

NORMS FOR ELABORATION AND SUBMISSION OF TEXTS

SUBMISSION AND FORMAT: GENERAL GUIDELINES

1. submission

All texts should be submitted by e-mail to the AHAM (anaís.cham@fchsh.unl.pt).

2. format requirements

Originals should be sent in Word files, in the following format: font Times New Roman, size 12 pt, justified alignment with 1.5 pt spacing, non-indented paragraphs, pages numbered sequentially, and footnotes in automatic numeration.

3. length

It is recommended that articles do not exceed 10 000 words.

4. title, abstract and keywords

The title should be clear and concise. Use of a subtitle is optional.

The abstract, with a maximum of 100 words, must be submitted in Portuguese and in English. Each article should have between four and six keywords, in Portuguese and in English.

5. authorship

Articles must be submitted without any indication of the authors' identity (in a "blinded" version), and accompanied by a separate document with the name of the author, institutional affiliation, current institutional address and e-mail contact, and a brief biographical note (maximum of 200 words).

6. languages of publication and style

Articles can be submitted in Portuguese, Spanish, French, English and Italian.

Current spelling rules and appropriate style guidelines for each language must be followed.

First names and surnames of European origin cited in the body of the text must have updated spelling.

The type of quotation marks recommended (angled, curved or straight) will vary according to the language the text is written in. For Portuguese texts the AHAM generally recommend the use of straight angled or French quotation marks («»), and curved or English (") for quotations within quotations.

Section headings/subheadings in the text must be written in bold.

The use of italics is restricted to foreign expressions, and for emphasis in citations.

If an article contains words in other alphabets or with diacritical marks, the author must provide the respective software upon submission of the text.

7. bibliographical references

All references should abide by the Autor-Date System of the Chicago Manual of Style.

The entire list of sources and bibliography used throughout the text should figure at the end of the articles.

8. 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 - [].

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

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

9. transcription of manuscripts

Strict respect for the spelling of the manuscript texts is accepted, their modernization, or also, an intermediary way, as long as the norms of transliteration are specified by the authors.

10. footnotes

Identified in Hindu-Arabic numerals, footnotes must be written in size 10 and single-spaced.

11. illustrations

Photographs, drawings, tables, graphs, maps should be submitted in jpg or tiff files.

A minimum resolution of 300 dpi's is required. The journal is printed in greyscale.

A separate file with the list of all the illustrations (images, tables, etc.) sequentially numbered, with captions and sources/ credits, and indication of their exact placement in the text.

12. copyrights regarding illustrations

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.

13. reviews

Critical reviews should have between 500 and 2000 words.

The reviewed work must be identified as follows: author/editor. year of publication. title. place of publication: publishing house. ISBN:, DOI:

Citations of works other than the one being reviewed must be done in a footnote.

The name of the author of the review should be indicated at the end of the text, as well as his/her institutional affiliation and *e-mail* contact.

Reviews should follow the rest of the regulations for articles, namely 1, 2, 6, 7, 8 and 10.