

CADERNOS DO ARQUIVO MUNICIPAL

INSTRUCTIONS TO AUTHORS

The Cadernos do Arquivo Municipal is an academic journal published on a half-yearly basis, with articles that are evaluated by a committee of referees by the External Evaluation Committee.

EDITORIAL POLICY

The Cadernos do Arquivo Municipal publishes scientific articles, dissemination articles, book reviews, among others. The scientific and the dissemination articles should use the records of the Lisbon Municipal Archives collections.

Each issue is subordinated to a theme and the documents of the Lisbon Archives should be used to contribute to the articles' scientific argumentation.

The articles submitted, as well as other contributions proposed for publication, must be original, previously unpublished, pertinent and innovative. They may not be under consideration for publication by another publisher at the same time, or simultaneously be proposed for inclusion in another journal. Any instance of plagiarism or autoplagianism implies the immediate exclusion of the article from consideration for publication.

GUIDELINES FOR ARTICLES

A. FORMAT

- Word file, formatted in A4 pages, using a font of Times New Roman, size 12, with 1.5 line spacing.
- Citations of up to three lines to be incorporated into the body of the text, between inverted commas.
- Citations of more than three lines are to be written as a separate paragraph, detached from the body of the text, in font size 11 and with a left indent, without inverted commas and with just a single space between lines.

B. SIZE

- Maximum of 25 pages (roughly 40,000 characters) for articles.

C. LANGUAGES

- Portuguese (in accordance with the new orthographic agreement), Spanish, French or English.

D. TITLE, ABSTRACT AND KEYWORDS

- Title in the language of the text, in English and Portuguese.
- Abstract with a maximum of 150 words.
- Up to 5 key words, which characterise the content of the article.

E. AUTHORS

- Full name of the author(s), without abbreviations, and their institutional framework (example: initials, followed by the name of the research centre in full, Faculty / University, post code, country).
- E-mail address.

F. BIBLIOGRAPHIC REFERENCES

- Sources and bibliography in the footnotes.
- Bibliographical references at the end of the article, divided between Sources and Studies (organised in accordance with the Portuguese Standard 405-1, 2, 3 e 4) (see Appendix 1).

G. IMAGES

- Pictures from the Lisbon Municipal Archive may be used in accordance with their availability on the website. While the issue is being prepared, these images will be replaced by high resolution versions.
- Pictures that do not belong to the Lisbon Municipal Archive must be delivered in either JPEG or TIFF digital formats, with a resolution of 300 dpi, and with a minimum width of 1500 pixels.
- The authors have sole responsibility for obtaining the publication rights for the images used in their articles, when they are not from the Archives and will only be published on presentation of proof that permission has been granted for their publication.
- Maximum of 10 pictures, although this limit may be altered by the Editorial Board whenever justified.
- Index of all pictures, tables, figures and graphs, numbered sequentially, with the associated cap-

tion and a mention of the exact place where these are to be inserted in the text.

GUIDELINES FOR BOOK REVIEWS

- To indicate the author, the title, the place of publication, the publisher and the date of publication according to the Portuguese Standard 405.
- Maximum of 5 pages (roughly 8,000 characters).
- Book reviews should follow the aforementioned SUBMISSION OF ARTICLES namely A, C and E.

Those articles that do not comply with these rules will not be accepted for publication in the journal.

The content of the articles is the sole responsibility of the authors.

SUBMISSION OF TEXTS

- The authors should specify the section to which the text is proposed: scientific article, dissemination article or book review.
- After submission, the Editorial Board confirms its reception within a period of one week.
- Email: am.cadernos@cm-lisboa.pt

SELECTION AND PUBLICATION

- The submitted articles are sent to the Academic Coordinator of each issue who evaluates and proposes the academic reviewers, regarding originality, relevance and scientific quality.
- Once established the formal and thematic requirements, the article is sent to two external academic reviewers, which, in a double-blind peer review, will decide its publication without changes, after corrections or its rejection.
- In the event of any discrepancies between the two reviews, the article will be sent to a third reviewer, who will decide upon its eventual publication.

- In all cases, there may be no appeal lodged against the process of peer review.
- The evaluation forms with comments and suggestions from the scientific reviewers will be sent to the authors.
- The Editorial Board reserves its right to apply the NP 405 to the bibliographic references as well as to proceed to essential formal amendments as long as the meaning of the text stays unchanged.
- The Lisbon Municipal Archives reserves its right to reproduce and to make available in different formats the published texts, as well as its dissemination and distribution through any means, including digital platforms.

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The acceptance of an article presupposes the transfer of the rights of publication from the author to the journal's editor (see appendix 2).

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The Cadernos do Arquivo Municipal has a Regulation available whenever requested to the Editorial Board.



APPENDIX 1 | EXAMPLES OF THE RULES GOVERNING THE PREPARATION OF BIBLIOGRAPHICAL REFERENCES, CITATIONS IN THE FOOTNOTES AND CAPTIONS FOR IMAGES

STUDIES

MONOGRAPHS

Up to 3 authors:

SURNAME, First name – Title: complement of title. Edition. Place of publication: Publisher, Year of publication.

Examples:

SEQUEIRA, Gustavo de Matos – *O Carmo e a Trindade*. Lisboa: Publicações Culturais da Câmara Municipal, 1939-1941. 3 vol.

CASTILHO, Júlio de – *Lisboa antiga: bairros orientais*. 4^a ed. Lisboa: Sociedade Tipográfica, 1981.

RAMALHO, Margarida de Magalhães; BELÉM, Margarida Cunha – *Exposição do Mundo Português: explicação de um lugar*. Lisboa: Fundação Centro Cultural de Belém, 2016.

More than 3 authors:

SURNAME, First name [et al.] – Title: complement of title. Edition. Place of publication: Publisher, Year of publication.

Example:

REEVES, Hubert [et al.] – *A mais bela história do mundo: os segredos das nossas origens*. 3^a ed. Lisboa: Gradiva, 1996.

CONTRIBUTIONS IN MONOGRAPHS

SURNAME, First name – Title of the part or volume. In SURNAME, First name (of the author, coordinator, director or editor of the book), abbreviation of the function (coord., dir., ed., others) – Title of the book. Edition. Place of publication: Publisher, Year of publication. Location in the book (p.).

Example:

CAETANO, Joaquim – O Aqueduto das Águas Livres. In MOITA, Irisalva, coord. – *O livro de Lisboa*. Lisboa: Livros Horizonte, 1994. pp. 293-312.

PROCEEDINGS OF CONFERENCES/CONGRESSES/SEMINARS/MEETINGS

Proceedings of conferences with their own title:

NAME OF CONFERENCE, No. of edition, place where it was held, year – Title: complement of title: proceedings (papers, others). Place of publication: Publisher, Year of publication.

Example:

CONGRESSO DE BIBLIOTECÁRIOS, ARQUIVISTAS E DOCUMENTALISTAS, 2, Coimbra, 1987 – *A integração europeia: um desafio à informação: actas*. Coimbra: Minerva, 1987

Proceedings of conferences without their own title:

NAME OF CONFERENCE, No. of edition, place where it was held, year – Proceedings (Papers, others). Place of publication: Publisher, Year of publication.

Example:

CONGRESSO DE ARQUEOLOGIA DO ESTADO, 1, Lisboa, 1988 – *Actas*. Lisboa: Faculdade de Letras da Universidade de Lisboa, 1988.

SERIAL PUBLICATIONS (JOURNALS, NEWSPAPERS)

Title of publication. Place of publication: Publisher. Volume (V.) Issue (No.) (Year of publication).

Example:

Pour: la revue du groupe de recherche pour l'éducation et la prospective. Paris: L'Harmattan. No. 136 (1993).

ARTICLES IN SERIAL PUBLICATIONS (JOURNALS, NEWSPAPERS)

SURNAME, First name – Title of article. Title of publication. Place of publication (optional): Publisher (optional). Volume (V.) Issue (No.) (Year of publication), Location in publication (p.).

Examples:

GIULIANO, Frédéric – La référence en archives au XXI siècle: l'impact du numérique sur le travail de référencier: état des lieux. *Archives*. Québec: Association des Archivistes. V. 43 No. 1 (2011-2012), pp. 3-18.

FERREIRA, Rosa Trindade – Quinta das Conchas. *Olisipo: boletim do grupo "Amigos de Lisboa"*. Lisboa. II Série Nº 26 (2007), pp. 78-91.

THESES, DISSERTATIONS AND OTHER ACADEMIC EXAMINATIONS

SURNAME, First name – Title: complement of title. Place of publication: Publisher [s.n.], Year of publication. Supplementary note (PhD Thesis in, or Master's Degree Dissertation in).

Example:

LEAL, Joana Cunha – *Arquitectura privada: política e factos urbanos em Lisboa: da cidade pombalina à cidade liberal*. Lisboa: [s.n.], 2005. Tese de doutoramento em História da Arte, apresentada à Universidade Nova de Lisboa.

ONLINE RESOURCES

Monograph, Database:

SURNAME, First name – Title: complement of title [Online]. Place of publication: Publisher, Year of publication [Consulted (Date of consultation)]. Available on the Internet: <URL: Page address>.

Examples:

BRAGA, Joana – *Instrumentos de descrição dos fundos e colecções do Arquivo Nacional da Torre do Tombo* [Online]. Lisboa: Arquivo Nacional da Torre do Tombo, 2013 [Consulted 22/01/2013]. Available on the Internet: <http://antt.dgarq.gov.pt/files/2010/08/ID-2013-vfinal.pdf>.

PORTUGAL. Biblioteca Nacional – *Porbase* [Online]. Lisboa: BNP, 1988- . [Consulted 03/12/2012]. Available on the Internet: <http://porbase.bnportugal.pt/>.

Article from a serial publication:

SURNAME, First name – Title of article. Title of publication [Online]. Volume (V.) Issue (No.) Year of publication (in brackets), Location in the publication (p.). [Consulted (Date of consultation)]. Available on the Internet: <URL: Page address>.

Example:

SANTOS, Vera – Intervenção arqueológica no Alto do Calvário, Miranda do Corvo: a necrópole rupestre. *Medievalista* [Online]. No. 14 (July-December, 2013), pp. 1-37. [Consulted. 4.12.2012]. Available on the Internet: <http://www2.fcsh.unl.pt/iem/medievalista/MEDIEVALISTA14/santos1405.html>.

SOURCES

MANUSCRIPTS

Institution

Collection, etc., Title of document, location in book, f.

Examples:

Arquivo Nacional da Torre do Tombo

Chancelaria Régia, D. João V, Livro 115, f. 36.

Tribunal do Santo Ofício, Inquisição de Lisboa, Processo de José Ferreira, proc. 314.

Lisbon Municipal Archives

Livro 3^o de Assentos do Senado, f. 5-5v.

Obra n^o 32052, Processo 5767/1^aREP/PG/1904, f. 2.

Eduardo Portugal, Comemorações do Duplo Centenário – Exposição do Mundo Português.

Urbanismo e Obras, Planeamento Urbanístico, Parque da Liberdade: plano geral.

CITATIONS IN FOOTNOTES

First citation:

¹ **SURNAME, First name – Title (other elements presented as in the bibliographical references)**

Example:

¹ DANTAS, Júlio; MATA, Caeiro da – Sessão Inaugural do Congresso do Mundo Português. *Revista dos Centenários*. Lisboa: Comissão Executiva dos Centenários. Ano II N.º 19 and 20 (1940), pp. 44-49.

CAPTIONS OF PICTURES

Figure 1

Title, support (if applicable), Author, dimensions (if applicable), date.

Institution owning the picture, other data (if applicable), Reference Number.

Examples:

Figure 1

Drawing of an unidentified door, 36 x 48 cm, [Lisboa, c. 1661]. Biblioteca Nacional de Portugal (BNP), Secção de Reservados, LANGRES, Nicolau de – *Desenhos e plantas de todas as praças do Reyno de Portugal....* Cód. 7445.

Figure 2

Palácio dos Viscondes de Porto Covo da Bandeira [Online], photograph of the studio of Mário Novais from the watercolour by the English painter David Ponsonby, 1968. Arquivo Municipal de Lisboa / Fotográfico [Consult. 12/10/2016], available on the Internet: <http://arquivomunicipal2.cm-lisboa.pt/xarqdigitalizacaocontent/PaginaDocumento.aspx?DocumentoID=1601240&AplicacaoID=1&Pagina=1&Linha=1&Coluna=1>.

Figure 3

Portal of the sacristy of the monastery of São Vicente de Fora (Lisboa). © Photograph by the author.

Figure 4

Plan referring to an intervention undertaken in 1907, by one of the last descendants of the Baron of Porto Covo. Lisbon Municipal Archives (LMA), Obra: 4525, proc. n.º 3243/1.^a REP/PG/1907, p. 2.

Figure 5

Elevation du château d'eau et de l'Aqueduc das Ágoas Livres des eaux libres du côté de la Place das Amoreiras. In MOITA, Irisalva, dir. – *D. João V e o abastecimento de Água à Lisboa*. Lisboa: Câmara Municipal, 1990. vol. II, p. 84.

Figure 6

Location of the former Colégio de São Francisco Xavier da CJ (in brown the college building and in green the enclosure), drawing by the author on the map of “Freguezia de Santa Engracia”. Arquivo Nacional da Torre do Tombo (ANTT), manuscripts and documents from an unknown origin, No. 153, PT/TT/CF/153. Image made available by ANTT.

Figure 7

“Configuração do terreno que ocupava o Ospicio que foi dos Padres Jezuitas, junto com o das recolhidas do Castello cujo terreno se acha situado o Norte fazendo frente as cazas do Almirante; o Sul aos Quarteis do Caes; o Leste as cazas do Conde Sampayo; e Oeste com a Igreja do Paraizo cuja configuração se tirou com aprocimação possível, podendosse medir unicamente o que não era clauzura; e sem moradores”, unidentified author, c. 1797 [probable date]. Arquivo Histórico Ultramarino (AHU), Cartografia, Reino, D.19.

APPENDIX 2 | FORM FOR THE AUTHORISATION
AND TRANSFER OF RIGHTS FOR PUBLICATION

DECLARATION

Author:

Title of article:

I authorise the publication and the transfer of the publication rights of the above-mentioned article to the editor of the journal ***Cadernos do Arquivo Municipal***.

I confirm the originality of this article and the fact that it has not been proposed for publication in any other edition.

Place

Date

Signature