



INSTRUCTIONS FOR AUTHORS

Rules for presentation and publication

1. Authors must indicate the nature of their text: articles, reviews, research notes and bibliographic essays.
2. The texts must include the respective authors, indicating the following aspects: author's name; institutional affiliation (department, college and university/institute to which he/she belongs, as well as the city and country where the institution is located); e-mail; telephone contact; mailing address (preferably institutional address; in the case of co-authored articles, there must be only one corresponding author).
3. Texts must be written on A4 pages with normal margins, space and a half, Times New Roman font and font size 12, in Word for Windows or compatible format. Footnotes must be written in 10 font size and 1.15 spacing. The same spacing must be used in the tables, which must be written with font size 11.
4. The maximum size limit for articles is 50,000 characters, including abstracts, keywords, spaces, footnotes, bibliographic references, tables, graphs, figures and photographs. Book reviews must not exceed 8,000 characters, including spaces; the research notes and bibliographic essays, the 20,000 characters, including spaces.
5. The full title of the text must be presented in Portuguese, French, Spanish and English. The article must be accompanied by an abstract of 600 characters (maximum), written in each of these languages, as well as 3 keywords.
6. Tables, graphs, figures and photographs must be reduced in number, identified with continuous numbering and accompanied by the respective titles and fonts and presented in black and white or in gray shades. These elements cannot be wider than the body of the text. The Editorial Board reserves the right not to accept non-textual elements whose realization implies excessive graphic difficulties or an increase in financial costs.
7. The texts must clearly indicate the sources and references, of a different nature, regarding non-original elements. If there are intellectual property rights, authors will have to request the corresponding authorisations. *Sociologia, Revista da Faculdade de Letras da Universidade do Porto* is not responsible for the breach of intellectual property rights.

8. Bibliographic references and citations will be included in the body of the text, according to the following presentation: Lima (2005); Lima (2005: 35); Lima et al. (2004).

9. Only numbers should be used in footnotes. The numbering of notes must be continuous from the beginning to the end of the text.

10. In the articles, it is suggested to use a maximum of two degrees, with Arabic numerals.

11. The quotations should be presented in Portuguese, when the original text is in Portuguese, and between quotation marks. Words in languages other than Portuguese must be in italics.

12. Only references cited or mentioned throughout the text should be included in the final bibliography. Bibliographic references must comply with the following guidelines:

a) Book with one author: LUHMANN, Niklas (1990), *Essays on self-reference*, New York, Columbia University Press.

b) Book with more than one author: BERGER, Peter; LUCKMANN, Thomas (2004), *The social construction of reality: a book on the sociology of knowledge*, Lisbon, Dinalivro.

c) Book with more than four authors: ALMEIDA, João Ferreira et al. (1992), *Social exclusion: Factors and types of poverty in Portugal*, Oeiras, Celta Editora.

d) Book chapter: GOFFMAN, Erving (1999), "The order of interaction", in Yves Winkin (ed.), *The moments and their men*, Lisbon, Relógio d'Água, pp. 99-107.

e) Article in periodical publication: FERNANDES, António Teixeira (1991), "Forms and mechanisms of social exclusion", *Sociologia, Journal of the Faculty of Arts of the University of Porto*, vol. I, pp. 9-66.

f) Article in a periodical online publication: FERNANDES, António Teixeira (1991), "Forms and mechanisms of social exclusion", *Sociology, Journal of the Faculty of Arts of the University of Porto*, vol. I, pp. 9-66, [Consult. to 15.07.2014]. Available at: <<http://ler.letras.up.pt/uploads/ficheiros/artigo3031.pdf>>.

g) Online publications: PRESIDENCY of the COUNCIL of MINISTERS (2011), *Program of the XIX Portuguese Constitutional Government*, [Consult. to 15.07.2014]. Available at: <http://www.portugal.gov.pt/media/130538/programa_gc19.pdf>.

h) Communications at scientific events: QUINTÃO, Carlota (2004), "Third Sector – elements for theoretical and conceptual reference", in *V Portuguese Congress of Sociology. Contemporary Societies: Reflexivity and Action*, Braga, University of Minho, 12-15 May 2004.

i) Theses: CARVALHO, Paula (2006), *Paths of construction in Lisbon. From the Monumental Cine-Teatro to the Monumental Building: Case Study*, Degree Thesis in Sociology, Lisbon, Faculty of Social and Human Sciences, Universidade Nova de Lisboa.

j) Legislation: Law No. 147/99, of 1 September, *Law for the Protection of Children and Youth in Danger*.

13. Bibliographic references should be placed at the end of the text and ordered alphabetically by the author's surname. If there is more than one reference with the same authorship, they must be ordered from the oldest to the most recent.

14. The Portuguese texts must comply with the Portuguese Language Orthographic Agreement, in force since January 1, 2009. However, citations of texts prior to the agreement must respect the original orthography.

15. The originals must be sent by email to:

hvilaca19@gmail.com

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