

NOTES FOR CONTRIBUTORS 2018

The *Portuguese Journal of Social Science* is a peer-reviewed cross-disciplinary journal which focuses mainly on research about the Portuguese society undertaken by scholars of any nationality. However, the Journal takes a broader view accepting articles not exclusively devoted to the Portuguese case. We welcome particularly comparative studies.

The Journal concentrates on research articles but operates a flexible policy regarding other submissions, including Book Reviews.

All submissions should in the first instance be sent as an email attachment to the editorial consultant at slnes@iscte-iul.pt. Correspondence and books for review should be sent to the editor: Luís Nuno Rodrigues Instituto Universitário de Lisboa (ISCTE-IUL), CIES, Av. das Forças Armadas, 1649-026 Lisbon, Portugal.

REFEREES

The *Portuguese Journal of Social Science* is a refereed journal. Strict anonymity is accorded to both authors and referees. There are normally two referees, chosen for their expertise within the subject area. They are asked to comment on comprehensibility, originality and scholarly worth of the article submitted.

LENGTH

Articles should normally be between 6500 and 7500 words in length.

SUBMITTING

Articles should be original and not be under consideration by any other English language publication. Submissions must be in English and be written in a clear and concise style. In the first instance, contributions should be submitted electronically in MS Word or PDF to the editorial consultant at stewart.lloyd-jones@iscte.pt. Submissions *must* include the following: a note on each author, each author's institutional affiliation (including address, contact telephone and email), an abstract of no more than 150 words and up to six keywords.

LANGUAGE

The journal uses standard British English. The editor reserves the right to alter usage to these ends. Because of the interdisciplinary nature of readership, jargon is to be avoided. Simple sentence structures are of great benefit to readers for whom English is a second language.

FORMAT

Initial submissions may be made in PDF, Word, or a format that can be read by Word.

ILLUSTRATIONS

Generally only black and white reproduction is available. Photographs should be black and white and glossy. All slides should be printed as colour photographs

or scanned as a greyscale TIFF file with a minimum resolution of 600dpi. Line drawings, maps, diagrams etc. should be supplied in a camera-ready format as TIFF files with a minimum resolution of 300dpi. If in doubt please contact the editorial consultant at stewart.lloyd-jones@iscte.pt who will be able to advise you in the preparation of camera-ready TIFF files.

All illustrations, photographs, diagrams, maps etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2 etc. The source should be indicated below. Copyright clearance should be indicated where appropriate by the contributor, who has sole responsibility for ensuring the relevant clearances have been received. All illustrations must be included as separate attachments to the submission, they must be clearly labelled and their position within the text clearly identified.

QUOTATIONS

Within paragraphs these should be used sparingly and identified by single quotation marks. Paragraph quotations must be indented with an additional one-line space above and below and without quotes.

CAPTIONS

All illustrations should be accompanied by a caption, which should include the figure number and acknowledge the holder of the copyright. The author has a responsibility to ensure that the proper permissions are obtained.

OTHER STYLES

Foreign words and phrases within the text must be in italics unless it is the proper name of an organization or institute, in which case an English translation should also be included. Jargon should be kept to an absolute minimum. Invented words should be avoided at all costs – unless they are in standard use within the field of study, when they should be explained to a non-specialist audience either by the inclusion of a footnote, an explanation within the text or a glossary at the end of the article.

AUTHOR(S) NOTE

A note on the author is an absolute requirement. The author's note must include the author's name, institutional affiliation and address. Papers received without this information will be rejected.

ABSTRACT

The abstract should not exceed 150 words and should concentrate on the significant findings. Apart from its value for abstracting services, it should also make a case for the article to be read by someone from a quite different discipline. Submissions received without an abstract will be rejected.

KEYWORDS

Provision of up to six key words is much appreciated by indexing and abstracting services. Submissions received without keywords will be rejected.

NOTES

Notes appear at the side of appropriate pages, but the numerical sequence runs throughout the article. There should be no more than 12 notes in any article, and these should be identified by a superscript numeral immediately following the next occurring punctuation mark.

REFERENCES AND BIBLIOGRAPHY

We use the Harvard system for bibliographical references. This means that all quotations must be followed by the name of the author, the date of the publication, and the pagination, thus: (Santos 1995: 254). PLEASE DO NOT use '(ibid.)'. Note that the punctuation should always follow the reference within brackets, whether a quotation is within the text or an indented quotation. Your references refer the reader to a bibliography at the end of the article. The heading should be 'References'. List the items alphabetically. Here are examples of the most likely cases:

Almeida, J. F. de (1982), *Classes Sociais nos Campos: Camponeses Parciais numa Região do Noroeste/Rural Social Classes: Part-Time Farmers in a Region of the North-West*, 2 vols., Lisbon: ICS.

Freire, A. and Baum, M. (2003), 'Referenda voting in Portugal, 1998: The effect of party sympathies, social structure and pressure groups', *European Journal of Political Research*, 42:1, pp. 135–61.

Pinto, A. C. (ed.) (1998), *Modern Portugal*, Palo Alto, CA: Society for the Promotion of Science and Scholarship.

WEB REFERENCES

These are no different from other references; they must have an author, and the author must be referenced according to the Harvard author-date system within the text. Unlike paper references, however, web pages can change, so we need a date of access as well as the full web reference. In the list of references at the end of your article, the item should read something like this:

Freitas, E. de and Ávila, P. (2000), 'Inquérito à cultura científica dos Portugueses 2000', <http://www.oct.mct.pt/actividades/cultura/cultura2000/contributos/inquerito/docs/relatorio.doc>, Lisbon: Observatório das Ciências e Tecnologias. (Accessed 11 December 2001).

If you have any queries about referencing, or any other matter of style, then please contact the editorial consultant at slnes@iscte-iul.pt.

Please contact the editorial consultant at slnes@iscte-iul.pt for a copy of our comprehensive guidance notes for contributors to this journal.