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GUIDELINES FOR THE SUBMISSION OF MANUSCRIPTS

I. General info

1. *Oficina do CES* is an online publication that publishes original texts, usually from on-going projects by CES researchers, associates or guests. It also publishes texts of junior researchers and students from the Doctoral Programmes provided by CES or other institutions in partnership with CES as long as recommended by Centre researchers.
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II. Recommendations to the authors

1. All documents must be presented in the final version, which must not exceed the **80000** characters with spaces (including notes and references).
2. Texts must always be accompanied by a **summary**, which should not exceed **750** characters.
3. Texts must be sent in Word format by email to oficina@ces.uc.pt.

4. Manuscripts must be presented in Times New Roman font, size 12, without extra spaces between paragraphs, without headers or any special formatting.

III. Preparation of the text

1. Citations of foreign authors can be submitted in the original language. If translations are presented, these are under the responsibility of manuscript's author, and the original citation must be placed in a footnote.

2. Brief citations (1-3 lines) should appear within the body of the text between quotation marks.

3. Longer citations should be indented and formatted in a smaller font size than the text without quotation marks.

4. The epigraph, if any, should be as short as possible.

5. Interpolations should be enclosed in square brackets [].

6. Omissions are indicated by 3-point ellipsis within square brackets [...].

7. The titles of cited works should be in italics, in the case of books, or between quotation marks, in the case of articles.

8. Notes should appear as footnotes and numbered sequentially.

9. The number which refers to the note should appear superscript **after** the punctuation mark. Example: "as can easily be proved.³"

10. References to other pages in the manuscript should be indicated by conventional Latin expressions (cf. *supra*, cf. *infra*), always in italics and written in full.

IV. References

1. Bibliographic references should always be made within the text by indicating between parentheses the author's **last name**, the publication date and, if applicable, the page number(s) (after a colon). In the case of an indirect citation, this information should be preceded by the word *apud*. Examples:

A single author: (Sá, 1991: 7 ss.).

Two authors: (Sampaio and Gameiro, 1985).

Three or more authors: (Silva *et al.*, 1989).

Indirect citation: (*apud* Ferreira, 1992: 217).

2. The complete list of works cited in the text (and only these) should be included at the end, with the title "References", alphabetically ordered by the authors' last name. In the case of two authors, the names should be separated by semicolons. In the case of three or more authors, the name of the first author should be indicated, followed by *et al.* The authors' first name should never be abbreviated (e.g. Wallerstein, Immanuel, and not Wallerstein, I.). In the case of a translation, the reference should include the translator's name. In addition to the place of publication, the publisher should always be indicated. When referring to journal articles or chapters in anthologies or edited books, the pages of the text cited should **always** be indicated. References should strictly follow the model of the following examples.

a) Books:

Simões, João Gaspar (1987), *Vida e obra de Fernando Pessoa. História duma geração*. Lisboa: Dom Quixote.

b) Edited books:

Santos, Boaventura de Sousa (org.) (1993), *Portugal. Um retrato singular*. Porto: Edições Afrontamento.

Hespanha, Pedro (1993), "Das palavras aos actos. Para uma elegia do amor camponês à terra", in Boaventura de Sousa Santos (org.), *Portugal. Um retrato singular*. Porto: Edições Afrontamento, 289-311.

c) Journals:

Reis, José; Jacinto, Rui (1992), "As associações empresariais e o Estado na regulação dos sistemas produtivos locais", *Revista Crítica de Ciências Sociais*, 35, 53-76.

If applicable, **the volume and issue should be indicated:**

Santos, Boaventura de Sousa (1998), "The Fall of the Angelus Novus: Beyond the Modern Game of Roots and Options", *Current Sociology*, 46(2), 81-118. [= volume 46, número 2]

d) When citing two or more works **by the same author published in the same year**, the letters a, b, etc. should be added to the date, observing the order in which the references appear in the text. Examples:

Habermas, Jürgen (1985a), *Der philosophische Diskurs der Moderne. Zwölf Vorlesungen*. Frankfurt am Main: Suhrkamp.

Habermas, Jürgen (1985b), "A nova opacidade: a crise do Estado-Providência e o esgotamento das energias utópicas", *Revista de Comunicação e Linguagens*, 2, 115-128.

e) The **consulted edition** should always be indicated. The date of the first edition may also be mentioned, but only if it is relevant. This information should come at the end of the reference between square brackets. Examples: [5th ed.]; [5th ed.; 1st ed.: 1948].

f) In the case of **electronic publications**, the date of the last access to the web page and respective URL should be indicated in the following manner:

Emily Thomson (2009), "Do Ends Justify Means? Feminist Economics Perspectives of the Business Case for Gender Equality in the UK Labour Market", *e-cadernos ces*, 5, 118-133. Retrieved on 02.12.2011, at http://www.ces.uc.pt/e-cadernos/media/ecadernos5/6%20-%20E_%20Thomson%2002_12.pdf.

Madeira, Paulo Miguel (2011), "Desempregados registados nos Centros de Emprego sobem em Novembro pelo quinto mês", *Jornal Público*, December 14. Retrieved on 14.12.2011, at <http://economia.publico.pt/Noticia/desempregados-registados-nos-centos-de-emprego-sobem-em-novembro-pelo-quinto-mes-1524983>.

g) In the case of **articles, chapters or books available both in print and online**, the above-mentioned citation rules should be followed, always including the date of access to the web page and respective URL. Example:

Pinfari, Marco (2011), "Time to Agree: Is Time Pressure Good for Peace Negotiations?", *Journal of Conflict Resolution*, 55(5), 683-709. Online version retrieved on 13.12.11, at <http://jcr.sagepub.com/content/55/5/683>.

h) When citing **information available on a web page**, the following data should be included: author or organization responsible for the website (date), “page title”, date of access and respective URL. Example:

Centro de Estudos Sociais (2011), "Prémio CES para Jovens Cientistas Sociais de Língua Portuguesa". Retrieved on 14.12.2011, at <http://www.ces.uc.pt/oportunidades/premioces/>.

j) When referring to **legislation or regulations**, the reference must identify the law or statute as it is cited in the text. For example, if the text states “According to the Decree-Law no. 239/97, 9 September”, the following must be included in the bibliography:

Decree-Law Nº 239/97, 9 September. Official Gazette nº 208/97 - I Series A. Ministry of Environment. Lisbon.