

Guidelines for Authors

Portuguese Studies Review (2003)

The PSR solicits original research articles, as well as review essays, book reviews and other material focusing on Portugal, Brazil, all African and Asian countries or territories with a history of Portuguese presence or contact, and all the maritime spaces, islands, and other geographical areas playing a role in the continued development of Lusophone or Portuguese-influenced identities, diaspora communities, and cultural contexts. The results of pure and applied research are equally acceptable. Particularly welcome are the disciplines of history, geography, economics, economic history, political science, international relations, policy studies, anthropology, ethnology and folklore, archaeology, cultural studies, and cultural and natural heritage conservation. The Review is committed to methodological pluralism: no combination of disciplines and methodologies will be turned away a priori, as long as it proves to be effective and rigorous.

Requirements

Article-length manuscripts submitted to the *PSR* should not exceed 8,000 words (exclusive of notes, tables, and graphics), and should not include more than 100 notes. Longer articles may be considered for publication if warranted by quality and topic, but only as space allows. Manuscripts should be submitted in English, Portuguese, French, or Spanish, exclusive of dialects. Works will be published in the original language. Besides research articles, the *PSR* solicits submissions for the following sections: Research Notes, Comments and Responses, Archives and Multimedia, Review Essays, and Research Reports.

Peer Review Process

The double-blind peer review process (preserving the anonymity of both author and reviewer) involves two anonymous referees. Authors may suggest referees best suited for evaluating their submissions. The referees will be asked to follow standardized evaluation criteria, set out in the *Guidelines for Referees*. Should one of the referees reject the work, a third opinion will be sought. If rejected by two referees, the submission will be turned down. The process may take up to four months, but the *PSR* constantly seeks to streamline the procedure in order to ensure prompt response to authors. The final decision to publish rests with the Editors (where matching the Review's profile and editorial policy is concerned), and is based on the recommendations of the referees (with respect to quality of content).

If no revisions are suggested, the work will be accepted for publication. If revisions are called for, the manuscript will be returned to the author, with the appropriate anonymous annotations and comments. In the case of minor revisions, the Editors will verify compliance and make the decision to publish. In the case of substantial revisions, the revised version will be sent to the original referees for evaluation. Should further changes be required, the manuscript will be once again returned to the author. All manuscripts requiring revision should be returned to the Editors within three months from receipt. Please advise the Editors if you require more time, or your manuscript will be considered withdrawn.

Editorial Policy

Manuscripts may be edited to comply with house style, as required (minor matters of style and layout). Manuscripts in English should use American spelling and punctuation, and manuscripts in Portuguese should comply consistently with either Portuguese or Brazilian usage.

Authors bear responsibility for the accuracy and veracity of their statements, as well as for the adequacy of references. Items published in the *PSR* represent the opinions of the author(s), and should not be construed to reflect the opinions of the Editors, the Editorial Board, the *PSR*, or the *PSR*'s home institution. The main author is the guarantor of the fact that the article reflects the opinions of all co-authors, and that all personal communications cited in the text or the notes have the approval of the person(s) cited.

Manuscripts submitted to the *PSR* must be previously unpublished works, and cannot be under simultaneous consideration by other publishers. Manuscript submission implies the understanding that if the work is accepted for publication, copyright (including translation rights, and worldwide rights to reproduce the article in all forms of media, known or yet to be invented) shall be assigned exclusively to the *Portuguese Studies Review* as per our *Author Contract*. In return, the *PSR* will not deny any reasonable request to reproduce any of the authors' works.

Each author (or team of co-authors) will receive **5 hard copy offprints**. For a limited period of time after

publication, PDF (Adobe Acrobat) files with the article, exactly as published, will be made available to the authors for download, for the purpose of generating any number of offprints as required.

Submissions

Manuscripts should be sent to the Chief Editor, accompanied by the author's statement releasing the work for publication in the *PSR*, accepting responsibility for the content, asserting status as original work, and undertaking not to submit the same work simultaneously to other publications (a pattern is available in our *Author Release*, on our Website). Authors are urged to keep copies of all the material sent to the *PSR*, to avoid complications in case of loss in transit or other mishap. Upon receipt, each submission will receive a serial number, and the author will be advised by e-mail, fax, or letter whether the manuscript has been received in good order and whether it satisfies requirements for peer review.

All correspondence relating to editorial matters should be addressed to:

Prof. Ivana Elbl, Chief Editor
Portuguese Studies Review
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Peterborough, Ontario, K9J 7B8
CANADA

Note

Manuscripts will not be returned, even if rejected. The *PSR* cannot accept submissions made by e-mail alone, without fulfilling the other requirements.

The Editors are open to all suggestions. Authors are encouraged to discuss article proposals with the Editors.

Correcting Proofs

Proofs should be returned to the Editors within a week from receipt. At this point, authors should make only minor corrections, not substantive alterations, deletions, or additions. The Review declines responsibility for any errors not identified and marked up by the author(s) during the proofing stage. If corrections are still required after proofing, they shall be billed to the author.

General Guidelines

1. Research articles should make a novel contribution with respect to methodology, content, interpretation, and/or critique, and should use unpublished sources and/or an adequate range of literature. Critical or analytical reviews of existing work should open up new perspectives. Works that include new theoretical approaches should present convincing evidence of their originality.
2. The style should be straightforward and focused, unburdened by jargon. Clarity is of the essence. The content should be accessible to readers outside of a narrow specialization, given the *PSR*'s interdisciplinary emphasis and audience. If new terminology is being introduced, it should not be frivolous, should not be introduced in the article's title, and should be suggestive. The use of acronyms is to be avoided whenever possible, and otherwise acronyms should be defined when used for the first time.
3. Authors should avoid including extensive surveys of the literature within research articles. The proper venue for these is the section of *Review Essays*. None the less, manuscripts should be briefly positioned within the context of current research. In case of significant delays (more than six months) in returning a revised manuscript to the Editors, authors will be expected to have updated their notes and references to take into account any relevant recent publications.
4. The *PSR* discourages proposals to publish serial installments of a long work. This policy applies to all sections of the Review.
5. *Research Notes*: Complete original contributions that are too short to qualify as a full research article. The

manuscripts will be refereed. Progress reports and reports of preliminary research results should not be submitted as *Research Notes*, but reserved for the section of *Research Reports*.

Comments and Responses: Contributions that engage in a critical manner a single work (book or article), or group of works, with respect to a unified theme open to controversy. These contributions will not be refereed. The works under discussion should be clearly identified. Both comments and responses should be written at the level of *Research Notes*, and must be equipped with notes. The comments should obey the norms of scholarly collegiality, should avoid polemic, should not be defamatory or prejudicial to individuals or groups, and should deal exclusively with scholarly issues, not with personal or political attitudes. They must be pertinent and free of error or deliberate distortion. Responses are expected to follow the same rules. The maximum length of a *Comment* or *Response* is 1,500 words.

Archives and Media: Short reports on the state of the archives, research conditions, technical facilities, new research technologies, and new publishing and presentation technologies. The reports should be factual, accurate, and free of polemic. They will not be refereed. This section also aims to explore and promote the educational, scholarly, and cultural potential of the World Wide Web (Internet) and of publications on CD-ROM or DVD.

Review Essays: Critical reviews of the literature describing and/or analyzing the development of a research field, or covering a representative body of recent literature, films, or multimedia works. These will not be refereed. The authors should preferably have published in the field. The Editors may invite specific contributions from established scholars, with a sustained publication record in a given area. *Review Essays* should not exceed 4,000 words and should not have more than 60 notes.

Reviews: Reviews, solicited by the Editors, should report in a critical manner on recently published books, periodicals, CD-ROMs, dissertations, and theses.

Dissertation and Thesis Abstracts: The *PSR* will consider for publication abstracts of dissertations and theses defended to obtain advanced degrees, unless they have already been disseminated in other scholarly periodicals.

Submission of Manuscripts

Please note that manuscripts that do not conform to our house style and that do not comply with points 1-8 may be returned to the author(s) for adjustment before being considered for publication.

1. To maintain anonymity during the peer-review process, authors are urged to submit the following information on a separate cover page: name (in full), affiliation, complete address with postal code, telephone number, fax number (if applicable), e-mail, and acknowledgments (either on the cover page, or on another separate sheet). Those researchers who have received grants or other funding should include the name of the funding body or institution and the number of the grant. The body of the paper should not include any elements that might help to identify the author.

2. The title should be descriptive, but as concise as possible. Research article manuscripts must contain an abstract of up to 150 words, in a single paragraph, on a separate page. The abstract should summarize the objectives of the study and the main conclusions. It should contain sufficient information to orient a reader who might not have access to the full text. Manuscripts in Portuguese, French, and Spanish should also include an English version of the abstract. Abstracts may be edited for style.

3. English manuscripts should use American spelling and punctuation, with the exception of cited material adhering to Canadian or British norms. All punctuation, except for colons and semi-colons, should lie within, not outside relevant quotation marks. Single quotation marks should be reserved for citations within citations. For all matters of punctuation, capitalization, and citation, refer to the latest edition of the *Chicago Manual of Style* (14th edition or later). Portuguese, French, and Spanish manuscripts should follow the norms established by relevant manuals of style, but should comply as far as possible with our house style for notes.

4. Manuscripts should be typed or printed using the same font throughout, 11 points minimum, single-spaced, with 1.5" (or 3 cm) margins, on one side of opaque white paper, 8.5" x 11" or A4 (21 x 29.7 cm) (or closest equivalent). The text may be full-justified, but automatic hyphenation *must* remain switched off throughout. The first line of all paragraphs

should be indented. Number all pages sequentially, including the title page, with page numbering in the upper right-hand corner. Manuscripts with handwritten insertions or corrections are not acceptable.

5. Notes, whether containing bibliographical or archival references, or other material, should be presented as endnotes. In the text they should be numbered sequentially, in superscript. Please italicize the titles of books and periodicals. Do **not** use underlining instead of proper italics. The notes should be brief, and not used solely to demonstrate erudition. Cite only directly relevant and indispensable works. If possible, avoid citing as references abstracts, unpublished comments, and personal communications. All page references should be double-checked. The first citation of a work will be a full citation, subsequent references should be abbreviated (author, abbreviated title of work, page(s)). Follow the *Chicago Manual of Style* and our **Note Sampler**. If the notes contains several references with the same year of publication, arrange them in alphabetical order where appropriate.

6. A bibliography is not required.

7. *Appendices*: To be used only if they contain important original information, or items indispensable for a proper understanding of specific points within the manuscript. In general, appendices should be avoided.

8. Please observe the following style requirements:

Colon: To be followed by a single space only.

Period: To be followed by a single space only. Applies also to commas and semi-colons.

Hyphens: Do not insert any space before and after regular hyphens.

Em-dash: Use two consecutive hyphens, without any spaces before, after, or in the middle. These will be converted to proper em-dashes during typesetting.

Elisions: Do not start quotations with elision marks (...).

Avoid the use of sub-headings unless they are genuinely necessary.

9. Original passages in Greek, Hebrew, Arabic, Chinese, or other languages requiring dedicated fonts should be signaled to the Editors. Authors should either use fonts available to the *PSR*, or should be ready to supply us with the fonts required by their manuscript. For single terms, use a standard WordPerfect or MS Word Greek font for Greek, or transliterate, and transliterate terms in all other languages using standard norms. Preferred transliterations are indicated on our Website.

10. Two copies of the manuscript should be mailed to the Chief Editor, in a sturdy envelope, together with a 3.5" diskette formatted for IBM or Macintosh and containing the relevant files in WordPerfect, MS Word, or as an RTF file. On the label, indicate the format (IBM or Macintosh) and the software. Macintosh files that prove to be unreadable after conversion to IBM will have to be resubmitted in an IBM format. Do not use any special macros or formats without checking with the Editors. Please make sure that the hard copy version is the same as the version included on the diskette. Do not save on the diskette more than one version of the manuscript or of any other relevant file. On the label, include the filenames, author name, and short title of the manuscript.

With the Editor's approval, in order to expedite the peer review process, manuscripts may be submitted as attachments to e-mail (WordPerfect, MS Word, or RTF). They can also be FTP'd directly to our server (contact the Editors for instructions). Any such submission must be followed, in the mail, by the two required hard copies, and the diskette.

11. Diskettes should contain at least three basic separate files. Front page (filename NAME_C [NAME stands for the author's name]), abstract (filename NAME_A), and text (filename NAME_M). Longer files may be compressed as .zip, .arj, .rar, or other common compression formats. Regarding any related technical issues or questions, please contact the Editors.

12. Do not send originals of illustrations with the initial copies destined for peer-review. We shall ask for them when the article is accepted for publication. The maximum number of illustrations per article is six (6). This includes graphs, sketches, maps, and photographs. Figures and illustrations should be used only when they genuinely enhance and complement the text. Charts and tables should be clear and easy to understand.

All illustrations will be published in black-and-white or greyscale only, and authors should take the limitations of this

format into account when designing their graphs and charts. Please do not submit figures and illustrations in color. Indicate the preferred approximate point of insertion for each item, keeping in mind that this point should come after the illustration has been referred to in the text. All figures and illustrations should be numbered sequentially, in the order of their insertion in the text. The maximum size of an illustration block is 4.48" x 7.16" (11.4 x 18.2 cm). The legend must fit within this block, and should be in the same language as the rest of the paper. Within the limitations imposed by the block, maps can be reproduced at the scale required by the authors. For all other technical information, contact the Editors.

Camera-ready copy (sketches, diagrams, schemata, graphs, profiles, ground-plans, cartographic material): The material should be of high quality (preferably printed on a 1200 dpi or better laser printer, on heavy white paper). Lettering and symbols must be of a size sufficient to permit up to 50% reduction without loss of legibility. Ink drafts (high-quality only, originals in china ink on white artboard, with technical or Letraset lettering [never handwritten or typed]) should be submitted, if at all possible, already scanned in black-and-white or greyscale (600 dpi for linework only, 300 dpi for greyscale), as uncompressed TIFF files, or PNG (never JPG or GIF), on 3.5" diskette or burned on CDROM.

We cannot accept dot-matrix printouts. Free-hand sketches also cannot be accepted: authors will be asked either to resubmit the material, withdraw it from the article, or commission the necessary graphical work. The *PSR* now offers, through a partnership arrangement, a complete gamut of professional design services, including cartography. Binding estimates will be provided for all commissioned work.

Digital graphics files (on 3.5" [1.44 Mb] diskettes or on CD-ROM): Each figure or illustration should be saved in its own file, and the software and/or file format should be clearly identified on the label. Files should not be larger than 3 Mb. The *PSR* will accept files from all standard graphics packages (CorelDraw, Adobe Illustrator, Macromedia FreeHand, Corel PhotoPaint, Adobe PhotoShop, etc.). Files should preferably be in PC-compatible format. Authors will be asked to resubmit Macintosh files that for any reason do not convert well to PC.

Photographs: Should be of superior quality, either (a) delivered as greyscale scan files with a 300 DPI resolution, in uncompressed TIFF format, or as PNG or PCX (never JPG or GIF), on a 3.5" diskette or on CD-ROM; or (b) as glossy black-and-white photographic prints. Photocopies of photographs cannot be accepted.

The titles of all illustrations should be written or typed up on a separate sheet, not on the back of hard copy illustrations themselves or of photographs. Each hard copy version of an illustration or figure should be labeled on the back, with the number of the illustration, author name, and abbreviated title written on the label before it is affixed to the original. Please do not write directly anywhere on the originals, and do not use staples or paper-clips. Do not fold illustrations, and do not paste them up on any cardboard supports.

Large-size graphics files can be delivered compressed (.zip, .arj, .rar, or other standard archiving formats). If you have any problems or questions of a technical nature, please contact the Editors. Please do not position figures or illustrations directly in the text of your manuscript. The Editors reserve the right to lay out graphical material in a fashion that will be economical while preserving legibility.

The diskettes and CD-ROMs will not be returned. Please keep a backup copy of all material submitted to the *PSR*. Authors are expected to provide appropriate written permissions to reproduce already published material or releases for photographs showing identifiable individuals. Permissions are required for all such material with the exception of images in the public domain. The permissions should be addressed to the author of the manuscript, who will then transmit them with the rest of the entire package to the *PSR*. In the interest of expediting matters, have the necessary permissions ready to be sent as soon as you receive notice that your manuscript has been accepted for publication. It is generally recommended to avoid reprinting tables, figures and diagrams from other publications.

13. Tables: Should be kept to a minimum. Please type or print out each table on a separate sheet of paper, and save each one to its own file. Number the tables sequentially in the order in which they are referred to in the paper, and supply their titles. Each column should have a header, and any explanatory notes should appear immediately below the table. Clarify all abbreviations. Do not use spanning vertical or horizontal table lines of any sort. Please verify that each table is indeed referred to in the text. Unpublished information or data other than your own require a written permission from the original author or compiler.

14. *Units of measure:* All units should be expressed in the SI system. Metric units should be used for volume, weight, height, and distance. Temperatures should be given in degrees Celsius.

15. *Dates:* In the text, all dates should be formatted as follows (date, month, year; *or* date, month): “15 May 1923, ...”; “... on 5 June, ...”.

Note Sampler

Do not use p. and pp. in giving page references. Do not use abbreviation (sigla) for titles of books, collections of sources, and journals, except where sustained repetition makes this desirable. If the latter is the case, define your sigla when first used, or provide a summary at the end of the article. Do not use the author-date system of referencing. The first reference to a work shall be full, all subsequent ones shall be abbreviated (author, short title, page). Do not use *ibid.* or *idem*, *op. cit.* or *loc. cit.*

1. F. P. Guichard, *Atlas Demográfico de Portugal* (Lisbon: Livros Horizonte, 1982), 75.
2. John Vogt, *Portuguese Rule on the Gold Coast, 1469-1682* (Athens GA: The University of Georgia Press, 1979), 34.
3. Alexis de Tocqueville, *De la démocratie en Amérique* [1835], trans. Phillips Bradley (New York: A. A. Knopf, 1945), 2: 317.
2. Joyce F. Riegelhaupt, “Salio Women: An Analysis of Informal and Formal Political and Economic Roles of Portuguese Women,” *Anthropological Quarterly* 40 (1967): 109-26.
3. June Hahner, “Jacobinos Versus Galegos. Urban Radicals Versus Portuguese Immigrants in Rio de Janeiro in the 1890s,” *Journal of Interamerican Studies and World Affairs* 18 (2) (1976): 125-54.
4. Francisco Bethencourt, “A Inquisição,” in Yvette Kace Centeno, ed., *Portugal: mitos revisitados* (Lisbon: Edições Salamandra, 1993), 114.
5. Maria Tereza Schorer Petrone, “Imigração,” in Boris Fausto, ed., *História geral da civilização brasileira*, 3:2 (São Paulo: Difel, 1978), 103.
6. Petrone, “Imigração,” 104.
7. Jeff Ruth, “Los Velhos do Restelo en la literatura y la história portuguesa,” Paper presented at the CUNY Graduate Students Conference, Hispanic and Luso-Brazilian Department (October 1997), 4.
8. PCP, “Portugal na Europa e no mundo,” <http://www.pcp.pt/partido/programa-eleitoral> (1999).
9. Eunice Lourenço, “O Partido não é uma abstracção,” *Público* (12 March 2000).
10. Rosana Barbosa Nunes, “Portuguese Migrants in Rio de Janeiro, 1808-1850,” Ph.D. Thesis, University of Toronto (1998), 94-8.