
Guidelines for Submission and Publication of Manuscripts



Electronic version

URL: <http://journals.openedition.org/rccs/4612>

ISSN: 2182-7435

Publisher

Centro de Estudos Sociais da Universidade de Coimbra



Revista Crítica

de Ciências Sociais

GUIDELINES FOR SUBMISSION AND PUBLICATION OF MANUSCRIPTS

I. SUBMISSION OF MANUSCRIPTS

1. *Revista Crítica de Ciências Sociais* (RCCS) accepts original texts which may contribute to advancing transdisciplinary research on national and international social reality, to promoting reflection and discussion on research instruments and methods, and to disseminating information and knowledge within the social sciences and the humanities.

2. RCCS publishes issues edited by the Executive Editorial Board or by guest editors, who are responsible for preparing thematic issues in collaboration with the Executive Editorial Board. Although individual authors may be invited to submit manuscripts, all the texts must follow the guidelines contained in this document, and will be evaluated as described below.

3. The manuscripts submitted to RCCS must be unpublished and authored by the person(s) submitting them. The manuscripts must clearly identify the source of every item that is not original (e.g. text excerpts, illustrations, tables, etc.), and make explicit reference, whenever necessary, to permissions obtained from copyright holders and/or authors. In the latter case, if the manuscripts include items protected by intellectual property rights, authors are responsible for obtaining permission from copyright holders.

4. Submission of a paper to RCCS is a certification by the author(s) that the manuscript has not been otherwise published (in print or digital format, in Portugal or abroad, in Portuguese or any other language). The authors must inform RCCS if they intend to submit a manuscript which has already been published or is under review by another journal. Although the RCCS editorial policy is to publish original manuscripts, the Executive Editorial Board may decide in exceptional cases to publish a previously published text, based on criteria of scholarly and intellectual relevance and opportuneness.

5. Manuscripts may be submitted in Portuguese, English, French or Spanish. As a rule, articles are published in Portuguese, but the Executive Editorial Board may

exceptionally decide to publish texts in a different language. If manuscripts submitted in a foreign language are accepted for publication, RCCS will be responsible for their translation into Portuguese. In this case, however, its publication will be dependent on the journal's financial capacity to afford the translation.

II. REVIEW AND DECISION PROCESS

1. The Executive Editorial Board reserves the right to publish or not submitted manuscripts, and informs the authors of its decision within a reasonable time frame. This decision is supported by an evaluation of the manuscripts based on a peer-review system, carried out in two consecutive stages:

a) initial assessment by the Executive Editorial Board, which decides on the manuscript's submission to the following stage of the process, involving its evaluation by anonymous reviewers; this decision is made taking into consideration criteria of relevance, interest and quality, defined according to the journal's editorial policy, as well as the manuscript's conformity to the submission guidelines contained in this document;

b) detailed evaluation of the selected manuscripts by anonymous reviewers and by at least one member of the Executive Editorial Board, who are asked to provide reviews that will be used as a basis for the final decision on the manuscript's publication.

2. the Executive Editorial Board may suggest revisions to authors, according to the recommendations made by the reviewers, and ask for a new evaluation of the revised paper in order to make the final decision on its publication.

3. if the submitted manuscripts are not accepted for publication, RCCS will inform the authors of the reasons for this decision; in the case of manuscripts submitted to the second stage of evaluation, the reviewers' opinions will be sent to the authors.

4. authors are fully responsible for the published manuscripts.

III. SHORT REVIEWS, REVIEWS AND REVIEW ESSAYS OF BOOKS AND WEBSITES

In addition to manuscripts, RCCS also publishes reviews of books and websites that are relevant to its fields of study. The contributions for these sections of the journal must conform to one of the formats described below.

1. Short book reviews

Short book reviews must be about works published in the previous twelve months. Texts must be short (4,000 characters max.), and must include

a) full bibliographic reference;

b) a brief description of the work's content, indicating its key topics, and, when appropriate, quoting an especially relevant excerpt;

c) a brief critical commentary, summarizing the reasons for highlighting the reviewed work.

2. Book reviews

Book reviews should refer to works published within the previous twenty-four months. Texts must not exceed 8,000 characters and should include:

- a) full bibliographic reference;
- b) summary of the work's main arguments; its relation to the author's previous work and to the state of the art in its field; quotation of a few relevant excerpts;
- c) critical discussion of the work, assessing whether or not it makes a new contribution to the field, whether it opens up new paths for future research, whether it raises questions that are left unanswered, etc.

3. Review essays

Review essays refer to a group of works (by the same author or by several authors about the same subject), and are typically prompted by the publication of one or more books within the previous twenty-four months. Exceptionally, they may refer to earlier works if they are relevant to current interests (e.g. a Portuguese translation of "classic" works that raises further discussion on particular issues). Texts must not exceed 20,000 characters and must include:

- a) full bibliographic reference of the discussed works;
- b) in-depth discussion of the state of the art regarding the issue(s) involved, clearly addressing the relevance and contribution of each work to furthering the debate on those issues;
- c) personal contribution of the review essay's author to the elucidation of the issues involved, providing alternative ways of understanding them, etc.

4. Website reviews

Website reviews, published in the journal section entitled "Virtual space," are critical presentations of websites with content that is relevant to the understanding or discussion of a particular subject or research field. Texts must not exceed 10,000 characters and must present the website in question, highlighting its theme, usefulness, novelty and relevance from a critical perspective, including its merits and/or shortcomings.

IV. PUBLICATION AND DISTRIBUTION RIGHTS

1. The authors of texts published in RCCS authorize the transfer of edition, publication, distribution, reproduction and marketing rights (including all the items that they may contain, such as photographs, drawings, tables, data files, etc.) to RCCS. The authorization covers the edition, publication, distribution, reproduction and marketing of texts in print or digital format, including, in the latter case, their dissemination through distribution and/or marketing platforms of online articles with which RCCS has established agreements. Authors also authorize RCCS to decide on the circulation of journal's issue.

2. The authors also authorize the translation of the abstract and keywords of the manuscript to be published in RCCS.

3. The above-mentioned transfer of rights is royalty-free, and RCCS will not offer any other compensation besides supplying the authors with three copies of the issue in which the text has been published and a digital copy of this text (PDF).

4. If the authors wish to republish a manuscript accepted for publication in RCCS, in its whole or in part, they have to request authorization from the Editor of RCCS by email and send a copy of the original article to rccs@ces.uc.pt; the response will be given within a period of 2 weeks after receiving all the data. If permission is granted, the original publication in RCCS must always be mentioned.

V. GUIDELINES FOR SUBMITTING TEXTS

1. Manuscripts should be submitted in Word file format and sent by email to rccs@ces.uc.pt. Texts should have no extra spaces between paragraphs, headers, or any other special formatting. In their email message, authors should explicitly acknowledge that they have read and accept the journal's "guidelines for submission and publication of manuscripts" by simply reproducing the text below and filling in the missing data:

I, _____, author of the text entitled _____, declare that I have read and accept the "guidelines for submission and publication of manuscripts" of *Revista Crítica de Ciências Sociais*, presently available at <http://rccs.revues.org/4612>.

In the case co-authored texts, one of the authors must state that s/he is authorized by the other co-authors to act as their representative in all contacts with *Revista Crítica de Ciências Sociais*. He/she must also state, on behalf of all the authors, that they have read and accept the journal's "guidelines for publication", reproducing the following text:

I, _____, as co-author of the text entitled _____, and acting as representative of the remaining authors, declare that I have read and accept the "guidelines for submission and publication of manuscripts" of *Revista Crítica de Ciências Sociais*, presently available at <http://rccs.revues.org/4612>.

2. All the original texts should be presented in final version, which must not exceed 50,000 characters with spaces (including notes and bibliographic references).

3. Manuscripts submitted to RCCS may include tables, figures, photographs or drawings that illustrate or clarify the arguments made, if in limited number and with good quality (resolution of 300 dpi and 11 cm wide, min.) for printing in black and white. Images must be sent in the same text document and also separately in JPEG or TIF format. If images include text, the font used should be Helvetica (or Arial, alternatively), size 9, regular. All images must be accompanied by a clear indication of the source and respective copyright.

4. Authors should always provide a brief biographical note together with their submission, if possible in Portuguese (500 characters max.).

5. Manuscripts should always include an abstract in Portuguese (preferably also in English and French), which should not exceed 900 characters, as well as keywords (no more than 5).

VI. PREPARATION OF THE TEXT

1. All quotations from foreign authors should be translated, except in special cases that justify the use of the original version. The original text of any quotation translated by the author should also be sent in a separate file.
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.
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. 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).

12. 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 (ed.) (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 (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 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.; orig. 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 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*, 14 December. Accessed 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, 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. Electronic version, accessed on 13.12.11, 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 <http://www.ces.uc.pt/oportunidades/premioces/>.

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.

13. Galley proofs

The Executive Editorial Board is responsible for proofreading and copyediting galley proofs, thus ensuring that the reproduction of the texts selected for publication is accurate and typographically correct; exceptionally and upon explicit and justified request, proofs will be sent to the authors.