

EDITORIAL PROGRAMME

CEM / culture, space & memory

1. SCOPE AND GOALS OF THE JOURNAL

1.1. The *CEM / cultura, espaço & memória (culture, space & memory)* journal is dedicated to disseminating works resulting from original research in the area of the humanities, particularly in history, literary studies and heritage, without forgoing studies in other fields of knowledge, in accordance with the thematic dossiers.

1.2. The *CEM / cultura, espaço & memória (culture, space & memory)* journal, edited annually on paper and online by CITCEM – Transdisciplinary Research Centre «Culture, Space and Memory», aims to constitute a space for interdisciplinary dialogue, not only reflecting the scientific production by members of the unit in charge of its publication, but also studies by other national and foreign researchers.

2. THE JOURNAL'S BODIES:

2.1. The CEM journal shall have an Editorial Board, headed by CITCEM's scientific coordinator (ex officio, the journal's Director), assisted by the other members of the Unit's Executive Committee. The Editorial Board shall further integrate the Head of FLUP's Central Library and editorial assistants (CITCEM Secretariat). The Editorial Board is responsible for defining the editorial calendar, organizing each issue of the journal, inviting the thematic dossier's editor, appointing scientific reviewers for the different articles, and requesting appraisals from members of the Advisory Board.

2.2. The journal shall also have an Advisory Board, comprising renowned national and foreign researchers from the journal's different scientific areas, invited by the Board of Directors. The Advisory Board is responsible for assessing the journal's fundamental editorial guidelines, proposing changes to the editorial lines, and issuing appraisals on any questions raised by the journal's Board.

2.3. Each issue of the journal shall further have an editor who is responsible for organizing the thematic dossier, for proposing the submission of articles by specialized authors in the area of that dossier, appointing reviewers for each article and writing the dossier's introduction. In some issues the editorial and scientific responsibility for a thematic dossier may be shared by two or more editors.

3. PARTNERSHIPS AND INSTITUTIONAL AND FINANCIAL SUPPORT

3.1. The journal's edition shall count on the support of the Library of the Faculty of Arts of the University of Porto, particularly in organizing the referee process, in cooperation with the Editorial Board and the CITCEM Secretariat, in organizing the online edition and the procedures of international indexing.

3.2. The journal's edition costs shall initially be supported by pluriannual funding from the FCT (Portuguese Foundation for Science and Technology) awarded to the CITCEM research unit. Efforts shall be made to broaden the sources of funding, through applications to the FACC funding line, and particularly through revenue from the journal itself (sales and subscriptions, sponsorships to thematic issues, etc.).

4. JOURNAL STRUCTURE AND FORMAT:

4.1. The journal shall have approximately 200 pages, divided into 4 main sections: i) thematic dossier (taking up about 50% of the journal); ii) other studies (up to a maximum of 25% of the journal); iii) critical reviews; iv) news bulletins.

4.2. In formal terms, the journal shall follow the graphic design model as conceived for CITCEM's publications by the designer Helena Lobo.

5. PUBLICATION GUIDELINES:

5.1. The Board of Directors of the CEM journal will accept for publication articles, critical reviews and bulletins in Portuguese, English, French or Spanish **that comply with the publication guidelines and the defined editorial schedule**, subject to the journal's set number of pages and the order of submission. In principle, opinion articles will not be accepted.

5.2. All papers accepted by the journal's Board will be subject to academic peer-review by external renowned experts in the corresponding scientific fields.

5.2.1. If there is refusal to publish by the scientific reviewer, the author may appeal against that decision based on a reasoned request addressed to the Editorial Board, which may then submit the article to further review, this time by two scientific reviewers.

5.2.2. Although the authors are not obliged to follow the recommendations for changes given by the scientific reviewers, the Editorial Board may refuse to publish the articles whose authors do not follow these recommendations.

5.3. Articles submitted to the CEM journal should be sent in a single Word document, or other compatible format. If special fonts or symbols sources are used, these must be identified and sent attached to the article.

Articles must be submitted by email (to citcem@letras.up.pt). If the article includes figures or maps, they should be numbered and sent in separate files. Their respective positions in the text, as well as corresponding captions, should be clearly indicated in the document.

5.4. The articles accepted for publication should be original, scientifically rigorous works, representing a relevant empirical contribution to that particular scientific field and should include a theoretical reference framework (as well as bibliography). Each paper, which should not exceed 40.000 characters (including notes, tables and annexes), regardless of the language in which it is written, must include abstracts in Portuguese and in English of 750 characters each (summarizing the essential information on the study's object and objectives, spatial and time boundaries, relevant aspects of its theoretical framework, main information sources used and basic conclusions). 4 keywords must also be included, as well as information about the author (institution, academic category, fields of specialisation and contact information, namely mobile phone and email) and a short biography (maximum 500 characters).

5.5. Style:

5.5.1. The text should be in Times, size 12, with 1,5 line spacing, and margins of 2.5 cm. Underlining is not accepted.

5.5.2. The title of the article should be aligned to the left, size 14, in bold, and occupy the first line.

5.5.3. The name(s) of the author(s) must appear on the line immediately following the title, aligned to the right, in size 12, followed by institutional affiliation and personal or institutional e-mail.

5.6. Footnotes (in Times, size 10, with single line spacing) should be kept to a reasonable minimum. The use of an excessive number of tables and figures is also not advisable. The bibliography should include works mentioned in the text or notes and should be ordered alphabetically.

5.7. Citations of text excerpts:

5.7.1. Minor citations that are integrated in the text should be presented between quotation marks without italics.

E.g.:

proposed text, text proposed «cited text, cited text, cited text, cited text, cited text», proposed text, proposed text, text proposed, text proposed, text proposed, text proposed, text proposed, text proposed, text proposed, text proposed, text proposed

5.7.2. Larger excerpts must be cited in separate paragraph(s), without quotation marks, with an indentation of 1 cm on each side, similar size and line spacing as footnotes (font size 10), in italics.

E.g.:

proposed text proposed text, proposed text, proposed text, proposed text, proposed text, proposed text, proposed text proposed text, p
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 proposed text, proposed text, proposed text, proposed text, proposed text, proposed text, proposed text proposed text,

5.8. In documental and bibliographic citation and referencing, articles should comply with the following rules, adapted from NP 405-1:

5.8.1. Citations in text:

- i) citation of documents: documental citations, in footnotes, should include, although in abbreviated form or initials (to be explained at the end of the text, with the bibliography), all elements required for identification. References to documental funds or collections should be made in italics (e.g.: *IAN/TT – Convento de Santa Clara de Vila do Conde, cx. 37, mç. 7, s.n.*).
- ii) bibliographical citations: bibliographical references, in footnotes, should include, regardless of the nature of the publication (book, article, etc.), the author(s)' surname(s) (in capitals), year of publication and page(s) where the citation was taken from (e.g.: *PIRES, 2009: 319*). If two authors are involved, the surnames of both should be indicated, separated by & (e.g.: *ROSAS & MÁIZ, 2008: 338*). If there are several authors, the first author's surname should be followed by the abbreviated expression «et alii», in italics (e.g.: *RAMOS et al., 2009: 622*). If the author has more than one work included in

the bibliography and published in the same year, a letter corresponding to the alphabetical order of the bibliography should be added to the year of publication (e.g.: SARAIVA, 2009a: 11).

5.8.2. Citations in the final bibliography (mandatory):

i) Monographs:

E.g.: RAMOS, Rui; SOUSA, Bernardo Vasconcelos e; MONTEIRO, Nuno Gonçalo (2009) — *História de Portugal*. Lisboa: A Esfera dos Livros.

SARAIVA, Arnaldo, *org. e introd.* (2009a) — *O personagem na obra de José Marmelo e Silva*. Porto: Campo das Letras.

SARAIVA, Arnaldo (2009b) — *Guilherme IX de Aquitânia, Poesia*. Campinas: Unicamp.

TORRES, Carlos Manitto (1936) — *Caminhos de ferro*. Lisboa: [s.n.].

ii) Periodical publications:

E.g.: ROSAS, António; MÁIZ, Ramón (2008) — *Democracia e cultura: da cultura política às práticas culturais democráticas*. «Revista da Faculdade de Letras – História», III série, vol. 9. Porto: Faculdade de Letras da Universidade do Porto, p. 337-356.

iii) Chapters in collective works:

E.g.: PIRES, Ana Paula (2009) — *A economia de guerra: a frente interna*. In ROSAS, Fernando; ROLLO, Maria Fernanda, *coord.* — *História da Primeira República Portuguesa*. Lisboa: Tinta-da-China, p. 319-347.

iv) Theses:

E.g.: AMARAL, Luís Carlos (2007) — *Formação e desenvolvimento do domínio da diocese de Braga no período da Reconquista (séc. IX-1137)*. Porto: Faculdade de Letras da Universidade do Porto. PhD Thesis.

iv) Electronic Monographs:

E.g.: AMARAL, Luís Carlos (2007) — *Formação e desenvolvimento do domínio da diocese de Braga no período da Reconquista (séc. IX-1137)*. Available at: <http://www.letras.up.pt/luisamaral.pdf> (accessed on 12/09/2010).

iv) Electronic Studies:

E.g.: AMARAL, Luís Carlos (2007) – *Formação e desenvolvimento do domínio da diocese de Braga no período da Reconquista (séc. IX-1137)*. «Revista da Faculdade de Letras – História», III série, vol. 9, p. 337-356. Available at <http://www.letras.up.pt/luisamaral.pdf> (accessed on 12/09/2010).

5.8.3. Citation of sources:

Documental citations should as a rule include all the elements necessary to completely identify the source, using abbreviations or initials. These should be explained at the end of the article following the bibliography. References to documental funds should be made in italics.

E.g.: IAN/TT – *Chancelaria D. Afonso V*, Iv. 15, fl. 89

5.9. Book reviews shall not exceed 7.500 characters. In general terms, they should comply with the following structure: i) clearly and briefly describe the contents and objectives of the work; ii) relate the work to reference bibliography on the subject matter and highlight its main contributions to that domain; iii) assess the appropriateness of the information sources, the methodology followed and the work's structure, given the author's objectives; iv) the review's author should issue an impartial and objective critique of the work, where personal judgements revealing aversion or affinity for the author are not acceptable; v) the review's author should avoid detailed analyses (lists of typographical errors or bibliographical omissions, unless they decisively compromise the work's objectives), footnotes and final references; vi) the references considered necessary should be included in the text in brackets [e.g.: «Segundo Hancock (*Oceans of Wine: Madeira and the Emergence of American Taste and Trade*. New Haven/London: Yale University Press, 2009), o comércio interimperial ajudou a configurar um mundo atlântico integrado, ancorado em redes que facilitaram movimentos de pessoas, mercadorias e ideias, quebrando as fronteiras dos impérios e criando uma 'cultura atlântica transimperial'»]; vii) the review's header should contain the following elements: title (in bold); name of the author (in capitals); place of edition: editor, date, pages (in the format 'xxix + 632 p.'). indication, if applicable, that the book contains illustrations and/or maps, and ISBN.

Example of a review header:

Oceans of Wine: Madeira and the Emergence of American Trade and Taste

DAVID HANCOCK

New Haven/London: Yale University Press, 2009

xxix + 632 p., il., maps, indices, bib., ISBN 978 0 300 13605 0

6. PUBLICATION RIGHTS:

The authors of the published articles concede the *CEM* journal the right to publish under any form and shall receive 25 offprints of their article and 1 copy of the corresponding journal issue.

7. PROPOSAL OF THEMATIC DOSSIERS

CITCEM researchers may propose themes to the Board of Editors for upcoming issues of the journal. Ideally, preparation of a thematic dossier should begin one year before the journal's issue it is intended for, given the time required to comply with peer review procedures.

8. CEM 2017 SCHEDULE:

30 april 2019: Submission of articles to be published in this issue;

31 june 2019: Notification of the authors;

15 december 2019: Publication.

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