

SUBMISSION AND STYLE GUIDELINES

CHAM's Collections

Studies & Documents

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SUBMISSION

Authors/Editors should submit their proposal online using [this form](#).

The manuscript should be submitted in Word document (.doc or .docx file format).

Authors/Editors must provide all figures (graphs, charts, maps, photographs, etc) as a separate JPG or TIFF file and submit it via WeTransfer to cham_edicoes@fcsb.unl.pt. A List of Figures must be attached.

Proponents will be asked to submit the following documents (in case of an edited volume, these documents are required for each author):

1. Author Declaration and Consent to Publish;
2. Copies of all authorizations and licenses required for reproduction, publication and dissemination in open access (rights to use images or other material from third parties, etc.).

PEER REVIEW

Proposals will be initially pre-assessed by CHAM Publishers' Director and Collections' Scientific Coordinators regarding originality, relevance, methodological soundness, currentness of the bibliography, writing style and pertinence of the theme to the Collections' profile.

Manuscripts deemed suitable will be then subjected to double-blind peer-review to assess their quality and scientific merit. Each manuscript will be reviewed by at least two referees. The names of the referees will be mentioned in the final publication.

NOTIFICATIONS

Notifications will be sent by email to the proponents.

For edited volumes, the Editor is in charge of informing all authors of the decisions.

Notification of the preliminary results: until 8 weeks

Notification of peer review results: until 12 weeks

Notification of acceptance: until 4 weeks

AUTHORSHIP

All indications of authorship should be removed from the manuscript, so that it can be sent anonymously to reviewers. This information will be added after the peer review process.

Authors' names should also be removed from document's properties.

Explicit self-references should be avoided. Authors citing their own prior work should discuss it in the third person, either in the text or in the footnotes.

Authors/Editors are requested to submit a separate file (in Word), containing authors' names, institutional affiliations, ORCID iD links, institutional e-mail contacts and biographical notes. Any acknowledgements or funding information should also be included on this file.

MANUSCRIPT PREPARATION

The manuscript should be presented in its final form. Authors/Editors must make sure that style, spelling, punctuation, and syntax are correct. The proofreading of the manuscript by colleagues before submission is important and can contribute to a more consistent text.

We recommend having at least two colleagues proofread the manuscript prior to submission.

For non-native speakers it is recommended to have a native speaker proofread the manuscript before submission.

Authors may be required to resubmit or rewrite some material if it does not adhere to these guidelines.

CONTENT AND LENGTH

The submission of studies adopting comparative, multidisciplinary, transnational and/or cross-cultural approaches is strongly encouraged.

The submission of a proposal requires the assurance that the manuscript (book/chapters) is an original work that has not been published previously and is not currently being considered for publication elsewhere.

Length

Preferred manuscript length is between 45,000 and 100,000 words (including footnotes, appendices, images, attachments and bibliography).

Language

Portuguese, Spanish, English, French, and/or Italian will be accepted.

Table of Contents

It should only include headings (chapter titles or section titles), not subheadings.

Titles

Titles should be short and clear.

The use of a subtitle is optional.

GENERAL FORMATTING**Page size**

ISO A4 (21 cm x 29.69 cm)

Font

Times New Roman

Size 12pt (main body) and 10pt (footnotes)

Margins

Top, bottom: 2,5 cm

Left and right: 2,5 cm

Indenting, Line Spacing and Justification (main text)

Paragraphs indentation: 1,5 cm (except those following headings and subheadings).

Alignment: justified.

Line spacing (text): 1,5pt.

Spacing before and after paragraphs: 0pt.

Do not insert extra space between paragraphs of text.

Page numbers

Manuscript pages should be numbered consecutively in the lower right corner.

STYLE

Headings and Subheadings

Headings (such as chapter titles or section titles) and subheadings (different section headings within the chapters) must be written in bold, left-justified.

Do not number subheadings.

Citations

Citations of documents or texts of up to three lines are included in the body of the text, in quotation marks.

Citations that consist of more than three lines should be placed in a separate paragraph, size 11, left indentation of 1.25 cm, single spaced, without quotation marks.

Words or terms introduced in the body of citations must be indicated by square brackets - [word].

Omissions of excerpts of citations are indicated by three suspension points between square brackets - [...].

Citations should preferably be indicated by double curved quotation marks (“...”), and single quotation marks (‘...’) for quotations-within-quotations (“... ‘...’ ...”).

Citations in any language other than those accepted (Portuguese, Spanish, English, French, and Italian) must be original, with a translation into the language of the text provided in a footnote.

Italics, underlining and bold

The use of italics is restricted to foreign expressions, titles, neologisms, and highlights made in citations.

Underlining should not be used anywhere in the text.

The use of bold is restricted to headings/subheadings, figure callouts in the text (**fig. 1**) and figure captions (**1. Detail of...**).

Footnotes

Identified in Hindu-Arabic numerals, footnotes must be written in size 10 and single-spaced. Numbers should appear before punctuation, like this¹.

Footnotes should not be used for references.

Figures, Tables and Graphs

The *Studies & Documents* Collection is printed in greyscale.

Photographs, drawings, graphs, maps and similar materials should be submitted in JPG or TIFF files via Wettransfer to cham_edicoes@fcsh.unl.pt. A minimum resolution of 300 dpi's is required.

A separate file with the list of all the figures, sequentially numbered, with detailed captions and sources is required. The copyright information must be included.

Callouts for each figure (e.g. “(fig. 1)”) should appear in the text. The place where the illustration is to be inserted must be indicated. Please use the figures captions below as a model.

[INSERT FIGURE 1 HERE]

1 Detail of Dom Arsenio Mascagni, Portrait of Archbishop Markus Sittikus of Hohenems, 1618. Oil on canvas, 235x143cm, Salzburg, Hellbrunn. Palace administration of Hellbrunn. Photo credit: Franz Dittelbacher.

[INSERT FIGURE 2 HERE]

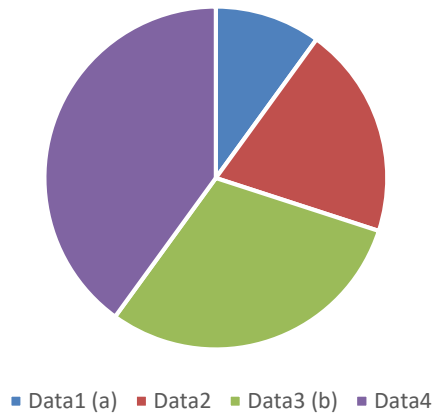
2 Gaspar de San Agustín, *Conquistas de las Islas Philipinas: La temporal por las armas del Señor Don Phelipe Segundo el Prudente; y la espiritual por los religiosos del Orden de Nuestro Padre San Agustín - Fundación y progressos de su Provincia del Santísimo Nombre de Jesús* (Madrid, 1698, Imprenta de Manuel Ruiz de Murga). Url: <http://bibliotecadigital.aecid.es/bibliodig/es/consulta/registro.cmd?id=6730>. Public domain. Source: Biblioteca Digital AECID.

If created in Word, tables and graphs should be embedded in the manuscript. Each table and graph should have a title below. Tables and graphs should be considered illustrations and numbered as such (e.g. “(fig. 3)”) instead of “(table 1)”). Please use the table below as a model.

| Cell1 | Cell2 | Cell3 | Cell4 |
|----------|----------|-------|-------|
| data (a) | data | data | data |
| data | data (b) | data | data |
| data | data | data | data |

2 Title. [if applicable, indicate the reference/source, url, etc]

(a) notes to data; (b) notes to data



3 Title. [if applicable, indicate the reference/source, url, etc]

(a) notes to data; (b) notes to data

BIBLIOGRAPHICAL REFERENCES

The manuscript must conform to the Chicago Manual of Style, Author-Date system (available [here](#)).

All references must be cited in the text, e.g. (Smith 2016, 461). As mentioned, footnotes should not be used for references.

The detailed list of sources, references and bibliography used throughout the text should figure at the end of the chapters/book. It should be arranged in alphabetical order according to the authors' last names. The authors' last names must be highlighted in uppercase.

PUBLISHING POLICIES

It is the editors' responsibility to inform the authors about the conditions of publication before submission.

The content of publications is of the responsibility of its authors and not of CHAM.

The acceptance of a manuscript for publication supposes the transmission of copyright rights to CHAM.

Images copyright

It is exclusively the authors' responsibility to ensure that images have legal authorization to be reproduced according to their copyright status, and authors must assume any expenses incurred.

Open Access

All CHAM's publications abide by the Open Access Policy.

After publication, CHAM reserves the right to make all content available in open access in RUN - the Repository of the University NOVA of Lisbon, under a Creative Commons Attribution 4.0 International License (CC BY 4.0).

E-Offprints

A PDF file of the book/chapters (publisher's version) will be supplied by CHAM to authors.

Printed versions

In the case of *Studies & Documents* Collection (E&D), printed copies of the books will be provided to authors, editors and partner institutions.

The number of copies to be made available may vary and will depend on the agreement established between the authors/editors and CHAM.

Self-Archiving Policy

Authors can deposit Publisher's Version/PDF in any repository with no embargo period.

To avoid compromising the peer review process, CHAM do not allow the self-archive of preprints.

SUBMISSION CHECKLIST

Make sure that:

- The total length of the manuscript does not exceed 100,000 words (including footnotes, appendices, images, attachments and bibliography).
- The manuscript has been carefully revised before submission (for non-native speakers it is recommended to have a native speaker proofread the manuscript before submission).
- All identifying information of authors are omitted from the manuscript so that it can be sent anonymously to reviewers.
- Authors' names have been removed from the document's properties.
- Style guidelines have been followed.
- Manuscript conforms to the Chicago Manual of Style, author-date system.
- All references given in the text appear in the list of references and are complete.
- Book title and chapters titles matches throughout the text (including the Index).
- The names of the authors correspond throughout the text (including the Index).
- Figures are numbered consecutively, and captions are complete (copyright information must be included).
- Figures files (JPG/TIFF) are supplied separately and are correctly labelled and consistent with the List of Figures.
- All figures meet the minimum dpi requirements.
- All figures have legal authorization to be reproduced according to their copyright status and all credits are mentioned.

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