

**ENGLISH  
STYLE GUIDE**

***Working papers* – University of Lisbon School of Law**

**A. Procedures**

1. Authors should submit their papers electronically to the following email address: [comissaopublicacao@fd.ulisboa.pt](mailto:comissaopublicacao@fd.ulisboa.pt)

**B. Structure of the articles**

2. Articles should preferably be written in Portuguese or English.
3. The author must be identified by name in his/her article, along with her/his email address and affiliation, in a footnote.
4. The maximum length of an article is 15.000 words; the minimum length is 4.000 words.
5. The title of the article must be presented both in Portuguese and in English.
6. The author must draft an abstract in Portuguese and English, with a maximum length of 150 words, and also indicate 5 keywords in Portuguese and English.
7. Articles must be presented in Word format and use Times New Roman font, size 12, with a line spacing of 1,5.
8. Footnotes must also use Times new Roman font, in size 10, with simple-spacing.
9. Where appropriate, the article shall be divided in numbers (1., 2., 3., etc), sub-numbers (1.1., 1.2., 1.3., etc.) and paragraphs (a), b), c), etc.).
10. Authors may decide to follow the Portuguese Language Orthographic Agreement of 1990 or the previous orthographic rules.

**C. Indication of references to hyperlinks**

11. Articles must include hyperlinks to quoted legislation and bibliography which are available online.

#### **D. Indication of references to videos**

12. The authors may suggest the inclusion of videos to accompany their articles (e.g. a parliamentary debate, a public statement from a political official, a given event showing the type of problems addressed by the article, etc.). For that purpose, an access link to the video on the internet must be sent with the article.

#### **E. Rules concerning the body of the text**

13. When appropriate, foreign words, including words in Latin, shall be presented in italic, without quotation marks.
14. The transcription of passages from works by other authors must be typed between quotation marks, without italic. The type of quotation marks shall be the following: (“...”).
15. In case the quoted author used quotation marks in the segment which is being transcribed, another type of quotation marks must be used to begin and to end the transcription included in the quoted text: («...»);
16. Quotation of ordinals (e.g., 3<sup>o</sup>) or using the abbreviated reference to “number” (“n<sup>o</sup>”) shall be done with “n.º”.
17. The word article (both in singular and plural forms) shall be written in full, instead of through the use of the abbreviated form “art.”.
18. When quoting the content of an article, the format shall be the following: “sub-paragraph c) of paragraph 1 of article 198<sup>o</sup> of the Constitution [states/prescribes, etc.] (...)”.
19. References to the Constitution or to Codes (e.g. Code of Criminal Procedure or Code of Public Contracts) must use the complete denomination “Constitution of the Portuguese Republic” or “Constitution”, “Code of Criminal Procedure” or “Code of Public Contracts” rather than the respective acronyms. If the reference is repeated in the text, the first full reference may identify the use of the acronym in future references “henceforth [acronym]”

## **F. Rules regarding quotations and footnotes**

20. Authors are encouraged to include at least one quotation from articles published in reviews included in the list of publications of the following databases, which should include the reference to the respective URL:
  - a. Scopus: <http://www.elsevier.com/online-tools/scopus>;
  - b. Web of Knowledge: <http://wokinfo.com/essays/journal-selection-process/>;
  - c. Scielo: <http://www.scielo.org/php/level.php?lang=pt&component=56&item=2>;
  - d. Latindex: <http://www.latindex.unam.mx/>
21. Quotations from handbooks/monographs shall be undertaken as follows:  
[Author's name in SMALL CAPS], [name of work in italic], [volume, when applicable], [tome, when applicable], [edition], [location of publication], [year of publication], [page or pages]
22. Volume must be identified in roman numerals, followed by arab numerals for the tome, when applicable, hyphenated (ex: II-1)
23. In case of a reprint, it should be mentioned at the end of the reference (“reimpr.”), before the indication of pages.
24. Each footnote must begin with a tab.
25. Works with up to 3 authors, must be identified by the use of all names, separated by a slash: [authors name in SMALL CAPS] [space] [slash] [space] [authors name in SMALL CAPS]
26. Works with more than 3 authors, must only be identified through the use of the name of the first author, followed by a reference to “et al.”, without small caps and in italic.
27. A quotation from a single page should be marked “p.” and that of multiple pages “pp.”. Intervals of pages should identify the range “pp. 24-51”.
28. When referring to pages, the reference to “and following” should be made through the use of the reference to “ff.”

29. From the second quotation of the same text onwards, it can be marked in an abbreviated form, using only the first word(s) in the title, without suspension points;
30. Quotations from articles published in scientific reviews and journals shall be undertaken as follows: [Author's name in SMALL CAPS], [title of article] [name of the review or journal in italic], [volume of the review or journal, when applicable], [number of the review or journal, when applicable], [year of publication], [page or pages].
31. Quotations from articles published in collective works shall be undertaken as follows: [Author's name in SMALL CAPS], [title of article] in [name of the collective work in italic], [volume of the collective work, when applicable], [location of publication], [year of publication], [page or pages].
32. Quotations from court decisions shall be undertaken as follows: [Decision of (Court)], [date of decision in the following order: day, month, year] in [collection of jurisprudence], [volume of the collection of jurisprudence, when applicable], [date of publication of the volume of the collection of jurisprudence], [page or pages].
33. Quotations from court decisions that are available online shall be undertaken as follows: [Decision of (Court)], [date of decision]. [indication of search engine].