

AUTHOR GUIDELINES

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Publication standards must be respected.

Proposals that do not comply with these requirements will be returned to the authors without scientific review.

If in doubt, please refer to the example provided.



- All articles, interviews and reviews proposed for publication in the journal *C&T* must be submitted via the platform;
- All submitted texts must be original, unpublished, and not previously published, either in full or in part, in either printed or electronic format.
- The published texts and images (where applicable) are the responsibility of their respective authors;
- After publication, the author will retain the rights to the text;
- Plagiarism: the detection of plagiarism rules out the possibility of publication.

SUBMISSION

Format: electronic version – RTF file (Microsoft Word).

Information: separately, a biobibliographical note not exceeding 150 words.

PRESENTATION

Journal languages: Portuguese, Spanish, French, English. Proposals for other languages will be subject to prior review by the Editorial Board.

Article: 8,000 to 10,000 words – single spacing – including notes, bibliography and abstracts.

Essay: 8,000 to 10,000 words – single spacing – including notes, bibliography and abstracts.

Critical review: reviews of publications or audiovisual and other interdisciplinary productions in which cinema is present should not exceed 6,000 words – single spaced – including notes, bibliography and abstracts.

Entrevistas: 6.000 a 8.000 palavras – espaçamento simples – incluindo notas, bibliografia e resumos.

Header

- **Title:** centred, Times New Roman (TNR) 14, bold.
- **Identification:** right-aligned, TNR 12, normal: Name(s) of author(s); Functions – Scientific affiliation and/or institutional affiliation of the author(s); E-mail address – in this order of preference: University/Faculty/Research Centre where you are affiliated/contact e-mail. No additional information is allowed in the header or footer.

Abstracts: TNR 12, single spacing, justified.

- Two abstracts of up to 250 words each, one in the language of the text and the other in English. If the article is already in English, the second abstract shall be written in one of the other languages of the journal.
The abstract should include: an introduction to the topic, objectives, methodology (if applicable), main results, and conclusions. Special attention should be paid to the coherence of the discourse and the logic of the article's presentation.

Keywords: Maximum of 6 words, lowercase (except for proper nouns) and separated by commas, TNR 12, normal

Text: TNR 12, single spacing, justified.

- First lines: advance 0.5 cm.
- Margins: 3 cm (top and bottom) and 2.5 cm (left and right).
- Article titles and subtitles should follow the title levels specified in *APA Style*, 7th edition.
- Footnotes: on the page itself, TNR 10, single spacing, justified. They should be as few as possible and summarised. The footnote number in the text should be placed after the word before any punctuation mark.

Quotes

Less than 40 words: should appear in quotation marks “text” without italics, in the body of the text.

Double quotation marks "text" (without spaces – which cannot be broken) are also used to highlight a term/word or differentiate dialogue in narrative texts/quotations.

All citations must be accompanied by a bibliographical reference, as in the following example: (Malinowski, 1927, p. 73) or Malinowski (1927, p. 73).

More than 40 words (text block): these should appear in a text block, without italics or quotation marks, one space below the general text, with a 0.5 cm indent and in TNR 12. Quotations may be presented in the original language (with the translation in a footnote) or translated (original version in a footnote). All direct quotations must be accompanied by the respective bibliographical reference, as in the following example: (Malinowski, 1927, p. 73) or in the case of indirect quotations (paraphrases) (Malinowski, 1927).

Recommended abbreviations (without italics):

- cf. (compare with);
- vs. (versus, against);
- et al. (and others) if there are three or more authors of a work cited in the text, include only the last name of the first author followed by et al. (Malinowski et al., 1980, p. 5);
- The abbreviation "ibid." is not used in APA rules.
- Titles should not contain abbreviations.

References: between different parts of the text should preferably be avoided and, if they do exist, should refer to the page number referred to.

Titles of films, books, newspapers, magazines, songs, plays, paintings and similar works: italics without quotation marks.

Unusual words: italics, without quotation marks.

Extratexts: maps, drawings, charts, tables, images, graphs, or others.

- They must be integrated into the text, numbered sequentially, identified as Figure or Table in bold (**Figure 1 or Table 1**) at the top of the Figure/Table. They must have a title (in italics, normal) and, if necessary, a Note/Source at the bottom of the image (name of the author/artist; if not identifiable, include a footnote with a possible link).
- They should appear highlighted, with a space below the previous text and a space before the following paragraph. The author should check that the extratexts are stable, i.e. that they are referred to in the text. In the event of reformatting of the article by the Editorial Committee, images follow the text. For the same reason, Titles and Notes/Sources (TNR 10) should not be inserted into a preformatted table.

- Figures must be of high graphic quality so that they can be reproduced and reduced without any noticeable loss of sharpness.
- Obtaining reproduction rights for any images used is the sole responsibility of the author(s).

Reference bibliography

Under the heading **References**, in bold, centred, all works cited either directly or indirectly, referenced in the text, and only these, should be listed at the end of the article, in alphabetical order, in accordance with the referencing rules of the *American Psychological Association, 7th Edition (APA)* - APA 7th edition.

- The first line of the reference: no special advance.
- From the 2nd row: advance 0.5 cm.
- The titles of the works should appear in ascending chronological order (oldest to most recent); if there is more than one work by the same author and from the same year, these should be distinguished by assigning a letter in alphabetical order (e.g. Cabral 1991a, Cabral 1991b, Cabral 1991c).

Book:

Surname, C. (year). *Book title*. Publisher's name. DOI (if available).

Ex: Augé, M. (2012). *Non-places: Introduction to an anthropology of supermodernity*. Letra Livre.

Part of a book/book chapter:

Surname, C. (year). Chapter title. Followed by Name of editor or director (Ed. or Dir.). *Book title* (number of pages in the chapter). Name of editor.

Ex: Rouch, J. (1979). The camera and people. Em C. de France (Ed.). *Towards a visual anthropology* (pp. 53-72). Mouton Éditeur and École des Hautes Études en Sciences Sociales.

Article:

Surname, Initial(s) of first name. (year). Title of article. *Title of journal*, volume (number), pages.

Ex: Riley, R., Baker, D. & Van Doren, C. (1998). Movie Induced Tourism. *Annals of Tourism Research*, 25(4), 919-935.

Films and broadcasts:

All films mentioned or referenced in the text should be compiled at the end of the article:

Ex: Hall, A. (Producer). (2014, May 1). *Sane in insane places* [Radio programme]. BBC Radio 4.

Ex: Fry, H. (Writer), & Gale, C. (Director). (2018, August 28). *The joy of winning* [Television programme]. Wingspan Productions.

Ex: Gluck, D. H. (Director). (1979). *Deeper into hypnosis* [Filme]. Englewood Cliffs.

Music CD:

Ex: Metallica. (1986). *Master of puppets* [Album]. Asylum Records.

Ex: Bowie, D. (2016). *Blackstar* [Album]. Columbia.

NOTE: Despite the different forms/types, the final list of references is unique. In case of doubt, the author should consult the APA 7th edition manual.