

Submission Guidelines for Ebook'IS Publishing Series

The contents published are the authors' entire responsibility.

Submitted papers must be original and written in English.

Formatting

The body of the texts, as well as notes and bibliography, should be double-spaced, Times New Roman, size 12, and margins of no less than 3 cm. If Word for Windows is used, its version should be indicated.

Tables, graphs, and figures should also be sent in the format in which they were made and also in a separate file.

The maximum length of articles should be 60,000 characters (about 30 pages) including spaces, as well as notes, bibliography, tables, graphs, and figures. Each article must include: title, abstract (up to 120 words), and six keywords. The title, abstract, and keywords must be in English.

The different sections of the text (except for the first one) must be introduced by subtitles, the main ones being in black. Subsections should be italicized.

Footnotes should be used parsimoniously, preferably not exceeding five lines. References between different parts of the text should be avoided and always include the page number being referred.

Citations in articles

Quotations with less than 40 words should be incorporated in the text and enclosed in double quotes (""). Long quotations (40 words or more) must be included in a separate paragraph, without quotation marks and indenting five to seven spaces in the left margin. Direct quotations must include the original text's corresponding page number. The following models illustrate the APA style used for citation in the text.

Basic format for a direct quote

Enter the quote with a sentence that presents the material to be quoted and that includes the author's last name followed by the date of publication in parentheses. Put the page number (preceded by "p.") in parentheses after the quotation.

E.g.: As Enzensberger (1994) would have us believe, over nothing at all. "What gives today's civil wars a new and terrifying slant is the fact that they are waged without stakes on either side, that they are wars about nothing at all" (p.30)

If the phrase introducing the material being quoted does not name the author, include the author's last name, year and page number in parentheses after the quotation. Use commas between items in parentheses: (Enzensberger, 1994, p.30).

Basic format for an indirect quotation

Include the author's last name and date in the sentence that presents the material to be quoted, or in parentheses following the citation. The page number is not required for an indirect quotation but should be included, since it helps readers to find the passage in the original work.

E.g. (1): Segundo Olivier de Sardan (1998, p.39), em França, a socioan- tropologia do desenvolvimento iniciou-se com alguns alunos de Balandier.

E.g. (2): Pelo seu lado, a "tradição" não é apenas algo de estático e intangível, mas antes resultado de negociações dinâmicas que permitem a permanência de referentes ao longo dos tempos (Amselle, 1990, p.61)

Texts by two authors

Name both authors in the sentence that presents the material to be quoted or include them in parentheses each time you cite the work. In parentheses, use "&" between the authors' names; in the text, use "and "(in English):

E.g. (1): Concordamos com Medick e Sabeau (1988) quando estes referem que já é tempo de se ultrapassar a dicotomia nítida que opõe factores objectivos, materiais, estruturais ou institucionais a factores subjectivos, culturais, simbólicos ou emocionais (p. 2).

E.g. (2): As emoções são socialmente construídas e não são apenas a expressão da experiência, são também os determinantes da experiência e da prática (Medick & Sabeau, 1988, p. 2).

Texts by three to five authors

Identify all authors in the phrase introducing the material to be quoted or between brackets the first time you cite the source.

E.g.: takes into consideration the fact that we plot and live our lives in changing socio-political environments and thus enables us to focus on the relationship between what is happening with and within structures (Beck, Bonns & Lau, 2003, p. 3).

In subsequent citations, use the first author's name followed by "et al." in the phrase introducing the material to be quoted, or within brackets.

E.g.: It grants us a view of praxis (Beck et al., 2003).

Texts by six or more authors

Use only the first author's name followed by "et al." in the signal phrase or in parentheses

E.g.: Uma análise contextual operacionalizada a partir do conceito de comunidades de leitura levanta questões sobre a existência de uma única narrativa da modernização (Brasão et al., 2009).

Author unknown

If the author is unknown, report the text's title in the phrase presenting the material to be quoted or include the first words of the item's title in the reference list (usually the title) and year. Titles of articles and chapters are placed in quotes and titles of books, periodicals, pamphlets or reports, in italics.

E.g.: O Conselho dos Guineenses da Diáspora para Desenvolvimento e Paz mobilizou cerca de trezentas pessoas numa manifestação contra a guerra, em que foram ouvidos apelos à retirada das tropas do Senegal e da Guiné Conacri ("Manifestação em Lisboa", 1998).

Note: In the rare case when "Anonymous" is specified as the author, mention it as a real name (Anonymous, 2001). In the list of references, also include "anonymous" as the author.

Organization as author

If the author is a government agency or other corporate organization (corporations, associations, research groups) use the name of the organization in the phrase that presents the material to be quoted, or in brackets the first time you cite the source.

E.g.: De acordo com o Governo Provincial de Cabinda (1997) o principal espaço geográfico é o meio rural e os bairros periurbanos e suburbanos da cidade (p. 4).

If the organization you are citing has a familiar abbreviation, you can include it in brackets the first time you cite the source and use the abbreviation alone in later citations.

E.g.: First quote: (Programa das Nações Unidas para o Desenvolvimento [PNUD], 1997). Citações Posteriores: (PNUD, 1997)

Two or more texts in the same parentheses

List two or more texts by different authors that are cited in the same parentheses in alphabetical order by first author's surname, separated by a semicolon.

E.g.: This article will shed new light on the mobilization of urban youth in West Africa (cf. Abdulla, 1997; Bangura, 1997; Utas, 2003; Vigh, 2003, 2006).

Authors with the same surname

To avoid confusion, please indicate the initials of the first author's name in every citation of the text, even if the year of publication is different.

E.g.: Research by E. Smith (1989) revealed that . . .

Individual statements

Interviews, letters, memoranda, electronic communications (emails/discussion groups) and others should be cited as follows:

“Richard Pankhurst continues to publish "furiously" on all aspects relating to the history of Ethiopia, completely immune to the criticisms that have been reported (I. Boavida, individual statement, December 10, 2010).”

Do not include individual statements in your reference list.

Electronic Documents

When possible, cite an electronic document as any other document (author-date)

E. g.: González de la Rocha e Grinspun (2001) e Deborah Potts (1997) estão de acordo em afirmar que estratégias de sobrevivência que implicam a redução ou a eliminação de despesas não essenciais.

Electronic sources may lack authors' names or dates. In addition, they may lack page numbers (required in some citations). The APA's guidelines for sources without authors' names, dates or page numbers are as follows:

Date unknown

When the date is unknown, use the abbreviation "n.d." (for "no date"):

E.g.: No Brasil, os discursos dos líderes de associações como a Frente Negra evidenciavam o cariz social das actividades desenvolvidas, procurando a integração socioeconómica da população negra através da “educação colectiva” (Barata, n.d.).

Unnumbered pages

APA usually requires page numbers for direct quotations and recommends them for long indirect quotations. When an electronic source lacks consistent page numbers, citations should include - if possible - information that will help readers find the passage quoted.

When an electronic document has numbered paragraphs, use the paragraph number preceded by the ¶ symbol or the word "for." (Hall, 2001, ¶ 5) or (Hall,

2001, para. 5). If the numbered paragraphs or pages are not supplied and the original source contains titles, cite the appropriate heading and indicate which paragraph under this title you are working on.

E.g.: Segundo Vircoulon (2010), que não antevê soluções rápidas para o problema de Kivu, seria razoável incluir todos os envolvidos numa abordagem mais alargada: “There should be an open regional dialogue through the Communauté Economique des Pays des Grand Lacs, including civil society organisations, to focus on economic issues, land use and population movements” (secção Everyone in, para. 1).

Note: Electronic files that use the portable document format (PDF) often have consistent page numbers. For such sources, refer to the page number in the citation.

Indirect source

If you use a source that was quoted in another source (a secondary one), name the original source in the phrase introducing the material to be named. List the secondary source in the reference list and include it in your direct quote, preceded by the words "as quoted in " ("como citado em"). In the following example, Berliner and Sarró are the secondary source:

E.g.: Vários são os autores que criticam a abordagem cognitivista aos processos de aprendizagem. Entre eles, Christina Toren procura ultrapassar a dicotomia mente/corpo e apela a uma reformulação da noção de pessoa em que a mente, longe de ser apenas uma estrutura biológica, é informada pelas relações que o indivíduo estabelece ao longo da vida: "[M]ind is a function of the whole person that is constituted over time in intersubjective relations with others in the enviroing world" (como citado em Berliner & Sarró, 2007, p. 11).

Two or more texts by the same author and the same year

Identify texts by the same author (or the same two or more authors in the same order) with the same publication date by the suffixes "a," "b" and "c", and so forth after the year; repeat the year. The suffixes are assigned in the reference list, where these types of references are ordered alphabetically by title (of article, chapter or complete work), which comes immediately after the date.

E.g.: A forma como Fabian (1990b) construiu o seu livro sobre o poder desafia a estrutura tradicional das monografias.

Do not include individual statements in your reference list.

Phrases in foreign languages and stressed words (e.g. *As to how*) should be written in italics.

References

Books

One author

E.g.: Fabian, J. (2000). Out of our minds. Reason and madness in the exploration of Central Africa. Berkley/Los Angeles: University of California Press.

Information about the publication

Write the names of university publishers, but omit superfluous terms such as "editors." When the publisher is a university and the name of the state (city or province) is part of the university's name, do not repeat the name of the state / province / city when indicating the publisher. If the name of the author and publisher coincide, mark the word "author" as the name of the publisher.

E.g.: Yáñez Casal, A. (2005). Entre a dádiva e a mercadoria: Ensaio de antropologia económica. Amadora: Autor.

Multiple authors

When the text has six authors, mention them all. When there are more than six authors, cite the first six and add "et al."

E.g. (1): Mintz, S. W., & Price, R. (1976). The birth of African-American culture. An anthropological perspective. Boston: Beacon Press.

E.g. (2): Nikiema, J. B., Ouattara, B., Sembde, R., Djierro, K., Compaore, M., Guissou, I. P., et al. (2010, Agosto 31). Promotion de la médecine traditionnelle du Burkina Faso: essai de développement d'un médicament antirépanocytaire, le FACA. African Health Monitor, special issue 14, African Traditional Medicine Day, pp. 52-57.

Corporate Author

United Nations Development Programme. (2005). Human development report 2005. International cooperation at a crossroads: Aid, trade and security in an unequal world. New York: UNDP.

Author unidentified

A diocese de Angola e do Congo: exposição ao Senhor Ministro das Colónias. (1915). Coimbra: Typographia França Amado.

Cited Items from an anthology or chapter in edited book

Gini, R. (2010). African silences: Negotiating the story of France's colonial soldiers, 1914-2009. In Ben-Ze'ev, E., Gini, R., & Winter, J. (Eds.), *Shadows of war. A social history of silence in the Twentieth Century* (pp. 138-152). New York: Cambridge University Press.

Chapter reprinted or republished

Sprague, S. F. (2002). Yoruba Photography: How the Yoruba see themselves. In K. Askew & R. R. Wilk (Eds.), *The anthropology of media. A reader* (pp. 172-186). Malden/Oxford: Blackwell Publishers (Original work published 1978).

At the end of the entry put "Original work published" in parentheses, with the original date.

Chapter in volume of a series

Goldman, M. (2007). How to learn in an Afro-Brazilian spirit possession religion: Ontology and multiplicity in candomblé. In D. Parkin (Series Ed) & D. Berliner & R. Sarró (Vol. Eds.) *Methodology and history in anthropology: Vol 17. Learning religion: Anthropological approaches* (pp. 103-119). New York/Oxford: Berghahn Books.

Citation of a multiple volume work

Smelser, N. J., & Baltes, P. B. (Eds.) (2001). *International encyclopedia of the social & behavioral sciences* (Vols. 1-26). Oxford: Elsevier.

In a multiple volume work, the publication dates should appear on all volumes. The volume number should be included in parentheses immediately after the title of the book. Do not use full stop between the title and the information in brackets; end the title sentence, including volume information, with a full stop.

Citation from specific editions of a book (when not using the first edition)

Turner, V. W. (1987). Schism and continuity in an African society. A study of Ndembu village life (4th ed.). Manchester: Manchester University Press.

Immediately after the title of a book, mention the issue in brackets (eg, "5th edition" or "ed. rev.")
Do not use a full stop between the title and information in parentheses.

Translated works

Fortes, M., & Evans-Pritchard, E. E. (Eds.). (1981) Sistemas políticos africanos (T. Brandão, Trad.). Lisboa: Fundação Calouste Gulbenkian (Obra original publicada em 1958).

The original publication date must be included as the last part of the entry and must be enclosed in parentheses, with the note "original work published" followed by the date.

Proceedings / conference proceedings

Martins, A. F. (1955). Condições de trabalho nas plantações de sisal e sua influência na saúde do trabalhador indígena. VII Assembleia técnica da Associação dos Produtos de Sisal de Moçambique. Discursos, comunicações, discussões (pp. 57-71), Braga: Livraria Cruz.

Citing articles in journals with discontinuous paging

Pélissier, R. (2010) Império, lusofonia e “irmãos”: Regards contrastés. *Africana Studia*, 14, pp. 325-341.

Since the pagination begins anew with each edition, you must include the number or date of publication in parentheses after the number of each volume. Please include a comma between the issue number and page number, but no comma between the italicized numbers in the volume and number of the edition. If the journal does not include numbers for the volume, include "pp. " before the page number, to indicate that the number refers to paging. Use "p." if the source is one page or less.

Citing articles in monthly periodicals

Neves, T. (2010, Junho). Missão nas periferias de Nampula. *Acção Missionária*, p. 3.

Citing articles in weekly periodicals

Saraiva, J. M., & Ochôa, R. (1998, Junho 20). Franceses combatem na Guiné. *Expresso*, p. 9.

Newspaper articles

Smith, R. (2010, December 3). Visual culture out of Africa. *The New York Times*, p. C25.

Reprinted or republished articles

Gates, H. L. (1994). Authority, (white) power and the (black) critic; it's all greek to me. In N. B. Dirks, G. Eley & S. B. Ortner (Eds.), *Culture/power/history: a reader in contemporary social theory*. New Jersey/West Sussex: Princeton University Press (Reprinted from *Cultural Critique*, no. 7 (Fall 1987), 19-46).

At the end of the entry, add "reprinted from" in parentheses, noting the information from the original edition. Close with a period.

Ph.D. thesis dissertation / unpublished thesis

Bordonaro, L. I. (2006). Living at the margins. Youth and modernity in the Bijagós Islands (Guinea-Bissau). Unpublished Ph.D. thesis, ISCTE – Instituto Universitário de Lisboa, Lisboa, Portugal.

Carvalho, R. (2008). "Aproximar os homens e as culturas": Etnicidade e discursos sobre a cultura no universo associativo de Nouakchott, Mauritânia. Unpublished master's thesis, Instituto de Ciências Sociais, Universidade de Lisboa, Lisboa, Portugal.

Newspaper article / Internet-only journal

Hooker, J. R. (1963). The anthropologists' frontier: The last phase of African exploitation. *The Journal of Modern African Studies*, 1(4), pp. 455-459. Accessed December 9, 2010, in <http://www.jstor.org/stable/158878>

Article on Internet - only bulletin Manji, F., & Kane, M. (2010, Novembro 30). Novas tecnologias e a ameaça à soberania na África. *Pambazuka News*, 34. Accessed December 10, 2010, in <http://pambazuka.org/pt/category/features/69168>

Technical reports or research on the Internet

United Nations High Commissioner for Refugees (2010, October 31). Democratic Republic of Congo: Repatriation fact sheet. Accessed December 10, 2010, in UNHCR – The UN Refugee Agency web site <http://www.unhcr.org/4cb847c39.html>

Document created by a private organization, no page number or date

FRELIMO. (n.d.) Símbolos do partido. Accessed December 10, 2010, in <http://www.frelimo.org.mz/>