

## EDITORIAL AND BIBLIOGRAPHICAL NORMS FOR *GUARECER*

### PRESENTATION AND FORMATTING

#### INFORMATIONS:

##### Author's Identification

- NAME AND SURNAME
- Institutional Affiliation
- Scientific Affiliation
- E-mail address (optional)

##### Article's Identification

- TITLE (upper case)
- Abstract (in Portuguese, English and other languages which the author wishes to include; should not surpass 1000 characters)
- Key-words (in Portuguese, English and other languages which the author wishes to include; up to 8)
- If the author so wishes, a planning of the article may be included here

#### PRESENTATION NORMS:

##### Text

The article's text should be presented in the **Calibri** font, observing the following specifications:

- main text - size 12 font with 1.15 line spacing;
- detached quotes - size 11 font with 1.0 line spacing;
- footnotes - size 10 font with 1.0 line spacing;
- paragraphs should be presented without added spacing in-between, with an initial indentation of 1cm

##### Titles

-main title should be centered, IN UPPER CASE, size 14 font and **in bold** (the title may refer to a footnote, indicated by an asterisk (\*), which identifies the research project, team of researchers, institution, etc., that supported or hosted the present research);

-first level subheadings should be aligned to the left of the page, **in bold**;

-second level subheadings should be aligned to the left of the page, in simple lettering;

-each subheading should be separated from the body text preceding and following it by a blank line;

-when a first level subheading is immediately followed by a second level subheading, there must not be a blank line separating them..

## **BIBLIOGRAPHICAL REFERENCING**

*Guarecer* utilises an author/date bibliographical reference system, with a compilation of the referenced works being included at the end of each article.

This compilation may be presented in the language of the article or in Portuguese, in font size 12, with line spacing 1.0, and a blank line separating each item. The first line of each item should have no indentation, with following lines being indented by 1cm (hanging indentation).

Whenever a referenced work has more than one, their names should be separated by a comma and, for the last one, by “&” (with or without a comma).

**Examples of typical references for the various types of works or sources as they should appear in the bibliographical compilation:**

### **Manuscript sources:**

Identification of the text being referenced by its *title*, in italics, followed by the Shelfmark, Library, City, and the relevant folios. **E.g.:**

*Crónica de 1344*, Ms. A1, Academia das Ciências, Lisboa.

*Crónica de 1344*, Ms. 9-5557, Real Academia de la Historia, Madrid, foll. 142v-153v, foll. 154r-178r.

### **Edited sources:**

To avoid citation anachronisms, such as (Rada, 1987) or (Alfonso X, 2002), the bibliographical entry should always be headed and referenced by the editor's name.

**E.g.:**

Fernández Valverde, Juan (ed., 1987), *Rodericus Ximinius de Rada — Historia de rebus Hispaniae sive Historia Gothica*, (Corpus Christianorum Continuatio Mediaevalis, Vol. 72), Turnhout, Brepols.

Mattoso, José (ed., 1980), *Livro de Linhagens do Conde D. Pedro*, 2 voll. (*Portugaliae Monumenta Historica*, Nova Série, Tomo I), Lisboa, Academia das Ciências.

Ferré, Pere (ed., 2000), *Romanceiro Português da Tradição Oral Moderna, versões publicadas entre 1828 e 1960*, with the collaboration of Cristina Carinhas, Ramon dos Santos de Jesus & Eva Parrano, 4 voll., Lisboa, Fundação Calouste Gulbenkian.

**Book/monograph of one or more authors:**

Catalán, Diego (1962), *De Alfonso X al conde de Barcelos. Cuatro estudios sobre el nacimiento de la historiografía romance en Castilla y Portugal*, Madrid, Gredos.

**Direction/Coordination of a collective volume (studies, conference proceedings, etc.) with one or more contributors responsible for the edition:**

Ferreira, Maria do Rosário & José Carlos Ribeiro Miranda (dirs., 2015), *Natura e Natureza no Tempo de Afonso X, o Sábio*, Porto, Húmus.

**Article in a journal (physical):**

Navas Ocaña, Isabel (2008), «Lecturas Feministas de la Épica, los Romances y las Crónicas Medievales Castellanas», *Revista de Filología Española*, 88(2), pp. 325-351.

**Article in a journal (online):**

Maia, H. T. (2019), «Trançgressões canônicas: Queerizando as donzelas-guerreiras», *Cadernos de Literatura Comparada*, 39, pp. 91-108.

DOI: <https://doi.org/10.21747/21832242/litcomp39a6> [accessed on 25/01/2021].

Maintier-Vermorel, Estelle (2011), «“De feminis decimus mentionem”. Les Amazones de Rodrigue de Tolède: le mythe au service du pouvoir des femmes», *e-Spania* [Online], 11.

URL: <http://journals.openedition.org/e-spania/20392>.

DOI: <https://doi.org/10.4000/e-spania.20392> [accessed on 25/01/2021].

**Articles in a collective volume:**

A bibliographical reference to the collective volume, preceded by *in*, should follow the indication of the referenced article, as shown below:

Ferré, Pere (2011), «Crítica Textual e Romanceiro. Breves Notas», *in* Isabel Morujão & Zulmira Santos (coords.), *Literatura culta e popular em Portugal e no Brasil. Homenagem a Arnaldo Saraiva*, Porto, CITCEM/Edições Afrontamento, pp. 285-291.

## REFERENCES TO THE BIBLIOGRAPHY AND CITATIONS:

### Citations:

Short citations should be integrated in the body of the text, between quotation marks (« »). Long citations (two or more lines) should be presented detached from the text, as an independent paragraph separated by a blank line from the previous and following ones, without quotation marks. Long citations should additionally be indented 1cm on each side of the page throughout the whole citation, and formatted to font size 11, with 1.0 line spacing. Omitted or shortened passages should be so indicated by ellipses in parentheses (...).

### References to the bibliography:

In the body text, an author should be identified, in a first instance, by their name and surname; following that, the identification may be done similarly, or it may be shortened to include only their surname. The use of a punctuated initial to shorten references should be avoided in the body text («José Mattoso» or «Mattoso», but not «J. Mattoso» - this last form is admissible in a footnote).

Bibliographical references should be placed in footnotes in the following scheme:

Author (Year, pp. xx-xx). **E.g.:**

Mattoso (ed., 1980, vol. I, pp. 147).

Catalán (1962, p. 155); Ferré (2011, pp. 287-89).

Maintier-Vermorel (2011).

Should a surname be common to more than one of the cited authors, to prevent ambiguity the first name(s) should be indicated as well. **E.g.:**

M. R. Ferreira (2021, pp. xx); J. P. Ferreira (2021, pp. xx).

If more than one work from a common year, by a certain author, creates ambiguity, this should be clarified by appending a lower case letter to the year of the works. This letter must also be present in the compilation of bibliography presented at the end of the article. **E.g.:**

Fernández-Ordoñez (2002a); Fernández-Ordoñez (2002b)

Authors will refrain from using the expressions *idem (id.)*, *ibidem (ibid.)*, *op. cit.*, art. cit. (or cit. art.), etc. In these cases, the information should be repeated for clarity.

**Footnotes:**

Footnotes should be written in a single paragraph and numbered with arabic numerals.

IMPORTANT: The footnote referral should precede punctuation (. , ; : ! ? ...) and follow quotation marks (« » “ ”) and dashes (–).

In the footnotes, as in the bibliography, for plural forms, the double consonant system should be used: pp., voll., foll., mss., etc. ;

The number of the **volume** or **tome** may be in either arabic or roman numerals, with preference for the system used by the publication itself.