



INSTRUCTIONS FOR AUTHORS

RULES FOR PRESENTATION AND PUBLICATION

1. Texts are accepted in **Portuguese, English, French or Spanish languages**. 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: name; institutional affiliation (department, college, and university/institute to which they belong, as well as the city and country where the institution is located); e-mail; telephone/mobile 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 standard margins, 1.5 spaces, Times New Roman font, and size 12 in Word for Windows or compatible format. Footnotes must be written in 10 font sizes and 1.15 spacing. The exact spacing must be used in the tables, registered with font size 11.
4. The maximum size limit for articles is 12,000 words, including abstracts, keywords, spaces, footnotes, bibliographic references, tables, graphs, figures, and photographs. Book reviews must be at most 1,000 words; the research notes and bibliographic essays should be 3,000 words.
5. **The full title of the text must be presented in Portuguese, French, Spanish, or English.** The article must be accompanied by an **abstract of 100 words** (maximum), written in each mentioned language, and three keywords.
6. Tables, graphs, figures, and photographs must be reduced in number, identified with continuous numbering, accompanied by the respective titles and fonts, and presented in black and white or grey shades. These elements cannot be wider than the body of the text. The Editorial Board reserves the right not to accept non-textual parts whose realization implies excessive graphic difficulties or increased financial costs.
7. The texts must indicate the sources and references of a different nature regarding non-original elements. If there are intellectual property rights, authors must request the corresponding authorizations. *Sociologia, Revista da Faculdade de Letras da Universidade do Porto* is not responsible for breaching intellectual property rights.

8. Bibliographic references and citations will be included in the body of the text, according to the following presentation: Berger (2014), Berger (2014: 35), and Berger et al. (2008).

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. Quotations must be presented in the original text in that language and between quotation marks. Words in languages other than the text language must be in italics.

12. The final bibliography should include only references cited or mentioned throughout the text. 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: Siblot, Yasmin, et al. (2015). *Sociologie des classes populaires contemporaines*. Paris: Armand Collin.

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: ASTOR, Avraham; GRIERA, Mar; CORNEJO, Mónica (2019). «Religious Governance in the Spanish City: Hands-On Versus Hands-Off Approaches to Accommodating Religious Diversity in Barcelona and Madrid. » *Religion, State, and Society*, 47 (4-5): 390-404.

Article in an online periodical 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, New University of Lisbon.

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 requested from the oldest to the most recent.

14. The Portuguese texts must comply with the Portuguese Language Orthographic Agreement since January 1, 2009 — however, citations of texts before the agreement must respect the original orthography.

15. The originals must be submitted to the platform

<https://ojs.lettras.up.pt/index.php/Sociologia/about/submissions> or sent by email to:

revsociologiaflup@letras.up.pt

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