

BIBLIOGRAPHY AND STYLE GUIDELINES

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PREPARATION OF SUBMISSIONS

Proposals must be submitted in their final form, free of tracked changes or comments.

Authors/editors must ensure that style, spelling, punctuation, and syntax are correct.

We recommend that non-native speakers writing in foreign languages seek professional proofreading services. CHAM Publishing only guarantees language editing for submissions in Portuguese.

Authors may be asked to resubmit or rewrite proposals that do not comply with these Guidelines.

TEMPLATES

CHAM Publishing provides preformatted Word templates for articles, chapters, and books, in accordance with the Guidelines below. Download [here](#).

ANONIMISATION

Journal articles (*double blind peer review*)

All direct or indirect references that could compromise author anonymity must be removed prior to submission for peer review.

Author names must also be removed from the document properties.

Self-citations should be written impersonally (in the third person), both in the main text and in footnotes.

References to authors' names, institutional affiliations, ORCID iDs, institutional emails, acknowledgements, or funded projects will be added after external peer review.

Books (*open peer review*)

Given the review model adopted, authors/editors are not required to anonymise their submissions.

CONTENT & LENGHT

Submissions adopting comparative, multidisciplinary, transnational, and/or transcultural approaches are encouraged.

CHAM journals and collections accept original, unpublished work that has not been previously published or submitted elsewhere for publication.

Lenght

- Books: minimum 45,000 words; maximum 100,000 words (including footnotes, images, annexes and bibliography).
- Articles and book chapters: minimum 6,000 words; maximum 12,000 words (including footnotes, images and bibliography).
- Book reviews: mininum 1,000 words; maximum 2,000 words.

Language

Submissions are accepted in Portuguese, Spanish, English, French, or Italian.

FORMATING**Page size**

ISO A4 (21 cm x 29.69 cm)

Font

Times New Roman, size 12pt (body text) and 10pt (footnotes).

Margins

Top and down: 2.5 cm; left and right: 3 cm.

Indentation, Line Spacing, and Justification (body text)

- Paragraph indentation: 1.5 cm (except after headings and subheadings).
- Alignment: justified.
- Line spacing (text): 1.5pt.
- Space before and after paragraphs: 0pt
- Do not add extra space between paragraphs.

Page numbering

Pages must be numbered consecutively in the bottom-right corner.

STYLE**Table of contents (books)**

Only include chapter or section headings, not subheadings.

Headings e subheadings

Headings (e.g., chapter or section titles) and subheadings (section titles within chapters) must be bold and left-aligned.

Do not number subheadings.

Quotations

Quotations of up to three lines should be integrated into the body text and enclosed in quotation marks.

Quotations longer than three lines should be set in a separate paragraph, font size 11, indented 1.25 cm from the left, single-spaced, and without quotation marks.

Insertions within quotations should be placed in square brackets [...].

Omitted parts of a quote should be indicated by ellipses in square brackets [...].

Quotations must be marked using quotation marks. See the quotation mark rules below.

Quotations in foreign languages must be presented in the original language, with a translation provided in a footnote in the language of the main text.

Quotation marks

Use quotation marks only in the following situations:

- Direct quotes (e.g.: the artist told that “the exhibition will run until May”)
- Text extract quotes (e.g.: however, in his most recent article, the author mentioned that “were exceptional situations”)
- Titles of book chapters, poems, articles, news pieces, lectures, and presentations, with the initial word capitalised (e.g., In the book *Book Title*, the author devotes one chapter—“Chapter Title”—to this subject).
- Slang, archaisms, and neologisms.
- Slogans and mottos.
- Use of quotation mark styles depends on the language of the text:
- Portuguese and English:
 - Double curved quotation marks (“...”)
 - Single curved quotation marks for quotes within quotes (“... ‘...’ ...”).
- Spanish and Italian:
 - Angular quotation marks («...»).
 - Double curved quotation marks for quotes within quotes («...“....”...»)
- French:

- Angular quotation marks (« ... »), with space before and after the quoted text (e.g. « Terrain partagé »).
- Double curved quotation marks for quotes within quotes (« ... “ ” ... »)

Italic, Underlining, and Bold

Italic is used in:

- Titles of books, films, plays, songs, exhibitions and artistic works.
- Foreign words or phrases (except names of people, places and organisations).
- Emphasizing relevant concepts in context-specific usage, and highlighting parts of quotations (in the latter case, this intervention must be indicated in a footnote).
- Foreign words.
- Latin phrases that are not abbreviated (e.g. *ibidem*, *idem*).

The following should remain in roman (upright) type: *op. cit.*, *et al.*

Underlining should not be used.

The use of bold is limited to titles, headings and subheadings, figure references in the main text (e.g. **fig. 1**), and figure captions (e.g. **1** Detail of...).

Hyphens and Em Dashes

Hyphens should be used only in the following cases:

- Date and page ranges (e.g.: 1520-1548; Smith 2015, 22-23).
- Prefixes (e.g.: neo-humanism; co-author; post-graduate)
- Compound words (e.g: Law-decree)
- Compounds joined by prepositions (e.g. rose-coloured).
- Compound demonyms (e.g. Luso-Brazilian).
- Compound toponyms (e.g. Guinea-Bissau).
- Lexical chaining (e.g. Lisbon–Porto–Lisbon journey).

The em dash (—) should be used::

- In dialogue. E.g.: “— How are you?”
- For parenthetical insertions mid-sentence, serving the same function as commas or parentheses. Example: “On the street to the right—the one we passed yesterday—is the shop”.
- Spacing around em dashes depends on the language:
 - With spaces before and after in texts in Portuguese and French. Example: “O livro que foi lançado ontem — considerado o melhor do autor — está no top de vendas”.

- Without spaces in English texts. Example: “Yesterday, I met John—Mark’s oldest son—at the theatre.”
- With spaces around the enclosed phrase in Spanish and Italian texts. Example: “Mi hermano —que nunca llega tarde— apareció antes de la hora”.

Capitalisation

For texts in languages other than Portuguese, capitalisation rules of the respective language should be followed.

Footnotes

Footnotes must be presented at the bottom of each page, as follows:

- Sequentially numbered within each article/chapter.
- Identified using Indo-Arabic numerals.
- Font size 10, single spacing.

Footnote callouts must be placed after punctuation, regardless of the language of the text – e.g.: “As mentioned in an article by the author.¹”

Footnotes must not be used for references, except when citing manuscript sources.

Notes by the editor, translator, or other secondary contributors should be integrated into the author's notes, marked with an asterisk – e.g.: “* Note this use of the term by the author. (Editor’s note)”

Abbreviations and Acronyms

In the text, observe the following:

- On first mention: “Direcção-Geral de Investigação e Inovação da Comissão Europeia (DGR TD)”. On subsequent mentions: “DGR TD”.
- If several abbreviations or acronyms occur within the same text, it is recommended to include a list of abbreviations with their full forms.
- Acronyms and initialisms do not take a plural form (e.g.: NGO, not NGOs).

The following abbreviations should be used:

- after Christ – A. C.
- before Christ – B.C.
- chapter / chapters – ch. / chs.
- circa – c.
- codex – cod.

- document/documents – doc. / docs.
- editor / editors – ed. / eds.
- figure – fig.
- folio / folios – fol. / fols.
- manuscript – Ms.
- no date – s.d.
- no author – s.a.
- no location – s.l.
- number – no.
- page / pages – p. / pp.
- translation – trans.
- verso (of a folio) – v (note: recto / r is not used)
- verse / verses (poetry) – v. / vv.
- volume / volumes – vol. / vols.

Numbers and percentages

- Percentages and per mille values: Use the corresponding symbol (e.g.: 10% or 10‰), not the written form.
- Decimal places:
 - In Portuguese, French, Spanish, and Italian texts, use a comma as the decimal separator (e.g.: 0,1).
 - In English texts, use a full stop (period) instead (e.g.: 0.1).
- Numbers
 - Up to ten thousand: No space, no point or comma separator (e.g.: 8000 pounds).
 - Above ten thousand:
 - In Portuguese, French, Spanish, and Italian texts, use a space as a thousands separator (e.g.: 80 000 pounds; 800 000 pounds).
 - In English texts, use a comma as a thousands separator (e.g.: 80,000 pounds).

Time

- EN: 5:30 PM
- FR: 17h30
- ES: 17:30
- IT: 17:30

Dates

- Years should not be abbreviated (e.g.: 1989, not '89).
- Date ranges should be indicated with a hyphen (e.g.: 1987-2002).
- Single-digit days and months should be written without leading zeros (e.g.: 8 March 2023).
- Abbreviated forms should be written with slashes (e.g.: 8/3/2023)

Geographical Coordinates

In texts concerning site-based studies, geographical coordinates should be provided whenever possible, provided that doing so does not compromise the preservation of the sites in question.

The text should clarify whether the coordinates refer to the archaeological site itself, the nearest modern town or city, or another reference point.

Authors must also specify the degree of accuracy of the coordinates—i.e., whether the data were collected by the authors themselves (and by which method), or whether they were obtained from previously published or disseminated sources.

If authors use previously published or disseminated coordinates, the corresponding source must be cited.

If multiple sites are discussed, a separate file listing the coordinates of each site—adhering to the same criteria—may be submitted as supplementary material. If it is not possible to share the coordinates of a given site for heritage protection or other reasons, this must be stated when submitting the manuscript.

Coordinates should be given in DMS format (degrees °, minutes ', and seconds "), followed by the initial of the latitude or longitude direction, according to the language of the text. Latitudes range from 0° to 90° (North or South), and longitudes from 0° to 180° (East or West).

Coordinates must be presented in the following format, with no spaces between elements:
00°00'00"X

Example: 45°45'32.4"N 009°23'39.9"E

Illustrations, Tables, and Charts

Photographs, drawings, maps, and similar materials must be submitted as JPG or TIFF files. A minimum resolution of 300 dpi is required.

CHAM Editions are printed in monochrome (greyscale); therefore, the use of colour as a means of distinguishing data in charts is discouraged.

All illustrations must be accompanied by detailed captions (e.g.: title, author, museum, inventory number, etc.), and sources and credits must be clearly indicated.

Callouts for each illustration (e.g. "(fig. 1)") must appear in the main body of the text, regardless of the type of material (photograph, table, or map). Authors should indicate the exact preferred placement of each illustration in the text.

Please use the following format as a model for placement:

[INSERT FIGURE 1 HERE]

1 Detail of Dom Arsenio Mascagni, Portrait of Archbishop Markus Sittikus of Hohenems, 1618. Oil on canvas, 235x143cm, Salzburg, Hellbrunn. Palace administration of Hellbrunn. Photo credit: Franz Dittelbacher.

[INSERT FIGURE 2 HERE]

2 Gaspar de San Agustín, *Conquistas de las Islas Philipinas: La temporal por las armas del Señor Don Phelipe Segundo el Prudente; y la espiritual por los religiosos del Orden de Nuestro Padre San Agustín – Fundación y progressos de su Provincia del Santísimo Nombre de Jesús* (Madrid, 1698, Imprenta de Manuel Ruiz de Murga). Url: <http://bibliotecadigital.aecid.es/bibliodig/es/consulta/registro.cmd?id=6730>. Public domain. Source: Biblioteca Digital AECID.

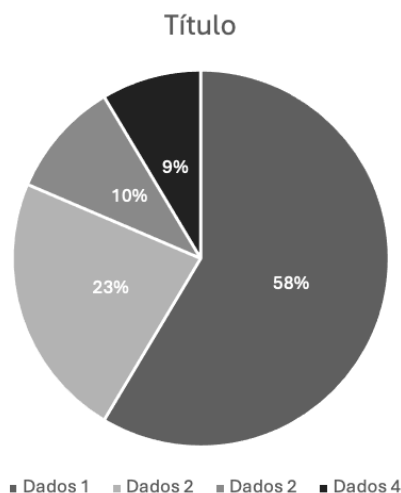
If created in Word, tables and charts must be embedded within the main body of the manuscript. Each table or chart must include a caption placed below it. Tables and charts are to be treated as illustrations and should be numbered accordingly (e.g. "(fig. 3)" rather than "(table 1)").

Please use the following table as a model.

Cell1	Cell2	Cell3	Cell4
data (a)	data	data	data
data	data (b)	data	data
data	data	data	data

3 Title. [If applicable, please provide references/sources, URLs, etc.]

(a) note for data; (b) note for data



4 Title. [If applicable, please provide references/sources, URLs, etc.]

REFERENCES AND BIBLIOGRAPHY

References and the bibliography must comply with the Author-Date system of the Chicago Manual of Style (see here).

The bibliography and any manuscript sources used should be cited throughout the text and listed at the end. They must include references to all works cited (and, where relevant, any other texts the author considers absolutely necessary to include).

At the end of the text, references should be divided into the following sections:

- Manuscript sources
- Bibliography
- Digital resources
- Other resources

Manuscript sources

These should be indicated in footnotes. The first reference must provide the full designation (archive, document title, etc.) and include a detailed description of the document (volume, bundle, folios, date of production, etc.), following the formatting below:

- Arquivo Nacional Torre do Tombo [ANTT], *Chancelaria das Ordens Militares*, Ordem de Santiago, Chancelaria Antiga, liv. 1, fol. 369 – 20/5/1579.

The following notes should be abbreviated as follows:

- ANTT, *Chancelaria das Ordens Militares*, Ordem de Santiago, Chancelaria Antiga, liv. 1, fol. 369 – 20/5/1579.
- ANTT, *Livro das Ilhas*, fols. 93v-95.

In the case of a repeated reference in the following note:

- *Ibidem*.

At the end of the text, there should be a section titled “Manuscript Sources”, containing a complete listing of the sources used, formatted as follows. Example:

Arquivo Histórico Ultramarino [AHU]

Conselho Ultramarino, São Tomé,

— Cx. X, doc. X; doc. X; doc. X; doc. X.

— Cx. Y, doc. Y; doc. Y.

— Cx. Z, doc. Z, fl. Z.

Arquivo Nacional Torre do Tombo [ANTT]

— Cartório Notarial no. XX, Abril 10, 1610, fols. 20v-32v.

Bibliographic References

Bibliographic references should be cited in an abbreviated form within the main body of the text. For example: “Smith & Costa 2016, 461”; “Mack 2002, 15-18”. They should not be indicated in footnotes.

The following rules should be observed:

- Places of publication should be given in their original spelling: London, New York, Frankfurt, etc.
- For publications without:
 - date – s.d.
 - author – s.a.
 - location – s.l.
- Probable date of publication should be indicated as [195?], not (195...).
- Months should be abbreviated as follows: Sep.–Dec. 1994.

- In references, when a publication has two or more authors, they should be separated by “&”, regardless of the language of the text.

At the end of the text, there should be a section entitled “Bibliography”, containing a complete list of all references cited in the text, given in their full form and organised alphabetically by the authors’ surnames, which should be written in capital letters.

In the final bibliography, when there are multiple references by the same author, these should be listed in chronological order, from oldest to most recent (not alphabetically by the first word of the title).

DOIs should be included whenever available.

Paragraph formatting: Hanging indent.

Digital Resources (webpages, virtual encyclopaedias, and blogs)

References to webpages must include the date of access and, where applicable, the date of the most recent modification consulted. The inclusion of the URL is mandatory, with the DOI preferred where available.

Examples of Bibliographic References

Books

- BETHENCOURT, Francisco. 1996. *História das inquisições: Portugal, Espanha e Itália*. 1. ed. Lisboa: Temas e Debates.
- GUINOTE, Paulo, Eduardo Frutuoso, & António Lopes. 2002. *As armadas da Índia, 1497-1835*. Lisboa: Comissão Nacional para as Comemorações dos Descobrimentos Portugueses.
- MARKS, P. J. M., & Stephen Parkin, eds. 2023. *The Book by Design: The Remarkable Story of the World’s Greatest Invention*. Chicago: University of Chicago Press.
- MARTÍN MARCOS, David, José María Iñurritegui, & Pedro Cardim, eds. 2015. *Repensar a identidade: o mundo ibérico nas margens da crise da consciência europeia*, Lisboa: Centro de História Além-Mar.

Book chapters

- BERNFELD, Tirtsah Levie. 2019. “A Sephardic Saga in the Dutch Republic: The Cohen Pallache Women on Love, Religion, and Social Standing”. In *Religious Changes and Cultural Transformations in the Early Modern Western Sephardic Communities*, edited by Yosef Kaplan, 195-227. Leiden: Brill.

Journal articles

MOREIRA, Rafael. 1995. "Goa em 1535. Uma cidade Manuelina". *Revista da Faculdade de Ciências Sociais e Humanas* 2 (8): 177-221.

_____. 2020. "O casamento da Infanta D. Beatriz em Sabóia (1521) e a mais antiga alusão a Gil Vicente". *Anais de História de Além-Mar* 21: 350-383. <https://doi.org/10.57759/aham2020.34373>.

DIXON, John M. 2022. "Jewish New York Inside and Out: Violence, Ethnicity, and Embeddedness in Eighteenth-Century Manhattan". *New York History* 103 (1): 4-13. doi:10.1353/nyh.2022.0003.

Newspaper and Magazine articles

BLUM, Dani. 2023. "Are Flax Seeds All That?". *New York Times*, no. 3456, 13 de Dezembro. <https://www.nytimes.com/2023/12/13/well/eat/flax-seeds-benefits.html>.

Thesis and dissertations

GAGO, Alice João Palma Borges. 2019. "Arquivos e práticas arquivísticas de famílias de elite (Portugal, séculos XV-XVII)". PhD thesis, Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa.

Digital resources

E-Viterbo. 2022. "Alexandre Rodrigues Ferreira". Accessed March 15, 2025. https://eviterbo.fcsh.unl.pt/wiki/Alexandre_Rodrigues_Ferreira.

Wikimedia Foundation. 2023. "Wikipedia: Manual of Style". Last modified December 19, 2023, at 21:54 (UTC). https://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style.

SCHNEIDER, K. G. 2013. "MOOC Nation, Part 1: My So-called Online Teaching Life". Free Range Librarian (blog). <http://freerangelibrarian.com/2013/02/24/mooc-nation-part-1-my-so-called-online-teaching-life/>.