Author guide

Four types of text can be submitted: articles, conferences, testimonials and reviews.

1. Sending of proposals:
Proposals must be sent to one of the four Coordinators of the Editorial Committee via e-mail:
Dominique Efros: dominique.efros@univ-amu.fr
Admardo B. Gomes Jr: admardo.jr@gmail.com
Annemarie Dinvaut: annemarie.dinvaut@univ-avignon.fr
Mônica de Fatima Bianco: mofbianco@gmail.com

2. Content of the proposal:
2.1. In the e-mail, the author must specify if the proposal is an article, a conference, a testimonial or a review. In case of a conference, indicate the name, place and date of the event.
2.2. Four attachments, in a .doc or .docx extension, compose the proposal:
2.2.1. A full text version.
2.2.2. An anonymous version that will be sent to two referees for assessment. In this version, any reference to author and his/her institutional affiliations must be deleted and replaced by 'the author' and 'Research Group X', 'Institution X', 'Company X'.
2.2.3. An abstract and keywords, except for reviews.
2.2.4. A short biodata for the author - about 200 characters, space included - mentioning his/her area of work, employment status (if wished), University and/or affiliation, city and country, research funding agency or work sponsorship agencies (if applicable) and e-mail address.

3. Title, abstract and keywords
3.1. The abstract must have, at most, 500 words, and from three to five keywords.
3.2. Title, abstract and the keywords, in the language in which the text was written, must be translated, following the instructions below:
   - If the text is in french, title, abstract and keywords must be translated to portuguese and to english.
   - If the text is in portuguese, title, abstract and keywords must be translated to french and to english.
   - If the text is in english, title, abstract and keywords must be translated to french and Portuguese.
   - If the text is in spanish, title, abstract and keywords must be translated to french, portuguese and english.
3.3. Reviews don’t have abstract or keywords.

4. Formatting
4.1. Text extension is a minimum of 25,000 and maximum of 50,000 characters, space and references included, except for reviews, which must have a minimum of 5,000 and maximum of 15,000 characters.

4.2. Title in Times New Roman, size 12, bold and capital letters.

4.3. The name(s) of the author(s) must come in the line below the title, in Times New Roman, size 11, italics and bold, capital letters only for initials.

4.4. As the first element of the review, there must be an informative header about the work described, specifying the author, title, year of publication or release, city, country, as well as other relevant information, according to the object presented. This header must be written without tabulation, in font Times New Roman, size 12, simple spacing. Just the title of the text must be in italics.

Example of header for review on a book:

Example of header for review on a movie:

5. Access to the text:
The text must be accessible to a large audience, since *Ergologia* is an international, interdisciplinary, plurilingual and multi-professional journal.

5.1. Specific terms for professional jargon must be scrutinized, as well as concepts and theories applied.

5.2. All abbreviations used must be explained in the text or in a footnote (that includes the ones that are familiar to the author’s native country).

6. Text settings:

6.1. Paper size: A4; superior, inferior, left and right margins: 2.5 cm.


6.3. Spacing: simple to lines and paragraphs; one blank line before and after each section's title.

6.4. Tabulation: 1.25 cm to indicate paragraphs’ opening.

6.5. Charts and pictures must be entitled, ready to print, according to general standards of the text and in the space assigned by the author to them.

6.6. If there are subheadings, they must be numbered in order to make hierarchy precise: (ie: 1; 1.1.; 1.1.1; 1.2.; 1.3.; 2; 2.1; etc.).

6.7. Italic are exclusive to foreign words, titles and to emphasize a specific word or term, when necessary.

6.8. Bold must be used solely in the title and subheadings. Do not use underlining in the text.

7. Footnotes:

7.1. Must be numbered automatic and continuously, do not use endnotes.
7.2. Use font Times New Roman, size 9.
7.3. Notes must not be used for bibliographical references. These must come at the end of the text, under References item.

8. Citations in the body of the text:
8.1. In case they do not exceed three lines, citations must be between quotation marks indicating the author, year of publication and page of citation in parenthesis, i.e.: (Teixeira, 2009: 56-57)
8.2. If they are over three lines long, they must be inserted with row spacing of 1,5 cm to the left. Do not use tabulation mark at the first line. Spacing must be simple, font Times New Roman, size 10, no italics and no quotation marks, e.g.:

L'anormal, en tant qu'a-normal, est postérieur à la définition du normal, il en est la négation logique. C'est pourtant l'antériorité historique du futur anormal qui suscite une intention normative. Le normal c'est l'effet obtenu par l'exécution du projet normatif, c'est la norme exhibée dans le fait. Sous le rapport du fait, il y a donc entre le normal et l'anormal un rapport d'exclusion. Mais cette négation est subordonnée à l'opération de négation, à la correction appelée par l'anormalité. Il n'y a donc aucun paradoxe à dire que l'anormal, logiquement second, est existentiellement premier (Canguilhem, 1977, p. 180).

8.3. If the author's name is mentioned in the excerpt, indicate, in parenthesis, the year of publication and the page, i.e.:

Para Barthes, o poder não é algo que se pode localizar - ele é móvel, escorregadio, "o poder é o parasita de um organismo trans-social" (1989: p.12).

8.4. When an author is mentioned for the first time, his/her name must be complete – first name and surname.

9. References
9.1. Are mandatory for articles; recommended for conferences; possible, but not mandatory for testimonials and reviews.
9.2. Must be listed in alphabetical order by authors’ surname, no numbering.
9.3. Font Times New Roman, size 11, simple spacing, 0.6 before and 0 after tabs.
9.4. They include just the work actually quoted or mentioned in the text.
9.5. If there is more than one published work from the same author, it must be inserted in chronological order of publication. In case there is more than one book from the same author within the same year, the differences must be pointed out through alphabetical order a, b, c.
9.6. The authors’ surnames must come in capital letters.
9.7. Place of publication and name of publisher must be written out in full.
10. References according the type of document:

10.1. Books:

10.2. Book chapters by one single author (or more authors when all of them wrote all chapters of the book):

10.3. Articles in collected works:

10.4. Articles in journals:

10.5. Conference presentation:

10.6. Reports, monographs, dissertations and thesis:
10.7. Songs and music material:

10.7.1. CDs, DVDs, LPs:

10.7.2. CD, DVDs or LPs’ tracks:

10.8. Films and documentaries: