

Author Guidelines for Papers

Page layout and general format:

Paper size A4, 2,5cm left, right, bottom and top margins. Manuscripts should be submitted in Word file using font Times New Roman, size 11, regular, justified and single line spacing. The document should have between 8 000 than 10 000 words (including references, tables and figures). The text must be written in British English.

Manuscript preparation:

1. The **first page** of the manuscript is the **title and authors page** and should include: the title of the paper in capital letters, with size 15, bold and left align. The title should be concise and informative. This page should include also the name(s), email(s) and affiliation(s) of the author(s). The name of the corresponding author should be provided.

2. The **second page** should not include any reference to the author(s) names. It starts the **main manuscript** and should include the title of the paper in capital letters, the abstract, the keywords and the topic for paper submission.

Abstract: The abstract should briefly present the purpose of the study, the main objective(s) and major conclusions. It should have between 250 to 300 words and should not contain any undefined abbreviations, numerical results and references. Use size 11, regular and justified.

Keywords: Must be provided a maximum of 6 keywords separated by coma (,).

3. The third page starts with the **main body of the manuscript**. All sections must be numbered using Arabic numeral. Desirably, the structure of the paper should include the following elements: Introduction, Literature review, Methodology, Results and Conclusion. However, the proposed structure is not mandatory. Other structures are acceptable depending on the specific paper. However, all papers must contain an Introduction and a Conclusion sections.

Plain Text Body: For plain text body, use size 11, regular, justified.

Titles – numbered using Arabic numeral, size 11, bold, capital letters, left aligned;

Subtitles (1st level) - numbered using Arabic numeral (ex. 2.1), size 11, bold, low case, left aligned;

Subtitles (2nd level) – numbered using Arabic numeral (ex. 2.1.1), size 11, italic, low case, left aligned.

Abbreviations: Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes and Endnotes: Footnotes should be avoided, but if essential they should not contain any figures or tables and should be in size 8, regular, left aligned. Footnotes to the text are numbered consecutively. Website links to references should be in the references list and not as footnotes. Endnotes cannot be used.

Acknowledgements: Acknowledgments of people, grants, funds, and others, should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

Tables and Figures: All tables and figures should be incorporated in the text. They should be numbered using Arabic numerals and have a concise title explaining its contents. The title should be placed above the table or figure, using size 9, bold and centred. The source and year of the information given in tables and figures should be included beneath its body, centred, size 8, regular (e.g., Source: Own Elaboration). For tables contents use size 8. Please avoid shadings in table cells and vertical rules. Figures must be in JPEG format (image).

Citations and References in Text: Every reference cited in the text should be included in the reference list (and vice-versa). In the first moment a study is referred, the names of all authors should be provided. Then, the usage of *et al.* in long authors list (3 or more authors) must be adopted. Inside the text, references must be included using the “author, date” system (e.g., Cooper and Rein (2006) describe...). After expressing other author(s) idea, indicate the author(s)’s name(s) and publication year in parentheses and in chronological ascending order (e.g., ... as demonstrated in previous research (Cunha & Cintra, 2005; Flores *et al.*, 2007). Text extracts must be within quotation marks (“”), followed by the author(s)’s name(s), publication year, and quotation pages in parentheses (e.g., cooperation can be defined “as a mechanism of (...)” (Martin & Roves, 2004: 32)

4. The reference list must be placed at the end of the manuscript, with the title REFERENCES, and ordered in alphabetical order of the first author of each work. It should follow the APA style and only include works that are cited in the text. Use size 11, regular, justified align. Examples of specific formats:

Scientific Article:

Sadiq. M., & Alam, I. (1997). Lead contamination of groundwater in an industrial complex. *Water, Air and Soil Pollution*, 98(2), 167-177.

Book:

Costa, J. (1995). *Caracterização e constituição do Solo*. 5th edition. Lisbon: Foundation Calouste Gulbenkian.

Book Chapter:

Silko, L.M. (1991). The man to send rain clouds. In W. Brown, & A. Ling (Eds.), *Imagining America: Stories from the promised land* (pp. 241-257). New York: Persea.

Online Document:

Chou, L., McClintock, R., Moretti, F., & Nix, D.H. (1993). *Technology and education: New wine in new bottles – Choosing pasts and imagining educational futures*. Retrieved from: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>.

Dissertation:

Tingle, C.C.D. (1985). *Biological control of the glasshouse mealybug using parasitic hymenoptera* (Doctoral dissertation). Department of Biological Sciences, Wye College, University of London. 375 pp.

Conference paper:

Bloug, J., & Rein, P. (2000). *Revenue management: A new approach*. Paper presented at the Vth International Conference on Financial Statistics, 11th-14th October 2006, Paris.