



# *Anuário*

## **STANDARDS** For Documents Display.

### **1. Collaboration**

The Participation in the *Anuário*, for the main theme, by invitation, or to the section of *Other Studies*, will occur only under the following conditions:

1. The work submitted for publication must traverse, primarily, and thematic content related to Island Studies.
2. All writings for the publication must be unpublished.
3. The work to be published may be submitted in the following languages: Portuguese, English, French, Italian and Spanish.
2. The text should be sent to the direction of the magazine in digital form, by email.
3. The publication of a study is made pending the consideration of the Advisory Board of this publication.
4. The act of acceptance of the text automatically implies the transfer of the rights of copyright to the publisher.
5. All rights of any illustration to be included are the sole responsibility of the Authors.
6. The Author shall undertake a review of their work, in typographical pages, within a period of 15 days;

7. Each author is entitled to five copies of the publication.

## 2. Submission of Texts

Original to be submitted for publication must meet the following formulations:

- 1 – Page: A4, with margins of 3 cm lateral and top and bottom margins of 2.5 cm;
- 2 – Font used: Arial;
- 3 – Body of the letter of the text: 12;
- 4 – Size of letter of footnotes and citations extensive: 10;
- 5 – Spacing between characters: normal;
- 6 – Spacing between lines: simple;
- 7 – Indent the first line of the paragraph: 1 cm;
- 8 – Number of pages: in the lower right corner, in letter 10;
- 9 – Footnotes, without advancing the first line of the paragraph;
- 10 – Title of article: all words in all caps, except for pronouns and articles;
- 11 – Titles of book chapters: in capitals, centered;
- 12 – Subchapters titles: aligned left, bold, no paragraph, all words in all caps, except for pronouns and articles; these titles will be preceded by a triple space between lines and followed by a double space;
- 13 – Abstracts: each article should include a summary in the original language; likewise, an English summary (abstract); a summary in Spanish language; and another in French; that is, four summaries, in four different languages, should come with any text to be published by CEHA; see the following examples, where the first language of each scenario is the one in which the scientific text is written:

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Abstracts</b>	Portuguese	English	Spanish	French
	English	Portuguese	Portuguese	Portuguese
	Spanish	Spanish	English	English
	French	French	French	Spanish

The summary should be in the original language after the title and author (this one in italics); the other summaries and keywords could com in the end in order

to undergo an editorial treatment by the CEHA; the title of the study should similarly be translated to other languages;

17 – Extension of the summary: 1500 characters (including spaces);

18 – Key words: maximum of 6 keywords, which must be translated as the summaries;

19 – Author(s) curriculum: to be substantial, providing the reader news of the professional and intellectual journey of the author, main publications, tasks (in terms of teaching, research, management or administration, and others), positions of importance occupied, etc., inserted in a footnote at the beginning of the article (not exceeding 1500 characters, including spaces);

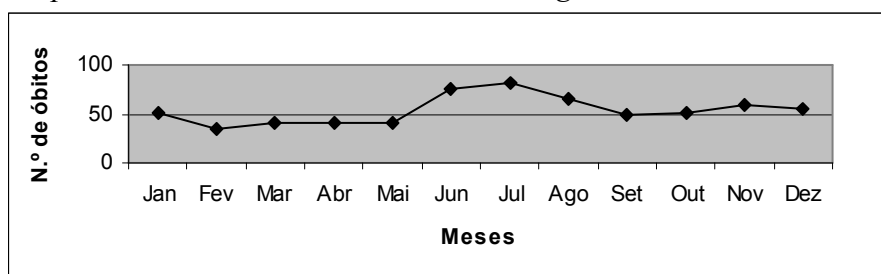
20 – Textual citations: in terms of presentation, the citations should be between quotes in angle: « »; wanting to omit part of the transcription will be used [...]; the body of text, if the quote exceeds four lines, should be represented in the lower body of letter (10) and collected to 2 centimetres paragraph, using still « »; any addition of words by the author will be between [ ]].

### 3. Illustrations. Presentation form

1 – Images (maps, photos, etc., provided in jpeg format with resolution of 300 DPIs, at least), tables and graphics must come in separate files. Places where to insert the iconography shall be located in the article, with the name of the documents;

2 – The graphics and tables will be accompanied by: Title (with words in all caps, except for pronouns and articles, letter size 12, in italics, and centred at the top) and caption (below, in size 12 font, and aligned to the left); must be numbered correctly, being the number before the title;

[Ex.:] *Graphic 1 – Sazonalidade da Morte na Freguesia de Santa Cruz: 1801-1810*



Source: ARM, Registo Paroquial, *Santa Cruz*, lv.<sup>os</sup> 867 e 868

3 – Photographs, representations of works of art, reproductions of pages or folios of bibliographic and documentary specimens should have: a label (under the image, aligned to the left) that includes several elements:

*Title*, Author, Place, Date [the closest possible], Public Institution / Private Collection / Bibliography (see section on bibliographic citations);

[Ex.:]



*Borracheiros*, Fotografia de José Pereira da Costa, Garachico – Madeira, Anos 60, Acervo Particular do Autor

4 – The map will be accompanied by: Title (with words in all caps, except for pronouns and articles, in italics, and centered at the top), legend (uncover the symbols on the map), source (under the map, aligned to left), scale (preferably graphical) and orientation (rose of the winds).

## Bibliographic Citations

In the elaboration of articles or monographs, to make a bibliographic citation – in a footnote – the authors will make use of procedures similar to those of *Author-Date*, with the addition of an element; thus: author's surname in capitals, the year in which the study was published, then the title of the article or monograph (abbreviated if long) and, finally, the pages; see the following examples:

VIEIRA<sup>1</sup>, 2003, *Canaviais, Açúcar e Aguardente na Madeira* [...], p. 141  
ETTE, 2005, «Ensaio Sobre o Mundo Insular Fractal do Caribe», pp. 363-380<sup>2</sup>

This being said, it is implied that the articles edited by CEHA will host a final bibliographical list (the same caveat applies, of course, for theses and monographs); this list is sorted by alphabetical order of surname of the author; in the event of being cited several titles from the same author, we will use a chronological criterion; we present the form and order of bibliographic citations to appear in the final lists of theses and articles:

## Monograph

SURNAME, Name, Year, *Title of Work*, transl., no. of vols., Place of publication, Publisher

## Collective publication

<sup>1</sup> In the case that the study has two authors, it should be referred to this way: RAMOS, SANTOS, 2004, *A Freguesia de Santo André de Canidelo* [...], p. 6; being more than two authors, it will be cited as follows: VIEIRA *et alii*, 1990, «O Município do Funchal (1550-1650) [...], p. 1006.

<sup>2</sup> It is, therefore, unnecessary the use of expressions as *Idem*, *Ibidem*, *Ob. Cit.*, etc.

SURNAME, Name, Year, «Title of Article», in AAVV [or SURNAME, (ed. / coord.)] *Title of Collective Work*, Place of Issue, Publisher, pp. XX-YY

### **Periodical Publication**

SURNAME, Name, Year, «Title of Article», in *Title of periodical*, Z Series, No. Y, Vol. / Book X, Place of publication, Publisher, pp. XX-YY

### **Documental Sources Citation Source**

The authors will use, either in footnotes or in the final list of sources, the criteria below:

Name of Public Institution [or Private Collection], *Documentary Fund*, *Title of Species Documental*, book / pack / loose paper No. X, Date (s), f[f]. / p[p]. YY

**[Exs.:]**

Arquivo Regional da Madeira, *Câmara Municipal do Funchal, Vereações*, lv.º 1298, Vereação de 17 de Maio de 1758, ff. 18-22v.º

Biblioteca Municipal do Funchal, *Diário de Notícias*, n.º 10649, 6-X-1910, p. 1

### **Citation of Documents and Texts in New Media**

Today the Internet and new media of information are considered fundamental for education and scientific research. The availability of this content progressed dramatically in the past so that today no one can ignore the means. Yet the use of these new media brings new problems with the use of rules for quotations. The Rules for the reference of traditional documents does not to serve to the new media. Thus in the nineties of the twentieth century, with the full affirmation of the Internet, the scientific community was required to establish standards for the citation of these new documents and of the earlier that are now in digital media.

The rules presented here were established by us, according to *MLA – Modern Language Association* (1995), established specifically for the area of Humanities and do not deviate from the standard, ISO 690-2, approved in 1997.

#### **1- Documents of the Internet**

##### **WWW.DOCUMENTOS**

- Author / Editor: SURNAME, Name
- Name of subject: in italics

- Medium: online.
- Source: entity
- Protocol and address [available at: http://]
- Date of visit (-/-/-)

#### **Usenet / MESSAGES OF DISCUSSION GROUPS**

- Author: SURNAME, Name
- Date of sending the message  
Subject of the message: in italics
- Discussion Group [mailto: available at: / online via http:]
- Date of visit: (-/-/-)

#### **E-MAIL: MESSAGE**

- Message's Author: SURNAME, Name  
Date of transmission
- Subject of the message: in italics
- E-mail: mailto
- Type of communication: personal message, distribution list, professional
- Name of the recipient: E-mail:

#### **FTP (FILETRANSFER PROTOCOL)**

- Author: SURNAME, Name  
Date of last review
- Title: italic
- [online]
- Protocol and address [available via: ftp: //]
- Date of visit (-/-/-)

#### **TELNET**

- Author: SURNAME, Name  
Date of last review
- Title: italic
- Protocol and address [available via: telnet: //]
- Date of visit (in -/-/-)

#### **IRC (Internet Relay Chat)**

- Name of contact: SURNAME, Name
- Online
- Protocol and address telnet site [available via irc: telnet: //]
- IRC channel: # ...
- Date of meeting (-/-/-)

#### **ARTICLES IN MAGAZINES / NEWSPAPERS ELECTRONIC**

- Author: SURNAME, Name  
Date of last review
- Title of article: between quotation marks in angle [« »]
- Title of publication: in italics
- Protocol and address [available at: http://]
- Date of visit: (access to -/-/-)

## **2.- Documents on paper which passed to the Internet**

### **TEXTS**

- Author: SURNAME, Name
- Date  
Title: italic
- Title of collection
- Protocol and address [http://]
- Number of reference [id:]
- Date of visit (-/-/-)

### **ARTICLE IN ENCYCLOPEDIA**

- Title of entry: between quotation marks in angle [« »]
- Title of work: in italics
- Date of availability
- Title on paper
- Place
- Publisher
- Date
- Date of access
- Address

### **BOOK**

- Author: SURNAME, Name•
- Date  
Title: italic
- Place
- Publisher
- Title of collection WEB
- Date of access
- Protocol and address <http://>

### **ARTICLES / BOOKS OF THE DATABASE**

- Author: SURNAME, Name  
Date
- Title: italic
- Name of the database, and keywords to search:
- Protocol and address [online http://]
- Date of visit (-/-/-)

### **MOVIE**

- Author: SURNAME, Name  
Date
- Title: italic
- Title of collection
- Protocol and address [http://]
- Registration Number [id:]
- Date of visit (-/-/-)

## **OFFICIAL DOCUMENTATION**

- Author: SURNAME, Name
- Title: *italic*
- Title of work or collection
- Protocol and address [<http://>]
- Way [... [html](#)]
- Date of visit (-/-/-)

## **MAPS**

- Title
- Date
- Collection
- Protocol and address [<http://>]
- Registration Number [id:]
- Date of visit: (-/-/-)

## **PHOTOGRAPHY**

- Title: *italic*
- Photographer: SURNAME, Name  
Date
- Location
- Collection
- Protocol and address [<http://>]
- Registration Number [id:]
- Date of visit (-/-/-)

## **VIDEOCLIPS**

- Author: SURNAME, Name  
Date
- Title: *italic*
- Title of collection
- [video clip online]
- Protocol and address [available at <http://>]
- Date of visit or download (-/-/-)

## **AUDIO**

- Author: SURNAME, Name  
Date
- Title: *italic*
- Title of collection
- [Audio online]
- Protocol and address [available at <http://>]
- Date of visit or download (-/-/-)

## **3- Documents nontraditional in support**

### **CDROM**

- Author: SURNAME, Name
- Date

- Title: italic
- Place of Issue
- Publisher
- [CDROM]

#### **VIDEO AND AUDIO CASSETTE**

- Author: SURNAME, Name
- Date  
Title
- Publisher
- [Audio or Video]

#### **COMPUTER FILE NUMBER**

- Author: SURNAME, Name
- Date
- Title
- [computer file]
- Publisher
- Producer
- Distributor

### **Final Consideration**

These rules shall be made known to the authors of the writings to be published; in case of default of the same, the CEHA reserves the right to not publish the studies in question.

### **PROCEDURES FOR ACCEPTANCE OF ORIGINAL**

1. The system of continuous assessment is the reciprocal of anonymity, that is, neither the author nor the external evaluators to assess the documents to learn their identities. The correspondence between them, if any, will be held by the Editorial Board of the Journal. This system aims to ensure the quality of work that was published and performed in a constructive spirit.
2. The Editorial Board of the Journal immediately acknowledge receipt of texts submitted to it. This does not imply any compromise with the authors.
3. The initial acceptance may be conditional on changes to be implemented by the authors
4. Manuscripts received by the secretary of the magazine are read by all members of the Editorial Board, which in ordinary reunion determine, based on advice, the initial acceptance of the texts or rejecting them.

5. The texts are sent initially accepted (except for discussions, comments and notes) to two external expert assessors in the relevant areas. The choice of external evaluators will be made as appropriate, by the Editorial Board or after seeking advice from members of the Advisory Board of the Journal by experts in the field of text to evaluate.

6. The Editorial Board can make comments and request changes to the original authors, regardless of what may bring the external evaluators.

7. The Editorial Board will take into account the differing arguments about the proposed amendments to the texts, with responsibility for taking the decision it considers most appropriate.

8. Members of the Editorial Board to submit texts for publication in the journal are inhibited from participation in the process of acceptance.

9. In case of significant discrepancies between the opinions of the two external evaluators of the original, the Editorial Board decide for yourself if the text is qualified for it, or can help is a third external evaluator.