



## Publishing Guidelines

1. The manuscript must be sent in digital format to [editorial@cccm.gov.pt](mailto:editorial@cccm.gov.pt), together with the following required documents:
  - a. The [Publication Proposal](#) form (available for download in Word format from the CCCM website)
  - b. One copy in Word format;
  - c. One copy in PDF format;
  - d. Abstract of approx. 200 words;
  - e. Photo(s) of the author(s)/coordinator(s);
  - f. Photo for the front cover of the manuscript;
  - g. Biography of the author(s)/coordinator(s) with approx. 130-170 words. It must be written in the 3<sup>rd</sup> person. Example:

“[Name] received a Bachelor’s degree/Master’s degree/PhD in [field] from the University of [Location]. They taught at [University] from 2000-2001, where they lectured on Political Science and Philosophy. Their chief work, however, lies in the fields of Languages, having published article A (year) and article B (year), in X and Y magazines. Aside from this, in 2000, they were granted the [Name] Award for Best Writing.
2. The proposal must be sent in its final version, complete, updated, and in accordance with CCCM publishing guidelines. Before the proposal is sent, the author(s)/coordinator(s) must review and check the entire manuscript.
3. Pre-textual elements – i.e., pages before the beginning of the manuscript proper, and before the introduction – must appear in the following order:
  - a. Dedication (optional);
  - b. Acknowledgements (optional);
  - c. Epigraph (optional);
  - d. Preface (optional; to be written in the 3rd person, if included);
  - e. List of abbreviations and/or symbols (optional);
  - f. List of illustrations and/or tables (optional);
  - g. Table of contents (the table of contents must be manually created, without any assistance from automatically generated indexes; it must also include subtitles);



4. Post-textual elements – i.e., pages that appear in the manuscript after the biography – must appear in the following order:
  - a. Glossary (optional);
  - b. Attachments (optional);
  - c. Subject index (optional, except in the case where the editor considers it to be necessary. The author must compile all the necessary terms and, afterwards, include the page numbers for each term, in accordance with the final pagination);
5. Each figure (i.e., chart, illustration, and/or table) must have a clear and succinct caption, as well as information regarding its authorship. Each chart, illustration, and/or table must have received the necessary authorization for reproduction. All illustrations must be submitted separately. However, they can be included in the Word file and PDF file to serve as a guide. These charts, illustrations, and/or tables must be numbered sequentially, according to the chapters in which they are inserted (for example, Fig. 1.1 is the first figure in Chapter 1; Fig. 2.3 is the third figure in Chapter Two, etc.). All illustrations must be sent in a TIFF file with a minimum resolution of 300 dpi. All Halftone and Line Art illustrations must be sent in a TIFF file with a minimum resolution of 600 dpi.
6. Manuscripts written in Portuguese or English must be submitted in Times New Roman, size 12, 1.5 spacing, 1 indent to the left, and justified alignment. Quotations with just one sentence and one line should simply be enclosed in quotation marks (specifically the following type of quotation marks: “ ”), and do not require a different format from the rest of the text. Other types of quotation symbols (such as 《 》 ) must be avoided, except in specific situations (such as in a passage written in Chinese, or within a quotation). Quotations longer than one line (or of only one line, but including more than one sentence) must be written in Times New Roman, size 10, spacing 1, justified alignment and indentation to the left of 1.5. Footnotes must be written in Times New Roman, size 10, spacing 1, indentation to the left of 1 and justified alignment. Footnotes must be inserted via the allocated tool for this purpose in Word.
7. Words and sentences in other languages (i.e., languages other than the principal language used for the majority of the text) must be written in italics (including transliterations, such as pinyin), except for proper nouns or common loanwords in the manuscript’s principal language (e.g., tsunami).
8. When writing in a language that utilizes an alphabet other than the Latin alphabet, coherence must be ensured regarding spelling, and the transliteration of words and phrases. The first mention of any proper name or specific concept that does not belong to the language of the manuscript, must be accompanied, in parentheses, by the corresponding characters in the original language, as well as their romanization according to the adopted transcription system. For example: Taoism (Daojiao 道教).
9. All text in Chinese characters must be written in the SimSun font, size 12, spacing 1.5, left indentation of 1 and with justified alignment. The Chinese language group into which characters should always be transliterated by default is Mandarin, except in special cases where the pronunciation/transliteration of words in a dialect (such as Cantonese) is of



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relevance. The Chinese transcription system used should always be pinyin, except in special cases where another transcription system (such as Wade-Giles) is particularly relevant. Traditional characters should be used for historical manuscripts and source editions, while simplified characters may be used for contemporary manuscripts.

10. Text in Japanese characters must be written in MS Mincho, size 12, spacing 1.5, left indentation of 1 and justified alignment. The adopted transcription system must be the Hepburn System.
11. Text in Korean characters must be written in Batang, size 12, spacing 1.5, left indentation 1 and justified alignment. The transcription system used must be the “Revised Romanization System of the Korean Language” adopted by the Korean Ministry of Culture and Tourism in 2000.
12. There are three types of hyphen/dash (- hyphen; – en dash; — em dash), which should be used in different cases. The hyphen (-) must be used in words (for example, the word check-in). The en dash (–) should be used for dates (for example, 2020–2021). The em dash (—) should be used in a text to replace parentheses, colons, and commas (for example: There has recently been an increase — though opposed fiercely by many people — in alternative education practices).
13. Citations and bibliographic references must follow the Chicago model. These guidelines are available at: [https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html).

**Notes:**

If the proposal focuses mainly on History, Literature, or Art, it is advisable to use the “Bibliography and Notes” system. If, however, it is focused on the Social Sciences — such as International Relations, Political Science, or Sociology — it is advisable to use the “Author Date” System.

Once in the proofreading stage, the text can no longer be altered by the authors, except to correct typos.

The CCCM reserves the right to publish a work as a co-edition, without the necessity of obtaining prior consent from the author.