

## FORMATITNG GUIDELINES

- Margins and header/footer
  - Top and bottom margins: 2.5 cm
  - Left and right margins: 3 cm
  - Header: 0.25 cm
  - Footer: 1.25 cm
- Titles
  - Title in the language of the paper: Arial 16, bold, black (Color model RGB; Red: 0; Green 0; Blue 0), center-aligned.
  - Translated title: Arial 12, bold, grey (Color model RGB; Red: 127; Green 127; Blue 127), center-aligned.
  - The titles should have 1 pt spacing.
- Affiliation
  - Arial 9, center-aligned, 1 pt spacing, grey (Color model RGB; Red: 127; Green 127; Blue 127).
  - Author's first and last name, followed by institution, country and link to orcid.
  - Only the institution, and not the department, should be mentioned in the affiliation.
  - All the information should fit into one line. In case of a single author, the orcid link may be moved to the line below if necessary.
- Abstract and keywords
  - Arial 9, 1.5 pt spacing, grey (Color model RGB; Red: 127; Green 127; Blue 127).
  - The word "Abstract" should be in bold.
  - The word "Keywords" as well as the actual keywords should be italicized.
  - Abstracts must not exceed 200 words.
  - The minimum number of keywords is three and maximum is six.
- Body of text
  - Arial 9, 1.5 spacing, justified, 1 cm paragraph indentation, grey (Color model RGB; Red: 127; Green 127; Blue 127).
  - Pages should not be numbered.
  - Papers must not exceed 6,000 words excluding end notes and references.
  - Instead of blank lines, authors should use paragraphs with 1 cm indentation to separate chunks of text. Please note that the indentation should only be used when there is a line of text right before the new paragraph.
- Abbreviations and other expressions
  - References to other sections/exemples above: *cf. supra* (e.g., *cf. supra* section 1)
  - References to other sections/exemples below: *cf. infra* (e.g., *cf. infra* exemplo 2a)
  - For example: *e.g.*,
  - That is: *i.e.*,

- Versus: *vs.*
- And so on: *etc.*
- The abbreviations *e.g.* e *i.e.* (both followed by comma, unlike the others listed here) should only be used in parenthesis. In the body of text, they should be replaced with equivalent expressions (*e.g.* = for example, *i.e.* = that is).
- Latin abbreviations and expressions as well as terms and expressions written in a language other than that of the paper should be italicized (*e.g.*, *ipsis verbis*, *stricto sensu*, *tout court*)

- Endnotes

- End notes should be used instead of footnotes.
- Arial 7, justified, 1,5 spacing, grey (Color model RGB; Red: 127; Green 127; Blue 127).
- Endnotes should be consecutively numbered, using Arabic numerals.
- In case the number that directs the reader to an endnote appears at the end of a sentence, it should be placed right before the punctuation mark. This applies to any case where the endnote number appears near a punctuation mark in the body of text.

- Tables

- Tables should only have horizontal lines (see the example below). Do not use any type of complicated formatting, borders or shading
- The tables must be identified with consecutive numbering and a title on top.
- Table title: Arial 7, bold, center-aligned, 6 pt spacing, grey (Color model RGB; Red: 127; Green 127; Blue 127).
- Example:

**Table 1. Title**

<i>Participant</i>	<i>Score (%)</i>	<i>SD</i>
1	20%	1.3
2	25%	9.6
3	30%	2.4

- Figures

- Every figure, including tables and equations that are images, must be included within the body of the text and referenced.
- The figures must be identified with consecutive numbering and a title on the bottom.
- Figure title: Arial 7, bold, center-aligned, 6 pt spacing, grey (Color model RGB; Red: 127; Green 127; Blue 127).
- The use of color is recommended.
- Example:

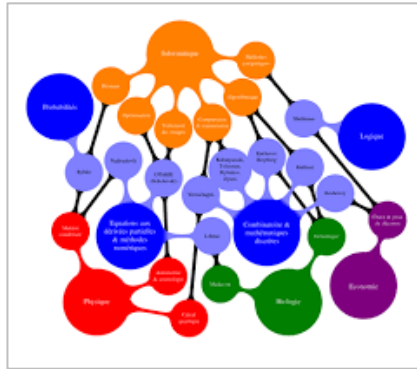


Figure 1. Title

- Lists and examples
  - To list numbered or unnumbered items, use the Microsoft Word automatic bullets and/or numbering features. In addition to these two options, there is a third one to create Multiple Level Lists.
  - Examples should have consecutive Arabic numerals in parentheses, and lowercase letters followed by a period should be used for variations of the same example.
  - In the text, numbered items should be referred to as 2, 2a, 2b, 2a-c.
  - Examples in a language other than that of the paper must be accompanied by a word-for-word translation (i.e., as literal as possible, preserving the structure of the original), provided in square brackets on the line immediately below the original example.
  
- Citações
  - Phonetic transcriptions should be between. Example: /'foutou/
  - Graphemes should be between. Example: <q>
  - Short quotations (up to three lines) can be incorporated into the text using quotation marks (“...”; in case of a quotation within a quotation: “...’...’...”).
  - Longer quotations remain separate from the body of the text, in Arial 9, without quotation marks or italics, and with 1 cm indentation on both sides. Interpolations are to be identified with square brackets [ ]. Omissions are marked with ellipsis between round brackets (...).
  - Every quotation should include the pages of the originally quoted text. When the author is quoted before the long quotation (i.e., in the body of text), it is only necessary to provide the page at the end.
  - The following format should be used for the references within the body of the text:
    - Example 1: According to Santos (1996), the inclusion of...
    - Example 2: Following a central question in linguistic research, we aim to know “what constitutes knowledge of language” (Chomsky, 1986, p. 3).
    - Example 3: Many authors claim that ... (Pires, 2001; Ramalho, 2009).
  - Please note that in the same parenthesis the authors must be organized alphabetically (cf. *supra* Example 3).
  - In the first reference to works written by more than one author, all the authors must be mentioned. In the following references, the first author should be mentioned, followed by et al.

- All the authors mentioned in the text must be listed in the bibliography and all the references included in this list must be mentioned in the text.
- References
  - All references must conform to APA style (Publication Manual of the American Psychological Association). A brief overview of these guidelines is available here: <http://www.sdum.uminho.pt/Default.aspx?tabid=4&pageid=313&lang=pt-PT>