



## INSTRUCTIONS TO AUTHORS 2020

Cadernos do Arquivo Municipal publishes original scientific articles with pertinent and innovative content in Social and Human Sciences, Arts, Architecture or Urbanism fields.

Articles subject to a theme for the thematic dossier, as well as studies or essays on different topics are accepted. The texts are submitted to a process of double blind peer review. Whenever possible, sources from the Municipal Archive of Lisbon should be used.

Book reviews can also be submitted, as well as disclosure texts about the Lisbon Municipal Archive documents which are not subject to peer review. These texts will be published in the *Varia* section.

The journal may organize special issues whose articles will be exclusively subordinated to a theme.

### 1. SUBMISSION

- Authors must indicate the section to which the proposal is addressed: Thematic Dossier, Articles, *Varia* or Book Reviews.
- After submission, the Editorial Board confirms the reception within a maximum of one week.
- Texts that do not comply with these instructions will not be accepted for publication.

### 2. GUIDELINES FOR ARTICLES

#### A. FORMAT

Only texts in Word format will be accepted through the pre-formatted template (download [here](#)) sent to [am.cadernos@cm-lisboa.pt](mailto:am.cadernos@cm-lisboa.pt)

#### B. SIZE

The Word template is limited to 9000 words, considering not only the article but also the titles, abstracts, keywords, text, footnotes, sources and bibliography, among others.

#### C. LANGUAGES

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

#### D. TITLE, ABSTRACT AND KEYWORDS

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

#### E. AUTHORS

Full name without abbreviations, institutional framework and email address.

#### F. CITATIONS AND BIBLIOGRAPHIC REFERENCES

- Sources and bibliography in the footnotes.
- List of cited bibliographical references, and only these, at the end of the article, divided between Sources (handwritten or printed) and Studies (organized in accordance with the Portuguese Standard 405-1, 2, 3 e 4) (see Appendix 1).
- Information that identifies the author(s), such as self-citations or references to previous works, must be made in an impersonal manner, either in the text or in the footnotes.
- The use of citation abbreviations is not mandatory and it is an author's option, considering:

*Idem* – the same author and the same work mentioned on the immediately preceding note, but on a different page, indicating the page number. Example: *Idem*, p. 2.

*Ibidem* – the same author, work and page of the immediately preceding note.

*Op. cit.* - the same author and work, mentioned in a previous note, but not immediately. If it is a different page, its number must be indicated. Example: OLIVEIRA, Eduardo Freire de - *Op. cit.*, p. 2.

## 6. IMAGES

- Maximum of 10 pictures, although this limit may be altered by the Editorial Board whenever justified.
- All images, tables and charts must have a legend associated with the respective source.
- Is the exclusive responsibility of the authors obtaining the publishing rights of the images used in the articles, or other material with copyright (authorship, patrimonial or others), if they do not belong to the Lisbon Municipal Archive. The images will only be published after the presentation of the authorization for publication.
- Pictures that do not belong to the Lisbon Municipal Archive must be delivered in separate files, either in JPEG or TIFF digital formats, with a resolution of 300 dpi, and with a minimum width of 2200 pixels.
- 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.

## 3. GUIDELINES FOR BOOK REVIEWS

Book reviews of recent editions up to a limit of 2000 words are accepted.

To indicate the author, the title, the place of publication, the publisher and the date of publication.

Book reviews should follow the aforementioned SUBMISSION OF ARTICLES namely A, C and E.

## 4. SELECTION AND PUBLICATION

- The Editorial Board examines the submitted texts considering their suitability for the journal. The articles for the dossier will be sent to the scientific coordination for appreciation. Criteria for originality, scientific relevance and quality will be considered. The content of the texts is the sole responsibility of the authors.
- 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.
- The evaluation forms with comments and suggestions from the scientific reviewers will be sent to the authors.
- In all cases, there may be no appeal lodged against the process of peer review.
- 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.

## 5. ACCESS POLICY AND COPYRIGHT

Readers may read, download, print or make reference to articles without the prior authorization of the publication or the authors, provided that mention is made of the article's authorship and place of publication (according to the electronic quote indication at the end of each article).

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

The journal reserves the right to publish, reproduce and disseminate the articles on the website of the Lisbon Municipal Archive, in open access repositories and directories.

The journal has adopted the Creative Commons (CC BY-NC) licence.

### Contacts

Arquivo Municipal de Lisboa

Rua B ao Bairro da Liberdade lote 3 a 6 - 1070-017  
Lisboa, Portugal

Phone: 213 807 100

Email: [am.cadernos@cm-lisboa.pt](mailto:am.cadernos@cm-lisboa.pt)

 LISBOA **arquivomunicipal de lisboa**

DOAJ DIRECTORY OF  
OPEN ACCESS  
JOURNALS

ERIH EUROPEAN REFERENCE INDEX FOR THE  
HUMANITIES AND SOCIAL SCIENCES

latindex

SciELO

SHERPA/ROMEO

CAPES

Google

## SOURCES

### MANUSCRIPTS

Example:

#### **Lisbon Municipal Archive**

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

Obra nº 32052, Processo 5767/1ªREP/PG/1904, f. 2

Eduardo Portugal, Comemorações do Duplo Centenário – Exposição do Mundo Português, PT/AMLSB/EDP/001560

Parque da Liberdade: plano geral, PT/AMLSB/CMLSB/UROB-PU/11/497

## STUDIES

### MONOGRAPHS

Up to 3 authors:

**SURNAME, First name – Title: complement of title. Edition. Place of publication: Publisher, Year of publication. No. of volumes.**

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*. 4ª 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*. 3ª 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 référentier: 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 coleções 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>.

#### 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

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. AML, Obra: 4525, proc. n.º 3243/1.<sup>a</sup> REP/PG/1907, p. 2.

##### Figure 5

Elevation du château d'eau et de l'Aqueduc das Águas 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.

APPENDIX 3 | 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