

GUIDE FOR AUTHORS

Editorial Norms

Page layout:

Paper size A4, 2,5cm left, right, bottom and top margins.

Document Format:

Manuscripts should be submitted in Word file using font Times New Roman and single line spacing. The document should not have more than 25 pages (including bibliography), and a PDF version of the document must be provided.

Authors' information:

Should mention affiliation and personal e-mail address. Use size 11, regular, justified.

Title:

Should be concise and informative with size 15, bold, left aligned and in capital letters. After title add author(s) name(s) in size 11, italic, left aligned.

Abstract:

The abstract should have between 150 to 200 words and should not contain any undefined abbreviations. Use size 11, regular, justified.

Keywords:

Must be provided up to 4 keywords separated by coma (,) at the end of the abstract.

An appropriate **JEL Classification(s)** must be provided with minimum of 3 digits, for example Q21. This classification system is prepared and published by the *Journal of Economic Literature*. For more information, please visit the website at <http://www.aeaweb.org/econlit/jelCodes.php?view=jel>.

Plain Text body:

For plain text body use size 11, regular, justified.

Subtitles 1st level - size 11, bold, capital letters, left aligned;

Subtitles 2nd level - size 11, bold, low case, left aligned;

Subtitles 3rd level - size 11, italic, low case, left aligned.

Abbreviations:

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

Footnotes:

Footnotes can be used to give additional information. They should not contain any figures or tables and should be in size 8, regular, left aligned.

Footnotes to the text are numbered consecutively.

Footnotes to the title of the article are given with the reference symbol (*).

Endnotes cannot be used.

Acknowledgments:

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.

Citations:

After quoting a text extract, cite the reference giving only the author's name and publication year in parentheses. Ex: (Flores *et al.*, 1988; Winograd, 1986; Cunha and Cintra, 1996)

But if you are citing the author inside the text, add only the publication year between parentheses.

Ex: Winograd (1986) describes ...

References List:

The list of references should only include works that are cited in the text.

Do not use footnotes or endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last name of the first author of each work.

To format reference list use size 11, regular, left aligned.

Ideally, the names of all authors should be provided, but the usage of *et al.* in long authors list will also be accepted.

Ex: Pierzynski, G. *et al.* (1994). *Soils and environmental quality*. Lewis Publishers. Florida.

- **Scientific Article:**

Last name of the author, First initial. (Publication year). Article title. *Title of the Journal or Review*. **Volume(Issue)**: first page-last page.

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

- **Book:**

Last name of the author, First initial. (Publication year). *Book title*. Adicional information. Edition number, Publishing house. Publishing place.

Ex: Costa, J. (1995). *Caracterização e constituição do Solo*. 5th edition, Foundation Calouste Gulbenkian. Lisbon. ISBN: 000 000 000 0000

- **Book Chapter:**

Ex: Silko, L.M. (1991). The man to send rain clouds. In: W. Brown and A. Ling (eds.), *Imagining America: Stories from the promised land*. Persea. New York.

- **Online Document:**

Last name of the author, First initial. (Publication year). *Document title*. Accessed in: day, month, year, in: URL.

Ex: Chou, L., McClintock, R., Moretti, F e Nix, D.H. (1993). *Technology and education: New wine in new bottles – Choosing pasts and imagining educational futures*. Accessed in 24th of August 2000, on the Web site of: Columbia University, Institute for Learning Technologies: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>.

- **Dissertation:**

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

Tables, Figures, Graphics and Boards:

All tables, figures, graphics and boards are to be numbered using Arabic numerals and should have a title explaining its components above the body, using size 9, bold, centred.

The source and year of the information given in tables, figures, graphics and boards should be included beneath its body, centred, size 8, regular. For tables and boards contents use size 8.

Figures and graphics must be in JPEG format (image).