

CADERNOS DO ARQUIVO MUNICIPAL
RULES | 2018

INTRODUCTION

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 known as the External Evaluation Committee.

This publication is designed to reinforce the role of the Lisbon Municipal Archive among the academic community through the dissemination of academic studies, research projects and research sources that are based on its documentary records.

The *Cadernos do Arquivo Municipal* has the following aims:

- To publicise the Lisbon Municipal Archive among the national and international academic community, to promote its recognition;
- To promote and publicise the documentary collection of the Lisbon Municipal Council, which is stored in its archives;
- To promote the publication of studies based on the documentation in the archives.

ACCESS POLICY AND COPYRIGHT

The journal *Cadernos do Arquivo Municipal* 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 *Cadernos do Arquivo Municipal* has adopted the *Creative Commons* (CC BY-NC) licence.

Readers may read, download, print or make reference to articles without the prior authorisation of the publication or the authors, provided that mention is made of the article's authorship and place of publication.

The acceptance of an article presupposes the transfer of the rights of publication from the author to the journal's editor (see Appendix 3).

The authors are entirely responsible for obtaining permission to reproduce images or other material subject to copyright, property rights or any other rights.

TECHNICAL ORGANISATION OF THE PUBLICATION

The *Cadernos do Arquivo Municipal* has as its director the person who is responsible for the management of the Lisbon Municipal Archive or whoever has

the powers that are attributed to this position. He is responsible for guaranteeing the publication of the magazine in accordance with the pre-established frequency, as well as the fulfilment of its editorial policy.

The director delegates the executive function of editing the journal to the Editorial Board.

The *Cadernos do Arquivo Municipal* have an Academic Advisory Board that plays an advisory role, composed of academic researchers, with recognised merit and wide experience in academic publications.

It is the role of the Academic Advisory Board to validate editorial policy, the choice of the Academic Coordinator and the theme of each issue.

This academic journal has also an External Evaluation Committee, composed of a panel of researchers of recognised merit, chosen from various areas of academic knowledge and originating from Portuguese or foreign institutions, who guarantee a process of blind peer review.

Each number has an Academic Coordinator who has the responsibility to establish the theme for the issue that he/she will coordinate, to publicise the call for articles among his/her peers, to consider and evaluate the pre-selected academic articles proposed for the edition and to propose new reviewers to the Editorial Board.

PREPARATION OF THE MANUSCRIPT AND INSTRUCTIONS TO THE AUTHORS

1. Editorial procedures

- a. Each issue of the *Cadernos do Arquivo Municipal* is subordinated to a theme where the documentation kept in the Archive must be used to contribute to the justification of the argumentation proposed by the articles.
- b. The *Cadernos do Arquivo Municipal* publishes academic articles, *varia*, palaeographic transcriptions and book reviews.
- c. The proposal for the publication of an academic article may be spontaneous or may be the result of a call for papers.

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 implies the immediate exclusion of the article from consideration for publication.

2. Submission of articles

The articles should be sent to the e-mail: am.cadernos@cm-lisboa.pt.

After submission, the Editorial Board will inform the author that it has received the article, within a maximum period of one week.

3. Rules for the presentation of articles

- a. *Word* file, formatted in A4 pages, using a font of *Times New Roman*, size 12, with 1.5 line spacing;
- b. Languages: Portuguese (in accordance with the new orthographic agreement), Spanish, French or English;
- c. Title in the language of the text, in English and Portuguese;
- d. 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. Date of submission of the article;
- f. E-mail address of the author(s);
- g. Abstract with a maximum of 150 words, in the language of the text, in English and Portuguese;
- h. Up to 5 key words, which characterise the contents of the article, in the language of the text, in English and Portuguese;
- i. Maximum of 25 pages (roughly 40,000 characters);
- j. Maximum of 10 pictures, although this limit may be altered by the Editorial Board whenever justified;
- k. Index of all pictures, tables, figures and graphs, numbered sequentially, with the associated caption and a mention of the exact place where these are to be inserted in the text;
- l. References to sources and bibliography in the footnotes;

- m. Citations of up to three lines to be incorporated into the body of the text, between inverted commas;
- n. 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 of 1.25 cm, without inverted commas and with just a single space between lines;
- o. 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);
- p. Palaeographic transcriptions in keeping with the rules established by the Lisbon Municipal Archive (see Appendix 2);
- q. Pictures from the Lisbon Municipal Archive may be used in accordance with their availability on the website. When the publication of the issue is being prepared, these images will be replaced by high resolution versions;
- r. Pictures that do not belong to the Lisbon Municipal Archive must be delivered in either JPEG or TIFF digital formats, with a minimum 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 that are used in their articles, when these are not taken from the Archive. Images will only be published on presentation of proof that permission has been granted for their publication.

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

The contents of the articles are the sole responsibility of the authors.

4. Selection and evaluation of articles

- a. The articles proposed for publication are submitted to an editorial process that takes place over various phases, with both the submission of the article and the respective procedures being free of charge. In the first place, the articles received for possible publication are subjected to a preliminary assessment on the part of the Editorial Board and the Academic Coordinator of each issue. Once it has been established that the article meets all the formal and thematic requirements, it is sent to two anonymous

external reviewers who will decide whether the article is to be: a) published without any changes, b) published after some minor corrections, c) published after an in-depth revision, or d) rejected. 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.

b. The Editorial Board is responsible for the communication between the authors and the reviewers and both identities are not, in any circumstances, revealed.

c. The reviewers have access to an academic evaluation form where their comments and suggestions are written, which is subsequently sent to the authors (see Appendix 4).

The *Cadernos do Arquivo Municipal* has a Regulation which can be provided when requested to the Editorial Board.

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APPENDIX

Appendix 1 | Examples of the rules for the presentation of bibliographical references, citations in footnotes and captions for pictures

Appendix 2 | Summary of the rules for palaeographical transcription

Appendix 3 | Form for the authorisation and transfer of rights for publication

Appendix 4 | Academic Evaluation Form

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*. 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 – Inquirição de Lisboa, Processo de José Ferreira, proc. 314.

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

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 Fotográfico Municipal de Lisboa [Consulted. 12.10.2016], available on the internet: , PT/AMLSB/CMLSBAH/PCSP/004/MNV/001334.

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. AML, 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 A.N.T.T.

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 apromação possível, podendosse medir unicamente o que não era clauzura; e sem moradores”, unidentified author, c. 1797 [probable date]. AHU, Cartografia, Reino, D.19.

The rules proposed by Eduardo Borges Nunes¹ must be followed for the transcription.

The rules are as follows:

1. PRESENTATION

Transcribe next, respecting the original layout (titles and paragraphs), with an indication of the change of folio.

Ex: (f. 222).

The hyphenation from one line to another, as contained in the original document, disappears.

2. TRANSLITERATION

Absolute respect for the original spelling of the text, maintaining capital letters and small letters exactly as they are, but separating the words that are joined together in the original or reuniting the syllables or letters of a word that are separated and maintaining them without the use of u/v and i/j, in the simple or double letters, etc.

Maintain the anthroponyms (appellative + patronymic + surname) including *nomini sacra* and the toponyms.

Maintain the diacritical marks with a phonetic meaning (accents, cedillas under ç and ç), but not those that are merely graphic

Maintain the original punctuation.

Maintain the spelling and placement of numeral letters, except for b which becomes v.

3. ABBREVIATIONS

3.1. Principle for their resolution

Abbreviations are resolved by taking into account the extensive form used by the scribe, or according to their use at the time, respecting the possible variants in the case of more than one extensive form.

3.2. Form for their resolution

Abbreviations are resolved by indicating the missing elements in italics.

3.3. Nasal abbreviations

Nasal abbreviations are resolved as “m” or “n”, depending on the extensive form, according to the case and the time. In the case of diphthongs, and a vowel before the vowel of another syllable, the tilde is used.

Monosyllabic geminate vowels are treated as single vowels, taking the “m” or “n” and the tilde in diphthongs.

4. SEPARATION OF WORDS

Simple separation of words connected to one another through crasis or elision, without using an apostrophe or a hyphen.

5. TEXTUAL ACCIDENTS

Omission by the author/addition by the editor: <...>

Error by the author corrected: in the footnotes

Error by the author not corrected: [*sic*] and correction by the editor inserted in the footnotes

Heterographic additions: transcribe as a footnote

Autographic additions in the space between lines: add between <>

¹NUNES, Eduardo Borges - *Álbum de paleografia portuguesa*. Lisboa: Faculdade de Letras da Universidade de Lisboa, [19--]

Autographic additions in the margin: treat as heterographic additions, mentioning:

Example: Marginal note on the left or on the right or in the left margin or in the right margin

Repetition not cancelled: eliminate and indicate in a footnote

Lacuna: resolved [nnn] and unresolved [...] or (†)

Doubt in the reading of the text: ... (?)

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

APPENDIX 4 | SCIENTIFIC EVALUATION FORM

Cadernos do Arquivo Municipal

SCIENTIFIC EVALUATION FORM

Title: _____

Reviewer: _____

EVALUATION

| | Yes | No | Yes with alterations |
|---|-----|----|----------------------|
| 1. Does the article meet the requirements for publication in an academic journal? | | | |

| 2. The article is: | Well structured | Poorly structured |
|--------------------|-----------------|-------------------|
| | | |

| 3. The bibliographical references are: | |
|--|--|
| Up-to-date | |
| Not up-to-date | |
| Appropriate | |
| Inappropriate | |

| 4. Contents of the article: | Insufficient | Sufficient | Good | Very Good |
|--|--------------|------------|------|-----------|
| Originality of the theme | | | | |
| Relevance of the theme | | | | |
| Coherence of the theme | | | | |
| Depth of the theme | | | | |
| Suitability of the title, abstract, introduction and conclusions | | | | |
| Logical nature of the argument | | | | |
| Suitability of research methods | | | | |
| Suitability of analysis and interpretation of sources | | | | |
| Rigorousness in the analysis and interpretation of sources | | | | |

5. Observations for the Editorial Board:

FINAL EVALUATION

(to be made available to the author)

| | |
|---|--------------------------|
| The text may be published as it was presented | <input type="checkbox"/> |
| The text may be published with minor corrections | <input type="checkbox"/> |
| The text may be published with considerable corrections | <input type="checkbox"/> |
| The text may not be published | <input type="checkbox"/> |

Necessary corrections



