

Guidelines for the “ANTROPE” online journal and monographic series

Title, abstract and Keywords

The article must have title, abstract and keywords in original language and in English and Portuguese, if the article is written in French, Spanish or Italian.

Authors complete affiliation

The article must have complete authors affiliation, including the name of the institution at three levels (Ex: University, Faculty and Department, Centre), zip code, city, country and e-mail address.

For the correspondent author, should be added the full address.

Authors complete institutional affiliation

The article must have the authors' affiliation full information, including the institution information at three levels (example: University, Faculty and department/Centre), address zip code, city, country and e-mail address. Also the mailing authors' correct address.

The submitted articles have to be original

1 - The guidelines for the "ANTROPE" have been adapted from the Portuguese normative, NP 405, at the official website – <http://www.ipq.pt> *apud* the Aveiro University available document at URL: <www.ua.pt/sbidm/biblioteca/readobject.aspx?obj=15944>:

A. Article layout

1. Acceptable in digital format:

1.1. Text in Word file, A4 page horizontal, vertical or both, maximum 10.000 words; except thematic numbers, previously disclosure.

1.2. Text font Calibri, size 11 and *after* spaces 10,5 pt and between lines of *at least* 10,5 pt. Indented paragraphs.

1.3. Author (s), affiliation, abstract (to 250 words, 5 keywords in Portuguese and English) and references included in text.

1.4 Illustrations must be quoted in the text and have indication of its final insertion place.

1.4.1. Have digital format, color with .jpg or .tiff (preferential) extension with resolution of 600 dpi, in a file identified with author 1 last name.

1.4.2. They must be identified individually and have sequenced numbers for each type of illustration, for example: Figure 1, Figure 2 (The figures must have graphic scale.); Chart 1, Chart 2; Table 1, Table 2; Graphic 1, Graphic 2...

1.4.3. The drawings submitted shall have a thick trace and size of numbers or letters so as to be clearly legible.

1.5 The illustration captions must be complete, it is optional its insertion in separate sheets.

Emphasize, that it must be signaled in the text the intended place for each illustration, in order to be respected as much as possible, the authors view (following the criteria that illustrations should appear after the text to which they relate).

1.6. AVOID footnotes; if not at all possible, place them in one single chapter in the end of the text, before references, which must come in the end of the article.

1.6.1. The notes will include brief appointments and issues related with the original text, numbered sequentially with superscript numbers.

1.6.2. The references in the end of the article are a list organized alphabetically by all the quoted authors, last name. The Spanish authors are referred to by the two last family names.

1.7. Each original text should present the following uniform criteria:

1.7.1. Título do artigo. Exemplo:

Notas Breves sobre os Sítios do Alto Ribatejo / Brief Notes over the archaeological sites from Alto Ribatejo

1.7.2. Heading (1). Example:

1. ESTUDO DE ESPÓLIO

1.7.3. Subheading (1.1). Example:

1.1. Indústria Lítica

1.7.4. Subheading (1.1.1). Example:

1.1.1. As Pontas de seta da Anta 1 do Vale da Laje

B. References

For printed documents we have adapted the 1994 Portuguese Normative (NP 405-1). For electronic correspondence and electronic documents the 2000 Portuguese Standard (PL 405-3) and the 2002 Portuguese Standard (PL 405-4) should be followed respectively. As for cartographic material below are some examples drawn up with basis on the ISBD (CM) standards as the Portuguese Standard for the bibliographic description of cartographic material has not yet been published.

1. Abbreviations

1.1. We advise that abbreviations be used only with the authors' forenames.

1.2. Where the bibliography includes two or more authors with the same surname, their names shall be listed in full.

1.3. Journal titles should not be abbreviated.

2. Authorship

2.1. Where the work is co-authored by up to three people reference should be made to them all.

2.2. Where the work is co-authored by more than three people only the name of the first author shall be mentioned followed by [et. al.].

2.3. Literary editors and compilers can be treated as authors as long as they appear highlighted on the title page. In this case the abbreviations ed. lit., or compil., should be added to the name.

3. Publication data

3.1. Where the publisher and/or editor are not mentioned in the publication, the following terms shall be used:

Example: [S.l.: s.n.], 1980

Paris: [s.n.], 1990

[S.l.]: Hachette, 1986

3.2. Where the year of publication is not mentioned, the date of printing, copyright or legal deposit shall be mentioned:

Ex: imp. 1987 cop. 1990 D. L. 1980

or the reference (s.d.)

4. Series or collection

4.1. The series or collection of which the work forms part shall be displayed as it appears in the document:

Example: Paris: Association pour la Diffusion de l'Archéologie Méridionale, nº 33, p. 22.

5. Examples:

Printed article

AUTHOR(S) (year) - Title. *Journal*. ISSN. vol. Volume, nº Number, p. Pages.

KEIRSTEAD, Carol (1987) – Lowell looks for answers. *Equity and Choice*. ISSN 0882-2863. Vol. 3, nº 2, p. 28-33.

Or

AUTHOR(S) (year) - Title. In AUTHOR(S) (ed. or coord.) - *Journal*. ISSN. Vol. Volume, nº Number, p. Pages.

DELFINO, D.; OOSTERBEEK, L.; BAPTISTA, J.; GOMES, H.; BELTRAME, M.; CURA, P. (2013a) - A Proto-História no Concelho de Mação: novas investigações, novas abordagens, novos dados. In CRUZ, A.; GRAÇA, A.; OOSTERBEEK, L.; ROSINA, P. (eds) - *1º Congresso de Arqueologia do Alto Ribatejo*. Tomar: Centro Europeu de Investigação do Alto Ribatejo, Arkeos, nº 34, pp. 181-194.

Electronic document

AUTHOR(S) (Online, year) - Title. *Journal*. Vol. Volume, nº Number, p. Pages.

[Consulted in Date]. Available at www: <URL:>. ISSN.

PRICE-WILKIN, John (Online, 1994) – Using the World Wide Web to deliver complex electronic documents: implications for libraries. *The Public Access Computer System Review*, Vol. 5, nº 3, p. 5-21. [Consulted in 28 April 1994]. Available at www: <URL:http://www.lib.uh.edu>. ISSN 1048-6542

Printed book

AUTHOR(S) (year) - Title: *subtitle*. Edition. Edition place: Editor, ed.nº. ISBN

DIJK, Teun A. Van (1984) – *Texto y contexto: semântica y pragmática del discurso*. Madrid: Cátedra, 2ª ed. ISBN 84-376-0219-X

Parts or volumes of printed books

AUTHOR(S) (year) – Title of the part or volume: subtitle. *Book title*. Edition place: Editor. ISBN. Location in the book Pt., Vol., p. .

FERREIRA, F. T. (1996) – Trabalhar com camadas. *Photoshop CS2: curso completo*. Lisboa: FCA - Editora de Informática, ISBN 972-722-536-5. Pt. 5, p. 151-201.

Electronic book

AUTHOR(S) (online, date of post) – *Title*. Edition place: Editor, nº ed. [Consulted in Date]. Available at www: <URL:>. ISBN.

Ex.:

ASHWIN, P. (Online, 2005) - *Changing Higher Education: The Development of Learning and Teaching*. London: Taylor & Francis, 2nd ed. [Consulted in 14 June 2010]. Available at www: <URL:http://lib.myilibrary.com?ID=24441>. ISBN 0-203-47929-7.

Portal / Web page

AUTHOR(S) - *Title* [Online]. Edition place: Editor. [Consulted in Last Update Date]. Available at www: <`URL:`URL>.

BIBLIOTECA DA UNIVERSIDADE DE AVEIRO - *Área de Recursos Electrónicos e Apoio ao Utilizador. A Biblioteca Informa*. [Online]. Aveiro: SBIDM. [Consulted in 21 June 2010]. Available at www: <URL:http://www.doc.ua.pt/sbidm/biblioteca/PagelImage.aspx?id=8247>.

CD musique audio. Vinil record

AUTHOR(S) (year) - *Title* [Audio record]. Edition. Place of edition: Editor, nº ed. Specific designation and material support.

MOZART, Wolfgang Amadeus (1992) - *Mozart collection* [Registo sonoro]. Pandrup: Elap Music, 2ª ed. 1 record (CD) (61 min.).

Movie or video documentary

AUTHOR(S) (year) - *Title* [Video record]. Directed by. Nº ed. Edition. Edition place: Editor. Specific designation and material support.

MEIRELES, Luís (2000) - *Duo de flauta e piano* [Video record]. Aveiro: CEMED. 1 video tape (VHS) (1 h., 30 min.): color.

CD-ROM and DVD-ROM

AUTHOR(S) (year) - *Title* [Electronic resource]. Edition. Edition place: Editor, nº ed. Specific designation and material support.

Accenture (2007) - *Estudo sobre o desenvolvimento da concorrência no mercado postal português* [Electronic resource]. Lisbon: ANACOM. 1 DVD-ROM

Print. Postcard. Document which main feature is present images in two, or apparently, in three dimensions

AUTHOR(S) (year) - *Title* [Icon document]. Edition place: Editor. Specific designation: other physic features, dimensions and material support. Notes.

Print:

GUIMARÃES, José de (1987) – *La tentation* [Icon document]. Balaia: Club Méditerranée. 1 Print: serigraphy, color; 70x100 cm. Signed and dated in black pencil in the right inferior corner. Is a non-commercial proof of an impression from 99.

Postcard:

(1989) - *O Porto de outros tempos* [Icon document]. Oporto: Municipal Public Library 1 Folder (28 postals): color.

2D images or, apparently, 3D:

PORTUGAL. Environmental Agency (1994?) – *O “buraco” na camada de Ozono* [Icon document]. S.L.: s.n. 1 Cartaz: color; 47x32 cm. Cartaz nº 4.

Cartography

PORTUGUESE MILITARY MAP: SHEET 339 [Cartographic material] / Army cartographic services. – Scale 1: 25000. – Lisbon: S. C. E., 1970.

C. Quotations

Quotations are intended to identify the publication from where the original idea, excerpt, etc. has been taken. There should be an exact match between the quotations and the references.

1. The name of the author, the year of publication and the number(s) of the page(s) quoted should appear between brackets. If the author's name appears in the text, the year and the page numbers should be put in brackets.

Examples: (Encarnação, 1984: 132-137) / (1984: 132)

2. If the bibliographic references contain several papers by the same author and published in the same year, a letter (a, b, c, ...) should be added to the year of publication.

Example: «Já em 1963 tinha sido achado por J. Fragoso de Lima (1963a) ...»

3. When a paper is mentioned several times throughout the text, the abbreviation ob. cit. or op. cit. may be used.

Examples: «apesar da opinião contrária de F. Poplin (ob. cit.: 15)...»

(Bouchud, op. Cit.: 25)

4. Where a document has not been consulted by the author and the quotation is done through another author, the quotation should be preceded by Cit. por (quoted by) or *Apud* (according to).

D. Layout of dates

1. The journal adopts the standards contained in the proposal concerning the layout of radiocarbon dates approved in the 1st Congress for Peninsular Archaeology (Porto: Sociedade de Antropologia e Etnologia, 1995. v. 6. (Trabalhos de Antropologia e Etnologia; 35: 2)).

2. When quoting dates resulting from the application of other methods, the same data required for the citation of radiocarbon dates (laboratory, dating number, date obtained and margins of error) followed by the abbreviations commonly used to identify the method (TL, U/Th, etc.). In these cases where the convention of equivalence BP = 1950 does not apply and also the distinction between "conventional dates" and "real dates" is not used or does not make sense, dates should be referred to calendar years such as in the traditional system: BC (before Christ), AD (after Christ).

3. Chronological references (eg. third millennium, century IV, third quarter of century II, etc.) which do not refer to a specific radiocarbon date identified as such or those that synthesize dates obtained by other methods, shall follow the traditional system: BC (Before Christ) and AD (After Christ).

4. In general, and where technically possible, the use of the traditional system (BC / AD) is highly recommendable under the assumption that it necessarily corresponds to real calendar dates and, therefore, in the case of radiocarbon dating requires prior calibrations of conventional dates obtained.

E. Submission of the original texts

Only the originals that conform to the journal's guidelines shall be accepted; desktop publishing shall only be initiated for complete originals:

- a) Abstract in Portuguese and English, and up to five keywords for indexing;
- b) Original text;
- c) References;
- d) Illustration captions;
- e) Illustrations.

2 - The authors are responsible for ensuring that the paper in question does not infringe copyright, image and other related rights, being the journal free from any liability.

3 - The views expressed by the authors are their sole responsibility.