

Revista Crítica

de Ciências Sociais

GUIDELINES FOR SUBMISSION AND PUBLICATION OF MANUSCRIPTS

I. SUBMISSION OF MANUSCRIPTS

1. *Revista Crítica de Ciências Sociais* (RCCS), a journal of the Centre for Social Studies of the University of Coimbra, accepts original texts which may contribute to advancing transdisciplinary research on national and international social reality, to promoting reflection and discussion on research instruments and methods, and to disseminating information and knowledge within the social sciences and the humanities.

2. RCCS publishes issues edited by the Executive Editorial Board (non-thematic issues) or by guest editors, who are responsible for preparing thematic issues in collaboration with the Executive Editorial Board. Although individual authors may be invited to submit manuscripts, all the texts must follow the guidelines contained in this document, and will be evaluated as described below.

3. The manuscripts submitted to RCCS must be unpublished and authored by the person(s) submitting them. The manuscripts must clearly identify the source of every item that is not original (e.g. text excerpts, illustrations, tables, etc.), and make explicit reference, whenever necessary, to permissions obtained from copyright holders and/or authors. In the latter case, if the manuscripts include items protected by intellectual property rights, authors are responsible for obtaining permission from copyright holders.

4. Submission of a paper to RCCS is a certification by the author(s) that the manuscript has not been otherwise published (in print or digital format, in Portugal or abroad, in Portuguese or any other language), or submitted at the same time to any other publication (in this regard see “Publication Ethics and Publication Malpractice Statement” at <https://journals.openedition.org/rccs/5601>). All the papers go through a plagiarism detection software.

Although the RCCS editorial policy is to publish original manuscripts, the Executive Editorial Board may decide in exceptional cases to publish a previously published text, based on criteria of scholarly and intellectual relevance and opportuneness. In that case, the manuscript will only be published with an authorization from the owner(s) of the intellectual property rights.

5. If the authors so wish, they may take the manuscripts submitted to RCCS and send them to SciELO Preprints according to the guidelines of that Collection (cf. more information at <https://preprints.scielo.org/>).

6. Manuscripts may be submitted in Portuguese, English, or Spanish and will be published in one of these three languages. Writing quality and clarity are essential requirements for publication.

7. There are no submission, processing or publication fees.

II. REVIEW AND DECISION PROCESS

1. The Executive Editorial Board reserves the right to publish or not submitted manuscripts, and informs the authors of its decision within a reasonable time frame. This decision is supported by an evaluation of the manuscripts based on a peer-review system, carried out in two consecutive stages:

a) initial assessment by the Executive Editorial Board, which decides on the manuscript's submission to the following stage of the process, involving its evaluation by anonymous reviewers; this decision is made taking into consideration criteria of relevance, interest and quality, defined according to the journal's editorial policy, as well as the manuscript's conformity to the submission guidelines contained in this document;

b) detailed evaluation of the selected manuscripts by anonymous reviewers through a double-blind peer review system. Reviews resulting of this process will be used as a basis for the final decision on the manuscript's publication.

2. The Executive Editorial Board may suggest revisions to authors, according to the recommendations made by the reviewers, and ask for a new evaluation of the revised paper in order to make the final decision on its publication.

3. In the case of manuscripts submitted to the second stage of evaluation, if they are not accepted for publication, RCCS will inform the authors of the reasons for this decision, generally attaching the reviewers' opinions and sending them to the authors.

4. Authors are fully responsible for the published manuscripts.

III. SHORT REVIEWS, REVIEWS AND REVIEW ESSAYS OF BOOKS AND WEBSITES

In addition to manuscripts, RCCS also publishes reviews of books and websites that are relevant to its fields of study. The contributions for these sections of the journal must conform to one of the formats described below.

1. Short book reviews

Short book reviews must be about works published in the previous 12 months and may be written in Portuguese, Spanish or English. Texts must be short (4,000 characters with spaces max.), and must include:

a) full bibliographic reference;

b) a brief description of the work's content, indicating its key topics, and, when appropriate, quoting an especially relevant excerpt;

c) a brief critical commentary, summarizing the reasons for highlighting the reviewed work.

2. Book reviews

Book reviews may be written in Portuguese, Spanish or English and should refer to works published within the previous 24 months. Texts must not exceed 8,000 characters with spaces and should include:

a) full bibliographic reference;

- b) summary of the work's main arguments; its relation to the author's previous work and to the state of the art in its field; quotation of a few relevant excerpts;
- c) critical discussion of the work, assessing whether or not it makes a new contribution to the field, whether it opens up new paths for future research, whether it raises questions that are left unanswered, etc.

3. Review essays

Review essays may be written in Portuguese, Spanish or English and refer to a group of works (by the same author or by several authors about the same subject), and are typically prompted by the publication of one or more books within the previous 24 months. Exceptionally, they may refer to earlier works if they are relevant to current interests (e.g. a Portuguese translation of "classic" works that raises further discussion on particular issues). Texts must not exceed 20,000 characters with spaces and must include:

- a) full bibliographic reference of the discussed works;
- b) in-depth discussion of the state of the art regarding the issue(s) involved, clearly addressing the relevance and contribution of each work to furthering the debate on those issues;
- c) personal contribution of the review essay's author to the elucidation of the issues involved, providing alternative ways of understanding them, etc.

4. Website reviews

Website reviews, published in the journal section entitled "Virtual Space," are critical presentations of websites with content that is relevant to the understanding or discussion of a particular subject or research field. Texts may be written only in Portuguese, must not exceed 5,000 characters with spaces and must present the website in question, highlighting its theme, usefulness, novelty and relevance from a critical perspective, including its merits and/or shortcomings.

IV. PUBLICATION AND DISTRIBUTION RIGHTS

1. The authors of texts published in RCCS authorize the transfer of edition, publication, distribution, reproduction and marketing rights (including all the items that they may contain, such as photographs, drawings, tables, data files, etc.) to RCCS. The authorization covers the edition, publication, distribution, reproduction and marketing of texts in print or digital format, including, in the latter case, their dissemination through distribution and/or marketing platforms of online articles with which RCCS has established agreements. All contents published online are available under a Creative Commons License Attribution CC BY.
2. It is RCCS' responsibility to decide on the circulation of journal's issue.
3. The authors also authorize the translation of the abstract and keywords of the manuscript to be published in RCCS, in case they didn't send them.
4. The above-mentioned transfer of rights is royalty-free, and RCCS will not offer any other compensation besides supplying the authors with one copy of the issue in which the text has been published and a digital copy of this text (PDF).
5. Authors who wish to republish a manuscript accepted for publication in RCCS, in whole or in part, should always make an explicit reference to the original publication in RCCS, as defined by the Creative Commons License Attribution CC BY.

V. GUIDELINES FOR SUBMITTING TEXTS

1. Manuscripts should be submitted in Word file format and sent by email to rccs@ces.uc.pt. Texts should have no extra spaces between paragraphs, headers, or any other special formatting. In their email message, authors should explicitly acknowledge that they have read and accept the journal's "guidelines for submission and publication of manuscripts" by simply reproducing the text below and filling in the missing data:

I, _____, author of the text entitled _____, declare that:

- a) the submitted text does not match, in whole or in part, any published text (in print or digital format), in the same language or another;
- b) the text is not currently under submission to another publication;
- c) I have read and accept *Revista Crítica de Ciências Sociais* "Guidelines for submission and publication of manuscripts" available at <https://journals.openedition.org/rccs/4612>.

In the case co-authored texts, one of the authors must state that s/he is authorized by the other co-authors to act as their representative in all contacts with *Revista Crítica de Ciências Sociais*. S/he must also state, on behalf of all the authors, that they have read and accept the journal's "guidelines for publication", reproducing the following text:

I, _____, as co-author of the text entitled _____, and acting as representative of the remaining authors, declare that:

- a) the submitted text does not match, in whole or in part, any published text (in print or digital format), in the same language or another;
- b) the text is not currently under submission to another publication;
- c) I have read and accept *Revista Crítica de Ciências Sociais* "Guidelines for submission and publication of manuscripts" available at <https://journals.openedition.org/rccs/4612>.

2. All the original texts should be presented in final version, which must not exceed 50,000 characters with spaces (including notes and bibliographic references). Texts should be sent in Word, formatted in size 12 Times New Roman font, 1.5 spacing and with normal margins (2.5 cm top and bottom; 3 cm right and left).

3. The first page of the text should include for each author the following details: full name, institutional affiliation and corresponding address, email address, ORCID ID and postal address in order to receive the printed copy (in the case it differs from the institutional address). This information will be removed from the file in case the text proceeds to the peer review process.

On the other hand, still in the first page, all texts written in co-authorship must also contain the identification of the specific contribution(s) of each author according to the Contributor Roles Taxonomy - CRediT methodology (see the annex at the end of these guidelines).

4. Manuscripts submitted to RCCS may include tables, figures, photographs or drawings that illustrate or clarify the arguments made, if in limited number and with good quality (resolution of 300 dpi and 11 cm wide, min.) for printing in black and white. Images must be sent in the same text document and also separately in JPEG or TIFF

format. If images include text, the font used should be Helvetica (or Arial, alternatively), size 9, regular. All images must be accompanied by a clear indication of the source and respective copyright.

5. Manuscripts should always include an abstract in English (preferably also in French), which should not exceed 900 characters with spaces. The abstract should also include the title of the manuscript, as well as a suggestion of no more than 5 keywords (preferably also in French). The final keywords will be decided by the journal, taking into account the authors' suggestions and the normalization criteria adopted by RCCS.

VI. PREPARATION OF THE TEXT

1. All quotations from foreign authors should be translated, except in special cases that justify the use of the original version. The original text of any quotation translated by the author should also be sent in a separate file.

2. Brief quotations (1-3 lines) should appear in the body of the text between quotation marks.

3. Longer quotations should be indented and formatted in a smaller font size than the text without quotation marks.

4. Epigraphs, if any, should be brief.

5. Interpolations should be enclosed in square brackets [].

6. Omissions are indicated by 3-point ellipses within square brackets [...].

7. The titles of the works cited should be in italics, in the case of books, or between quotation marks, in the case of articles.

8. Notes should appear at the bottom of the page, consecutively numbered.

9. Footnote numbers should be superscript and placed after the punctuation mark. Example: "as can be easily seen.³"

10. Cross-references within the text should be made by using the accepted Latin expressions (cf. *supra*, cf. *infra*), always in italics and in full.

11. Bibliographic references should always be made within the text by indicating between parentheses the author's last name, the publication date and, if applicable, the page number(s) (after a colon). In the case of an indirect quotation, this information should be preceded by the word *apud*. Examples:

A single author: (Sá, 1991: 7 ff.)

Two authors: (Sampaio and Gameiro, 1985)

Three or more authors: (Silva *et al.*, 1989)

Indirect citation: (*apud* Ferreira, 1992: 217).

12. The complete list of works cited in the text (and only these) should be included at the end, with the title "References", alphabetically ordered by the authors' last name. In the case of more than one author, the names should be separated by semicolons. The authors' first name should never be abbreviated (e.g. Wallerstein, Immanuel, and not Wallerstein, I.). In the case of a translation, the reference should include the translator's name. In addition to the place of publication, the publisher should always be indicated. When referring to journal articles or chapters in anthologies or edited books, the pages of the text cited should be indicated. References should strictly follow the model of the following examples.

a) Books:

Simões, João Gaspar (1987), *Vida e obra de Fernando Pessoa. História duma geração*. Lisboa: Dom Quixote.

b) Edited books:

Santos, Boaventura de Sousa (org.) (1983), *Portugal. Um retrato singular*. Porto: Edições Afrontamento.

Hespanha, Pedro (1993), "Das palavras aos actos. Para uma elegia do amor camponês à terra", in Boaventura de Sousa Santos (ed.), *Portugal. Um retrato singular*. Porto: Edições Afrontamento, 289-311.

c) Journals:

Reis, José; Jacinto, Rui (1992), "As associações empresariais e o Estado na regulação dos sistemas produtivos locais", *Revista Crítica de Ciências Sociais*, 35, 53-76.

If applicable, the **volume and issue should be indicated**:

Santos, Boaventura de Sousa (1998), "The Fall of the Angelus Novus: Beyond the Modern Game of Roots and Options", *Current Sociology*, 46(2), 81-118. [= volume 46, issue 2]

d) When citing two or more works by the **same author** published **the same year**, the letters a, b, etc. should be added to the date, respecting the order in which the references appear in the text. Examples:

Habermas, Jürgen (1985a), *Der philosophische Diskurs der Moderne. Zwölf Volesungen*. Frankfurt am Main: Suhrkamp.

Habermas, Jürgen (1985b), "A nova opacidade: a crise do Estado-Providência e o esgotamento das energias utópicas", *Revista de Comunicação e Linguagens*, 2, 115-128. Translation by Maria Helena Carvalho dos Santos.

e) The **consulted edition** should always be indicated. The date of the first edition may also be mentioned, but only if it is relevant. This information should come at the end of the reference between square brackets. Examples: [5th ed.]; [5th ed.; orig. ed. 1948].

f) In the case of **electronic publications**, the date of the last access to the web page and respective URL should be indicated in the following manner:

Emily Thomson (2009), "Do Ends Justify Means? Feminist Economics Perspectives of the Business Case for Gender Equality in the UK Labour Market", *e-cadernos CES*, 5, 118-133. Accessed on 02.12.2011, at <https://journals.openedition.org/eces/298>.

Madeira, Paulo Miguel (2011), "Desempregados registados nos Centros de Emprego sobem em novembro pelo quinto mês", *Jornal Público*, 14 December. Accessed on 14.12.2011, at <http://economia.publico.pt/Noticia/desempregadosregistados-noscentrosdeempregossobrem-em-novembro-pelo-quinto-mes-1524983>.

g) In the case of **articles, chapters or books available both in print and online** the above-mentioned citation rules should be followed, without forgetting the date of access to the web page and respective URL. Example:

Pinfari, Marco (2011), "Time to Agree: Is Time Pressure Good for Peace Negotiations?", *Journal of Conflict Resolution*, 55(5), 683-709. Accessed on 13.12.2011, at <http://jcr.sagepub.com/content/55/5/683>.

h) When quoting **information available on a web page** the following data should be included: author or organization responsible for the website (date), "page title", date of access and respective URL. Example:

Centro de Estudos Sociais (2011), “Prémio CES para Jovens Cientistas Sociais de Língua Portuguesa”. Accessed on 14.12.2011, at <https://ces.uc.pt/pt/investigacao/premios/premio-ces>.

i) When referring to **legislation**, the reference must identify the law or statute as it is cited in the text. For example, if the text states “According to Decree Law No. 239/97 of September 9,” the following must be included in the bibliography:

Decree-Law no. 239/97 of September 9. Diário da República no. 208/97 - I Série A. Ministério do Ambiente. Lisboa.

13. Galley proofs

The Executive Editorial Board (with the assistance of the Publications Support Office of the Centre for Social Studies) is responsible for proofreading and copyediting galley proofs, thus ensuring that the reproduction of the texts selected for publication is accurate and typographically correct; only in exceptional cases will the galley proofs be sent to the authors.

ANNEX - CONTRIBUTOR ROLES TAXONOMY CREDIT

1. **Conceptualization:** Ideas; formulation or evolution of overarching research goals and aims.
2. **Data curation:** Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.
3. **Formal analysis:** Application of statistical, mathematical, computational, or other formal techniques to analyse or synthesize study data.
4. **Funding acquisition:** Acquisition of the financial support for the project leading to this publication.
5. **Investigation:** Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
6. **Methodology:** Development or design of methodology; creation of models.
7. **Project administration:** Management and coordination responsibility for the research activity planning and execution.
8. **Resources:** Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
9. **Software:** Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
10. **Supervision:** Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
11. **Validation:** Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
12. **Visualization:** Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.
13. **Writing - original draft:** Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
14. **Writing - review and editing:** Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision - including pre- or post-publication stages.