

PAPER GUIDELINES

General

Papers should be unpublished and should denote a high command of primary and secondary research sources (academic literature, archives and field sources), in order to produce a rigorous, innovative and concise essay.

Language

The working language is English.

File Format

All texts must be submitted as a Word document (*.doc / *.docx). Texts must contain the images in their places (after the paragraph where it is referred to), together with their captions and sources between brackets and in italic (see more information below). All images must be also sent as individual JPEG files. The image size required is 300 dpi minimum.

File names:

Text – initials of the first name followed by underscore and surname after (e.g., F_Surname.doc).

Images – initials of the first name followed by underscore and surname after, followed again by the number of the image (e.g., F_Surname_00.jpg).

Text size

The text should not exceed 50.000 characters, including footnotes, bibliographical references and image captions. A maximum of 10 images (photos, illustrations and tables) are accepted.

Deadline

Papers should be sent to the email oratorians@letras.ulisboa.pt until **10 October 2021**.

Due to the strict nature of the blind peer-review process, it is essential that you remove any information that would identify the author, both from the text and notes.



International Conference *Congregation of the Oratory of Saint Philip Neri: Art and Culture*

ARTIS - Institute of Art History, School of Arts and Humanities, University of Lisbon

Alameda da Universidade, 1600-214 Lisbon - Portugal | <https://oratorians.weebly.com>

Tel.: (+351) 217920080 | Fax: (+351) 217960063 | Email: oratorians@letras.ulisboa.pt

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Images

All images should be numbered consecutively and cited in the text between brackets, i.e. (image 1). Texts must contain also the images in their places (after the paragraph were it is referred to), together with their captions and sources between brackets and in italic, as can be seen:



Image 1 - Caption of the image (source: *author or archive*)

REFERENCES (Chicago-style):

Book

One author

SURNAME, Name. *Title of the book*. City: Publisher, year

Two authors

SURNAME 1, Name1, and Name2 SURNAME 2. *Title of the book*. City: Publisher, year

More than three authors

SURNAME 1, Name1, et al. *Title of the book*. City: Publisher, year



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Corporate author

Name of the corporation. *Title of the book*. City: Publisher, year

Book with editor (ed.)

SURNAME, Name, ed. *Title of the book*. City: Publisher, year

Chapter of a book or essay in a collection

SURNAME 1, Name1. "Title of the chapter." In *Title of the book*, edited by Name2 SURNAME 2, pp. City: Publisher, year.

Journal article

Article in a scientific journal

SURNAME, Name. "Title of the article," *Name of the Journal*, nº (year): pp.

Newspaper article

SURNAME, Name. "Title of the article," *Name of the Newspaper*, nº, day month year: pp.

Dissertation (master) or thesis (PhD)

SURNAME, Name. "Title of the thesis/dissertation". PhD thesis, City, University, year

Paper presented at a meeting or conference

SURNAME, Name. "Title of the paper" (paper presented at the Name of the Conference, City, Country, day month year)

Website

With author

SURNAME, Name. "Title of the text," Name of the site (year). <http://complete.link> (accessed day month year)

Corporate site

Name of the corporation. "Title of the text," Name of the site (year). <http://complete.link> (accessed day month year)

Archival Material

SURNAME, Name. Type of document [*letter, official document, report, note*], day month year, folder/box/dossier name or number, page number, Name of Collection, Archival Institution, City, Country

Short Form

Short forms of citations should be used in the text and footnotes. The complete citation should be mentioned in the bibliography. For short form, include (SURNAME year, pp). All citations must be used only in footnotes, using their short forms. Only cited works used in the text should be placed in the bibliography, in the end of the text.



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PUNCTUATION AND FORMATTING

Parentheses: are used throughout; square brackets are used only to enclose parenthetical material already in round brackets and to enclose an author's comment within a quote, e.g. [sic], [emphasis added].

Quotes: use double quotes, with single quotes within quoted material. Spellings and punctuation in quoted texts should not be altered. If they are obviously incorrect, insert [sic].

A full point (or other punctuation) follows the reference for the quote, e.g. "... text of the reference".

Upper and lower case: for specific titles use initial caps, for generic titles use lower case.

Italic: use italics for words from non-English languages, except for the name of people, institutions, etc. Italic should also be used to mention titles of books, articles and other similar texts, as well as names of paintings.

Abbreviations

- Do not use abbreviations in the title of the paper, in the abstract, in the keywords, in the running heads or in subheadings within the paper, unless the abbreviation is better known than the full term.
- Define an abbreviation the first time that it is used (except in the title, abstract and keywords). Write the term out in full followed by the abbreviation in parentheses. Use the abbreviation consistently thereafter, including at the start of sentences.
- Only conventional, generally-accepted abbreviations should be used.
- Abbreviations consisting of capital letters, and acronyms and contractions, should not take full points. However, the following abbreviations take full points: p., pp., vol., e.g., ed., et al., etc., i.e., cf.

Money

- For currency use the common symbol or abbreviation – €, £, US\$, AUD\$, etc. – where the quantity is stated, but not when the unit of currency is being referred to in general terms.

Other units

- Where units are referred to in the text in general terms, they should be written out in full; where a specific quantity is used, the abbreviated form of the unit must be used.
- Do not mix spelt-out numbers and units: 5 cm not five cm.
- Units and numerals should have a thin space between them, i.e. 100 km, not 100km.
- Use the International System of Units wherever possible.



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Numbers

- Spell out numbers one to nine; for numbers 10 and over, use numerals.

Dates

- Write out dates as follows: 31 December 2016.
- Do not use an inverted comma in decades, e.g. 1960s, mid-1930s.
- Spell out centuries and millennia in full, e.g. twentieth century.

For further questions, please contact the organisation: oratorians@letras.ulisboa.pt



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