

AUTHOR GUIDELINES

The texts submitted to the CSEM appreciation must follow these norms:

1) General:

Style: single-spaced, A4 paper size, Times New Roman type, 12-point.

Text extension (including summary, abstract, notes and the maximum of one page for bibliographical references): between 12 and 15 pages, or between 40.000 and 50.000 characters with spaces.

The **first page** must contain: article title, author's name, author's presentation (no longer than 4 lines), summary (between 7 and 10 lines), abstract and at least 3 keywords.

Figures and graphs will only be published with the indication of source and/or authorship.

When using **initialisms, acronyms or abbreviations**, please indicate their meaning (their spelled-out use) in the first time they appear on the text.

Italicize only **foreign words** and **names of other works** (within the text).

2) Quotations within the text:

Quotation no longer than 3 lines: they are run **into the text**, enclosed in **double quotation marks**, **without italicizing**. Quotation with more than 3 lines: it should be set off as **block quotation** (with an indentation space of 2 cm from the left margin), starting a new line, **without quotation notes**, **without italicizing** and with *Times New Roman* type, **11-point**. The punctuation precedes the notes numbers. Please **do not use** the author-date system (as in: SILVA, 1986, p.23). The references should be mentioned in the footnotes.

3) Footnotes:

They must contain only: the author's **name** (starting by the LAST NAME, in all capital letters, followed by the first name, written out in full), the work's **title** (*italicized*) and the number of the cited page (if it is the case). The other indications will be on the final bibliographical references list. If the note's reference is not on the final bibliography it is necessary to include the other indications: city, publisher's name and year of the publication.

Use: **Idem** – when citing the same author as the immediately preceding reference.

Use: **Ibidem** – when citing the same author and source as the immediately preceding reference.

Use: **op. cit** – when citing a source that has already been referred earlier, but not in the immediately preceding reference.

4) Bibliographic reference list:

Use the norms below:

- AUTHOR'S LAST NAME, Author's first name (written out in full, followed by a responsibility indication, like editor or translator, if it is the case). *Title (italicized)*. Place of publication: publisher's name, year of the publication.
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- Articles from **collections**: AUTHOR'S LAST NAME, Author's first name. "Article's title" (enclosed in double quotation marks) in (small letter without :) AUTHOR'S LAST NAME, Author's first name (with responsibility indication) or COLLECTIVE AUTHOR (capital letter). *Title (italicized)* Place of publication: publisher's name, year of the publication, pages.
- Text found in **electronic sources**: AUTHOR'S LAST NAME, Author's first name. *Title (italicized)*. Place: publisher, date. Available at: (URL). Accessed on: (date of access).

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