end of the text.

Use:

Idem meaning previously cited source.

ibidem is used to provide an endnote or footnote citation or reference for a source that was cited in the preceding endnote or footnote.

Op.cit meaning: in the work previously referred to and is used when you have referred to other items since the last time you referenced a particular work.

Apud: when the author did not have access to the referring work which is indicated in a book that the author did have access.

Cf.: meaning confer, confront.

Et al: use if the work cited was written by more than three authors.

Bibliography:

At the end of the article, alphabetically ordered.

- **Books:** LAST NAME, First name. *Title*: subtitle. Location: Publisher, year.
- **Books’ Chapters:** LAST NAME, First name. Chapter’s title. In LAST NAME, First name. *Title*: subtitle. Location: Publisher, year, pages.
- **Articles in Journals:** LAST NAME, First name. “Title” in *Journal’s name*, Location, volume, number, year, pages.
- Articles from **collections:** LAST NAME, First name. “Title”, in LAST NAME, First name. *Title*. Location: Publisher, year, pages.
- Text found in **electronic sources:** LAST NAME, First name. *Title*. Place: publisher, date. Available at: _____. Accessed on: _____.

Further info:

- The authors are responsible for the bibliography they provide.
- The works will not be returned, even if not accepted for publishing.
- The original article is to be sent fully reviewed grammatically and according to these instructions.
- The judgments and statements declared by the authors do not necessarily reflect the Editorial Council’s opinion.