

GUIDELINES FOR SUBMISSION AND PUBLICATION OF BOOKS IN THE CES COLLECTION

I. Submission of Book Publishing Proposal in the CES Collection

1. The CES Collection is the result of a partnership between the Centre for Social Studies (CES, in the original acronym) of the University of Coimbra and the Coimbra University Press, aiming at publishing works of academic, scientific and cultural interest reflecting the topicality and interdisciplinarity of the debates in the social sciences, arts and humanities which mark CES research.

This partnership seeks to harness the advantages resulting from a combination between the scientific production carried out at CES – as an internationally recognized research unit of excellence – and the best practices of open science that govern the Coimbra University Press.

2. Manuscript proposals from CES researchers, post-doctoral researchers, junior researchers or researchers connected to CES will be accepted.

3. The author of the proposal must send a completed form to the Collection’s e-mail address (coleccion-ces@ces.uc.pt). This form is available on the Collection’s website (<https://www.ces.uc.pt/pt/publicacoes/coleccion-ces>), in the section “For authors”, under “Proposals submission”.

4. At least one sample chapter must be sent, in addition to the form.

5. Only original manuscripts in Portuguese or English will be accepted. Proposals submitted in Portuguese must follow the norms of the Portuguese Language Orthographic Agreement of 1990. In proposals submitted in English, the clarity of the text and the quality of writing will be conditions for publication, and proposals may be rejected if the language level is not adequate.

II. Review and Decision Process

1. All manuscripts submitted to the Collection undergo a scientific refereeing process, in accordance with the best international practices in this area.

2. The evaluation of the proposals is carried out in two consecutive stages. The initial assessment is carried out by the Collection’s Editorial Board, which decides on the relevance, interest and quality of the work presented, defined in accordance with the editorial policy of the Collection. If the opinion is positive, the proposal goes on to a second stage of evaluation, through a double-blind peer review system.

Each manuscript peer-review process is expected to take about 6 months, wherefore, the Editorial Board stresses the importance of submitting the proposals in good time. This aspect is particularly relevant in the case of the possibility of funding the work within research projects. In this case, it is recommended to submit the proposal up to one year before the end of the respective project execution.

Manuscript proposals that are outputs of funded projects developed at CES or with the participation of CES may have priority over other proposals. In any case, however, the final

selection will be determined by the editorial policy, editorial criteria and the respect of the publication guidelines.

3. The authors of the proposals with positive opinions from the Editorial Board will send an anonymous version of the manuscript (without indications of authorship, nor other elements that could lead to the identification of the authors), on a date to be agreed with the Publications Office of CES (but up to 6 months after the communication of acceptance), which will be subjected to evaluation under a double-blind peer review system.

4. The Editorial Board will base itself on the opinions received from the reviewers in order to decide whether or not to publish the manuscript in the Collection.

5. The Editorial Board may suggest revisions to authors, according to the recommendations made by the reviewers, and ask for a new evaluation of the revised work in order to make the final decision on its publication. In this case, the authors should revise the manuscript according to the reviewers' recommendations. Changes should be visible using the "Track Changes" tool of Word. The revised version of the manuscript must be submitted to the Collection's e-mail address.

6. After evaluating the revised version of the manuscript, the Editorial Board will communicate its final decision on the acceptance (or not) of the work.

7. Authors are fully responsible for the published manuscripts.

III. Guidelines for Submitting Texts

1. The manuscript (or the various chapters that compose it) must be sent in Word file, formatted in size 12 Times New Roman font, 1.5 spacing and with normal margins (2.5 cm top and bottom; 3 cm right and left)

2. The total length of the final manuscript in Word file format must not exceed **700 thousand characters with spaces** (including all sections – from the Acknowledgements to the Introduction, as well as the references – and, should it be the case, also the Preface). This limit may only be exceeded exceptionally, when particular reasons, to be evaluated by the Editorial Board, justify it.

3. At the beginning of the manuscript the following elements should be identified: title of the work in English and its translation into Portuguese, authors' names and respective institutional affiliations, e-mail addresses and ORCID identifiers. The manuscript must be accompanied by a file with an abstract of the work (maximum of 1000 characters with spaces) and 5 keywords in English and the respective translation of these elements into Portuguese.

In cases where the work is composed of chapters by different authors, the first page of each chapter should also include the following elements: title of the chapter in English and Portuguese, name of each author and their institutional affiliations, e-mail addresses and ORCID identifiers. These elements must be followed by an abstract of the chapter (maximum of 800 characters with spaces) and 5 keywords as well as the respective translation of these elements into Portuguese. It will also be necessary to send a short biographical note (800 characters with spaces) of each author in the language in which the work is presented.

All data concerning the authorship and/or editors of the work will be anonymized before being sent for peer review.

4. The titles and subtitles of the different chapters may be numbered (up to a maximum of 3 levels) or not – however, there must be an internal coherence to the whole work. In case of no numbering, the difference between titles and subtitles must be clearly visible. If the work has chapters by different authors, the editor must guarantee the aforementioned uniformity.

5. The work presented to the CES Collection may include charts, figures, photographs or drawings that clarify the arguments exposed, as long as they are reduced in number and supplied in quality (minimum resolution of 300 dpi) for printing in black and white. The images must be sent in the same document as the text in the places where they are to be printed and also separately, with JPEG or TIF extension.

All images must have an associated title and must be explicitly referred to in the text (examples: see Figure 1; see Table 2).

All images must be accompanied by a clear indication of the source (if it is the author's work, this must be indicated) and the corresponding copyright, which should be placed under the image. In cases where the images do not belong to the author of the text, obtaining the respective authorization for publication in the manuscript is the sole and exclusive responsibility of the author.

The publication of colour images is not recommended, as these considerably increase the production costs of the work. If, however, their use is considered indispensable by the author, the Editorial Board will have to validate this option, which will still be subject to the budgetary allocation of the Collection.

IV. Guidelines for text preparation

1. All quotations of texts in languages other than those of the work should be translated, except in special cases that justify the use of the original version [which should then be placed in a footnote]. In the first direct quotation translated, the author must place a footnote informing that all translations are their responsibility. If there are only 2 or 3 translations, you may choose – alternatively – to put, in each one of them, the indication “author's translation” right after the page indication.

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

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

4. Epigraphs, if any, should be brief.

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

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

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

8. Notes should appear at the bottom of the page, consecutively numbered (except in cases where the chapters are by different authors). End-of-chapter notes cannot be inserted.

9. Footnote numbers should be superscript and placed after the punctuation mark. Example: “as can be easily seen.³”

10. Cross-references within the text should be made by using the accepted Latin expressions (cf. *supra*, cf. *infra*), always in italics and in full.

11. The Editorial Board recommends using the referencing style of the *Revista Crítica de Ciências Sociais*, which is described in the two following items. In the case the authors use another style, they may do so, but they must ensure consistency and uniformity throughout the entire work, even when the chapters are by different authors.

12. 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 quotation, this information should be preceded by the word *apud*. Examples:

A single author: (Sá, 1991: 7 ff.).

Two authors: (Sampaio and Gameiro, 1985).

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

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

13. 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 more than one author, the names should be separated by semicolons. 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 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.) (1983), *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 (ed.), *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, issue 2]

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

Habermas, Jürgen (1985a), *Der philosophische Diskurs der Moderne. Zwölf Volesungen*. 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. Translation by Maria Helena Carvalho dos Santos.

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.; orig. 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. Accessed on 02.12.2011, at <https://journals.openedition.org/eces/298>.

Madeira, Paulo Miguel (2011), "Desempregados registados nos Centros de Emprego sobem em novembro pelo quinto mês", *Público*, 14 December. Accessed on 14.12.2011, at <http://economia.publico.pt/Noticia/desempregadosregistados-noscentrosdeempregossobrem-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, without forgetting 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. Accessed on 13.12.2011, at <http://jcr.sagepub.com/content/55/5/683>.

h) When quoting **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". Accessed on 14.12.2011, at <https://ces.uc.pt/pt/investigacao/premios/premio-ces>.

i) When referring to **legislation**, the reference must identify the law or statute as it is cited in the text. For example, if the text states "According to Decree Law No. 239/97 of September 9," the following must be included in the bibliography:

Decree-Law no. 239/97 of September 9. *Diário da República* no. 208/97 – I Série A. Ministério do Ambiente. Lisboa.

V. Submission of the Final Version of the Manuscript, Proofs, Publication and Dissemination

1. Once the work is formally accepted for publication in the Collection, the final version shall be formatted in accordance with the instructions indicated in these Submission and Publication Guidelines and submitted to the Collection's e-mail address, on a date to be agreed with the Publications Office. If otherwise, the manuscript will not be forwarded to the Coimbra University Press.

2. At the same time, the author or editor must **also confirm that they have already sent the following elements (or send them if they have not yet done so)** that will appear on the flaps and/or back cover:

- a short text in the language in which the work is written, which is intended as a summary of the work and also as a teaser (with a maximum of 1000 characters with spaces);
- a short biographical note of the author or editor (maximum 800 characters with spaces) in the language in which the work is written. If there are more than two authors or editors, the maximum number of characters should be even smaller.
- an indication of the financial support received for the production or publication of the work, if any. This information must be included in the credits and the logos of the funding entities will be printed on the back cover.

3. Cover

Coimbra University Press will make a proposal for the cover, based on the layout defined for the CES Collection, which must be validated by the author of the manuscript.

4. Submission of Manuscripts to the Coimbra University Press and Printing Proofs

- The Publications Office will make a brief revision of the final manuscript (checking only general aspects, not revising the text) before sending it to the Coimbra University Press, and may request clarifications/missing data from the author or editor of the work.
- The Publications Office communicates to the Coimbra University Press by 30 November of each calendar year the publishing plan and respective schedule for delivery of manuscripts for the following year. The Publications Office will send throughout the year, on the defined dates, the manuscripts in final version.
- The proofreading of the printing proofs (sent in PDF format by the Coimbra University Press) is the responsibility of the author or editor of the work.
- The Publications Office will provide support to the review of the cover/back cover and the credits, and will also conduct a final review on the general aspects of the work (index, headings, etc.), but will not revise the text.

5. Contract, Distribution, Dissemination and Release

- After each work is accepted for publication by CES and by the Coimbra University Press, a publishing contract will be signed. The works will be published in both digital and printed formats.
- Hard copies will be available for sale to the public in the CES Shop and in the Coimbra University Press [online bookshop](#).
- The digital edition will be available in open access and protected by a Creative Commons license CC-BY-NC-ND.

- Each work will be featured on the CES Collection website, and CES will disseminate it through its internal/external channels (homepage; CES Agenda; Facebook; mailing list; exhibition stalls; availability in the North/South Library, etc.).
- The author or editor of the work may request technical-administrative support from CES and from the Coimbra University Press in the organization, scheduling and dissemination of the book release.