

UCILER – UNIVERSITY OF COIMBRA INSTITUTE FOR LEGAL RESEARCH EDITORIAL GUIDELINES

1. Template

(Check Annex I below)

- Manuscripts must be typed in Microsoft Word (.doc), single-spaced, margins are to be set at 2,5 cm at all sides, paper size must be A4 (21 x 29.7cm);
- The title must be centered in Garamond, 14 pt, bold;
- The author(s) name(s) will be centered below the title with 0 pt space, in Garamond, 12 pt, italicized;
- The author(s) affiliation and ORCID will be at footnotes inserted just after the name below the title;
- The manuscript should be in Garamond, 12 pt, fully-justified and should have 1,5 pt space;
- All pages will be numbered at top right side;
- In collective works, the editor/organizer/coordinator will decide on limits of pages and on whether or not to include the bibliography list at the end of the article;
- Papers will preferably be accompanied by an abstract (maximum of 150 words) after the author(s) name(s), as well as 4 to 6 keywords;
- Subheadings in Garamond, 12 pt, bold, left justified and numbered (1., 2., 3., etc...), preceded and followed by a single space;
- Footnotes are placed at the bottom of the page in Garamond, 10 pt.

2. General guidelines: list of references

This section comprises the most relevant cases, including optional information (e.g., the reference to the ISBN, ISSN, etc.), without prejudice to the NP 405 guidelines.

2.1. Authors

- Alphabetical order: author's surname; collective name; or title in cases where no author is given;
- Works with up to 3 authors: all mentioned and separated by / – e.g.: MERÊA, M. Paulo / CRUZ, G. Braga da / CRUZ, Sebastião;
- Works with more than 3 authors: the first is mentioned, followed by *et al.* : – e.g.: SOARES, Rogério E., *et al.*
- Ministries, legislative and judicial bodies, etc.: the territorial area appears first – e.g.: PORTUGAL, Ministry of Finance;
- Special authors (congresses, colloquia, symposia, conferences, etc.): name, number, place and date are mentioned – e.g.: CONGRESSO DE LOGÍSTICA DA ASSOCIAÇÃO PORTUGUESA DE LOGÍSTICA, 3, Lisboa, 2003;
- Editors, organizers, coordinators, etc. can be treated as authors, adding to their name the abbreviations of their functions preceded by a comma – e.g.: MERÊA, M. Paulo, coord.



- Unknown author: enter by title (in italics); if the Author can be determined from external sources, it is given in [];
- Important: Surnames of authors, editors, groups and others are written in SMALL CAPS (not CAPITAL FONTS); on windows system you can use the command (CTRL+SHIFT+K) while on apple-IOS system you can use the command (COMM+SHIFT+K).

2.2. Titles

- Several titles: the one most in evidence is presented;
- Supplementary title: if it contributes to a better understanding of the title, it should be mentioned;
- Note: long titles or supplementary titles can be abbreviated (not at the beginning of the title) provided that core information is not suppressed.

2.3. Secondary responsibility

- Persons or institutional entities with secondary credits may be presented after the title, in the same order in which they appear – e.g.: BREALEY, Richard A. / MYERS, Stewart C., *Princípios de Finanças Empresariais*. Trad. Maria do Carmo Figueira; tec. rev. J.C. Rodrigues da Costa.

2.4. Edition

- The number or other information relating to the edition are indicated as they appear in the source, but can be abbreviated – e.g.: 4th rev. ed./ Nuova ed./ 5.^a ed. actual.

2.5. Publication data

- Place: transcribed as in the source; to distinguish between homonymous places, the name of the state, province, country, etc. is added, separated by a comma. Unknown place of publication: [n.p.]
- Editor: can be abbreviated when it does not cause ambiguity – e.g. Almedina (i.e. Livraria Almedina). Publisher unknown: [n.p.]
- Date: only the year of publication; when unknown, the year of printing, copyright, legal deposit or the presumed date is indicated within [] e.g.: [imp. 1985], [cop. 1987], [D.L. 1978], [1983?], [n.d.].
- Place: as it appears in the source. The name of the state, province, country, etc. separated by comma should be added to distinguish homonymous cities. Unknown place of publication: [S.l.].



3. Guidelines: reference list

TYPE	MODEL	EXAMPLES
Monographs	SURNAME, Name, <i>Title: supplementary title</i> , translator and other secondary roles, edition, Place of publication: Editor, year, (Collection).	ZIPPELIUS, Reinhold, <i>Teoria geral do Estado</i> , trad. Karin Praefke-Aires Coutinho / coord. J. J. Gomes Canotilho, 3rd ed. Lisboa: Fundação Calouste Gulbenkian, 1997, (Manuais Universitários).
Part or volume and contributions in monographs	SURNAME, Name, «Title», in Name SURNAME, (monograph's author), <i>Title of the monograph</i> , edition, Place: Editor, year, pages.	CAETANO, António; VALA, Jorge, «Socialização organizacional», in Jorge VALA, <i>et al.</i> , <i>Psicologia social das organizações</i> , Oeiras: Celta, 1994, 51-59.
Periodicals	SURNAME, Name, «Title», <i>Title of the journal</i> volume/issue /year) pages.	HAMEL, Gary, «Management innovation», <i>Harvard Business Review</i> 84/2 (2006) 72-84. PINTO, Mário, «To be, or not to be». <i>Público</i> (13 Fev. 2006) 8.
Academic dissertations and papers	SURNAME, Name, <i>Title</i> , year, physical description, notes (Thesis / or Academic Work on... / or Working Paper n.º...), Accessible on (name of the academic institution), Place, Country.	ALMEIDA, Nuno, <i>Análise Geopolítica da Ucrânia</i> , 2018, Master Dissertation, Universidade de Aveiro, Aveiro, Portugal.
Legislative and judicial documents	Bibliographic elements placed in the same order as monographs, parts or volumes and contributions in monographs and articles, as well as serial publications.	<i>Acordo entre a Comunidade Económica Europeia e a República Portuguesa</i> , Lisboa: Fundo de Fomento da Exportação, 1972, 20-22. DECRETO-LEI n.º 192/89, D.R. I Série, 131 (89-06-08) 2254-2257.
Websites	WEB CONTENT MANAGER, <i>Site</i> [online], Place: Author of the website, website update date, [Date of access]. Retrieved from.	LONDON BUSINESS SCHOOL, <i>London Business School</i> [online], London: LBS, up. 2006, [access 25 Aug. 2006]. Accessible at < https://www.london.edu/about >
E-Books	SURNAME, Name, <i>Title</i> , [online], Edition, Place: Editor, Year, update or revision date, [access date], Retrieved from	KLIMA, Richard E.; SIGMON, Neil; STITZINGER, Ernst, <i>Applications of abstract algebra with MAPLE</i> [online], Boca Raton [etc.]: CRS Press, 1999, [access 2 Jul. 2003]. Retrieved from < https://www.maplesoft.com/index.html?id=624 >.
Second or further citations of the same author	SURNAME, Name, <i>Title: subtitle</i> , edition, Place: Editor, year, [physical description], (series or volumes). — <i>Title</i> , edition, Place: Editor, year, [physical description], (series or volumes).	ZIPPELIUS, Reinhold, <i>Teoria geral do Estado</i> , transl. Karin Praefke-Aires Coutinho, coord. J. J. Gomes Canotilho, 3rd ed., Lisboa: Fundação Calouste Gulbenkian, 1997. — <i>Das Wesen des Rechts: Eine Einführung in die Rechtslehre</i> , 6. Aufl., Stuttgart: Kohlhammer, 2012.



<p>Articles in electronic documents: magazines, newspapers, etc.</p>	<p>SURNAME, Name, «Title», <i>Title of series</i> [online], Volume/Issue (Year) pages, Update or revision date, [access date]. Retrieved from.</p>	<p>BORDONABA JUSTE, M. Victoria / LUCÍA PALACIOS, Laura / POLO REDONDO, Yolanda, «Proceso de entrada y salida del mercado: análisis del mercado de la franquicia». <i>Cuadernos de Estudios Empresariales</i> [online]. 15 (2005) 9-26. up. 25 Aug. 2006. [access 25 Aug. 2006]. Retrieved from https://revistas.ucm.es/index.php/CESE/article/download/CESE0505110009A/9511.</p>
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4. Guidelines: footnotes

TYPE	FIRST CITATION (complete reference in the first footnote)	FURTHER CITATIONS (citation in each footnote)
<p>Monographs, e-books, dissertations and academic works, websites</p>	<p>Model: Name SURNAME (secondary responsibility), <i>Title: subtitle</i>, translation and others, edition, Place of publication: Publisher, Year of publication, [Physical description], (collection).</p>	<p>Model: Name SURNAME, <i>Title (principal)</i>, pages.</p>
	<p>Example: Reinhold ZIPPELIUS, <i>Teoria geral do Estado</i>, transl. Karin Praefke-Aires Coutinho, coord. J. J. Gomes Canotilho, 3rd ed. Lisboa: Fundação Calouste Gulbenkian, 1997, 100-101.</p>	<p>Example: Reinhold ZIPPELIUS, <i>Teoria geral do Estado</i>, 100-101.</p>
<p>Part, or contributions in monographs</p>	<p>Model: Name SURNAME, «Title of the work», in Name SURNAME (author of the monograph), <i>Title of the monography</i>, Edition, Place: Editor, year, pages range, page.</p>	<p>Model: Name SURNAME, «Abbreviated title», pages.</p>
	<p>Example: António CAETANO / Jorge VALA, «Socialização organizacional», in Jorge VALA <i>et al.</i>, <i>Psicologia social das organizações</i>, Oeiras: Celta, 1994, 51-59, 53.</p>	<p>Example: António CAETANO / Jorge VALA, «Socialização organizacional», 53.</p>
<p>Periodicals, articles in electronic sources (magazines, newspapers)</p>	<p>Model: Name SURNAME, «Title», <i>Title of the journal</i> volume/issue (year) pages range, page.</p>	<p>Model: Name SURNAME, «Abbreviated Title», pages.</p>
	<p>Example: Gary HAMEL, «Management innovation», <i>Harvard Business Review</i> 84/2 (2006) 72-84, 72.</p>	<p>Example: Gary HAMEL, «Management innovation», 72.</p>



5. Figures and tables

Due to the omission of NP 405 in relation to figures and tables, ISO 690 must be used, on which NP 405 draws.

5.1. Figures

- Figures should be centered.
- The title comes just after the figure, in Garamond, 10 pt, centered, as in the example below.

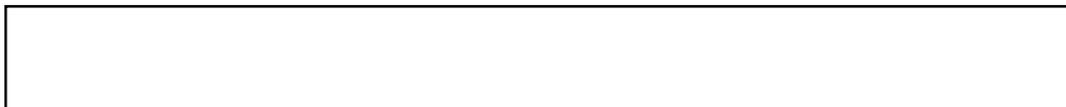


Figure 1 – Title

Source: Indicate the reference from which the figure was taken, or who prepared/adapted it (“Elaborated by [name of the author]” or “Adapted by [name of the author]”)

- References sourcing figures must also be included in the reference list.

5.2. Tables

- Tables should be centered
- The title precedes the table
- Tables are numbered in sequential order.
- References are placed just below the table, in Garamond, 10 pt, as in the example below:

Figure 1 – Title

Category 1	Category 2	Category 2
Data 1	Data 1	Data 1
Data 2	Data 2	Data 2
Data 3	Data 3	Data 3

Source: Indicate the reference from which the figure was taken or who prepared/adapted it (“Elaborated by [name of the author]” or “Adapted by [name of the author]”)

- References used for tables must also integrate the reference list.

Note: For further information, contact <geral@ij.uc.pt>.

Reference list

NP 405-1. 1994, Informação e Documentação – Referências bibliográficas: documentos impressos. Monte da Caparica: IPQ. 49 p.

NP 405-2. 1998, Informação e Documentação – Referências bibliográficas: parte 2: materiais não livro. Monte da Caparica: IPQ. 27 p.



- NP 405-1. 2000, Informação e Documentação – Referências bibliográficas: parte 3: documentos não publicados. Monte da Caparica: IPQ. 15 p.
- NP 405-1. 2002, Informação e Documentação – Referências bibliográficas: parte 4: documentos electrónicos. Monte da Caparica: IPQ. 26 p.
- UNIVERSIDADE DO MINHO. SERVIÇOS DE DOCUMENTAÇÃO. Normas portuguesas. Braga: UM, 2014. [access 07-04-2014]. Retrieved from <<http://www.sdum.uminho.pt/Default.aspx?tabid=4&pageid=317&lang=pt-PT>>.
- UNIVERSIDADE DO PORTO. FACULDADE DE ECONOMIA, *A norma NP 405: Alguns exemplos práticos*. Porto: FEP, [s.d.]. up. Jan. 2009. [access 19-03-14]. Retrieved from <https://www.pbs.up.pt/wp-content/uploads/2009/01/Tutorial-Norma-Portuguesa-NP405_actual.pdf>.
- UNIVERSIDADE DO PORTO. FACULDADE DE ENGENHARIA, *Estilo NP 405 – Normas para citar e referenciar: Figuras e Tabelas*. Porto: FEUP, [s.d.]. up. 6 Apr. 2022. [access 09-04-22]. Retrieved from <<https://feup.libguides.com/iso690/figurasetabelas>>.



ANNEX I

Title in Garamond 14 pt, bold, initial cap: if there is a subtitle, it is inserted after a colon

*Name of author 1**
*Name of author 2***
*Name of author 3****

ABSTRACT: In the language of the article, with 150 words maximum, in a single paragraph, 15 pt space, Garamond, 12 pt, fully-justified. Contentwise, it puts forward the text's structure, namely objectives, development and main conclusions.

Keywords: In alphabetical order, 4 to 6 words or expressions representing the article. They are separated by semicolons. Ideally, expressions should not exceed 3 words.

Introduction

This is a template/sample for publications edited by the University of Coimbra Institute for Legal Research (UCILeR). The paper must be submitted in a Word file (doc. or docx.), with 15 pt space, font Garamond, 12 pt.¹

Editors, coordinators or organizers of UCILeR publications will decide issues relating to the number of pages, and whether or not to include the reference list at the end.

1. Subheading A

Titles of subheadings are written in Garamond, size 12, bold, left justified and numbered (1., 2., 3., etc...).

2. Subheading B

Titles of subheadings are written in Garamond, size 12, bold, left justified and numbered (1., 2., 3., etc...).

Sections of subheadings

References are placed in footnotes according to NP-405, as per the examples for monographs², parts of monographs³, and periodicals⁴. Further references of the same monograph

*Institutional affiliation, Country, ORCID.

**Institutional affiliation, Country, ORCID.

***Institutional affiliation, Country, ORCID.

¹ Footnotes are written in garamond, 10 pt, single space, fully-justified.

² Reinhold ZIPPELIUS, *Teoria geral do Estado*, transl. Karin Praefke-Aires Coutinho, coord. J. J. Gomes Canotilho, 3rd ed. Lisboa: Fundação Calouste Gulbenkian, 1997, 100-101.

³ António CAETANO; Jorge VALA, «Socialização organizacional», in Jorge VALA et al., *Psicologia social das organizações*, Oeiras: Celta, 1994, 51-59, 53.

⁴ Gary HAMEL, «Management innovation», *Harvard Business Review*, Boston: Harvard Business School, 84/2 (2006) 72-84, 72.



appear in a simplified version⁵. The same occurs in relation to parts of monographs⁶ and periodicals⁷.

References

- ZIPPELIUS, Reinhold, *Teoria geral do Estado*, transl. Karin Praefke-Aires Coutinho, coord. J. J. Gomes Canotilho, 3rd ed. Lisboa: Fundação Calouste Gulbenkian, 1997, (Manuais Universitários).
- *Das Wesen des Rechts: Eine Einführung in die Rechtstheorie*, 6. Aufl., Stuttgart: Kohlhammer, 2012.
- CAETANO, António / VALA, Jorge, «Socialização organizacional», in Jorge VALA, *et al.*, *Psicologia social das organizações*, Oeiras: Celta, 1994.
- HAMEL, Gary, «Management innovation», *Harvard Business Review* 84/2 (2006) 72-84.
- PINTO, Mário, «To be, or not to be». *Público* (13 Fev. 2006) 8.

⁵ Reinhold ZIPPELIUS, *Teoria geral do Estado*, 103.

⁶ António CAETANO/Jorge VALA, «Socialização organizacional», 55.

⁷ Gary HAMEL, «Management innovation», 80.

