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); ORCID registration number; 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. In the case of co-authored articles, authors must complete and submit the attached form corresponding to the declaration of contribution of authors and collaborators provided by the CRediT (Contributor Roles Taxonomy) specification system. Only articles whose authors have made significant contributions to the conception and/or development of the research and/or writing of the manuscript and, obligatorily, to the revision and approval of the final version will be accepted. Authors are also asked to formally specify whether or not there are any possible conflicts of interest in carrying out and communicating the research.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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).

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

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

12. 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.

13. 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*.

14. 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.

15. 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.

16. Manuscripts that have been previously published on preprint servers are not excluded from the evaluation.

17. The originals must be submitted to the platform https://ojs.letras.up.pt/index.php/Sociologia/about/submissions

or sent by email to:

revsociologiaflup@letras.up.pt

18. The process of reviewing and publishing manuscripts for *Sociologia - Revista da Faculdade de Letras da Universidade do Porto* follows the present editorial flow:

1) Articles submitted to the journal's platform undergo an initial editorial assessment, being analyzed and reviewed not only by the editorial team, but also by the journal's Board of Directors. In this first phase, articles may be rejected for publication by decision of the Sociology Department whenever they do not fit within the themes covered by the journal or lack scientific quality.

2) The articles validated at this stage are sent for scientific peer review, with the manuscript being assigned - duly anonymized - to a scientific reviewer specializing in the subject under analysis. Bearing in mind the chronology of the selection process and contacting potential reviewers, as well as the acceptance of the review, the deadline usually set between the journal and reviewers for issuing a scientific opinion is 4 weeks.

3) After receiving the scientific opinion, the authors will be notified via e-mail of the editorial decision regarding their article, which may be to:

a) **Reject the article for publication**;

b) **Accept the article for publication without changes** (safeguarding any requests for rectification of errors detected during the editorial review process, as well as requests for additional information from the authors);

c) **Accept the article for publication with changes.** In this case, the authors will receive, in addition to the notification of the editorial decision, a transcript of the scientific opinion and recommendations made during this process to improve the articles, as well as suggestions from the editorial team. Authors usually have 2 weeks from the date the notification is sent to implement the recommendations and changes indicated and send the new version of the manuscript to the editorial team. This new version is then subjected to a new review, in order to determine whether all the recommendations have been implemented satisfactorily, safeguarding the possibility of returning the manuscript to the authors if there are still issues to resolve. Only after the article has been validated by the editorial team

will it be published.

4) Once the above-mentioned review process has been completed, the manuscript is sent for publication and insertion in the final issue, once its formatting and image have been standardized. The final issue, as a compilation of the articles highlighted for publication, is only published after all the articles accepted for publication have been stabilized and formatted. The first issue of the year is published at the end of July, while the last issue of the year is made available to the public at the end of December.

5) Authors will be promptly notified of the publication of the issue in which their article appears via e-mail, where they will be sent the link allowing access to their individual article, the full issue and its table of contents on the journal's website.

Privacy Policy

The names and addresses in this magazine will be used exclusively for the services provided by this publication. They will not be made available for other purposes or to third parties.

Declaration of contribution by authors and collaborators

Identification of the manuscript:

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Identification of co-authors:

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Contribution in:

1) **Conceptualization** (ideas, formulation or evolution of overarching research goals and aims).

2) **Data curation** (management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use)).

3) **Formal analysis** (application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data).

4) **Funding acquisition** (acquisition of the financial support for the project leading to this publication).

5) **Investigation** (conducting a research and investigation process, specifically performing the experiments, or data/evidence collection).

6) **Methodology (**development or design of methodology; creation of models).

7) **Project administration** (management and coordination responsibility for the research activity planning and execution).

8) **Resources** (provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools).

9) **Software** (programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components).

10) **Supervision** (oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team).

11) **Validation** (vrification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs).

12) **Visualization** (preparation, creation and/or presentation of the published work, specifically visualization/data presentation).

13) **Writing of original draft** (preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation)).

14) **Writing** (review & editing: preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages).