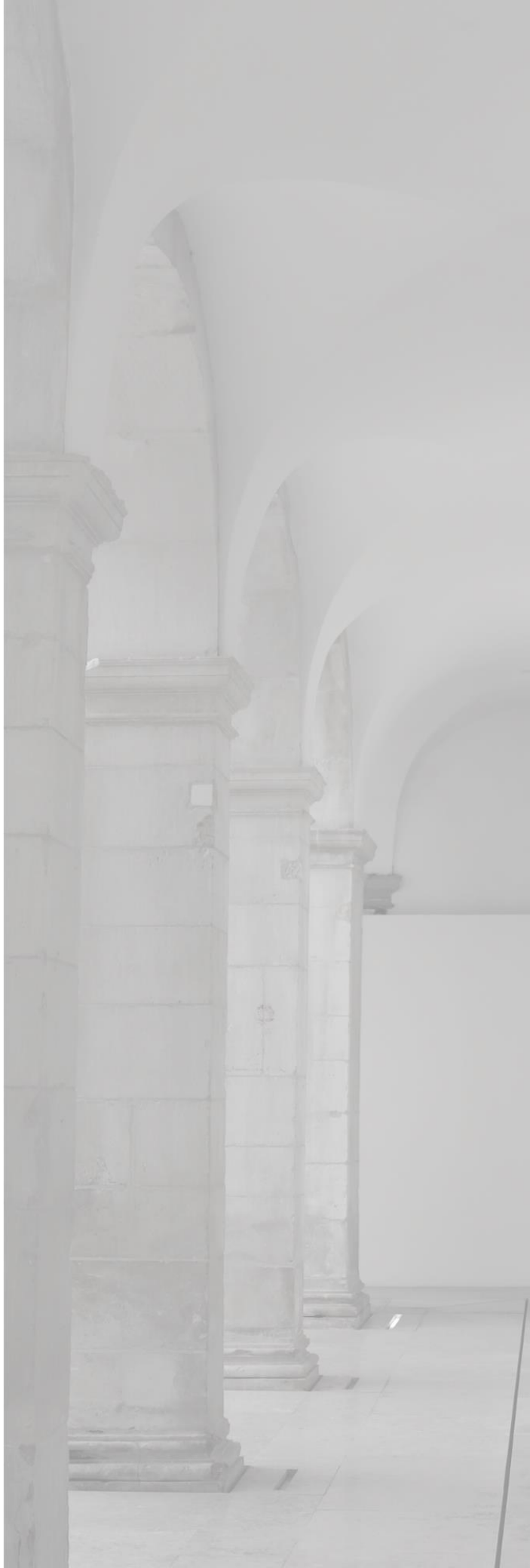


# GUIDELINES FOR THE AUTHORS

University of Coimbra Institute for  
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# GUIDELINES FOR THE AUTHORS

This manual will guide you on how to prepare and submit your paper to the SciComm Conference Proceedings.

The paper must be submitted as an MS Doc(x) file, font Garamond, 12 pt, and follows the **APA 7<sup>th</sup> Edition style**. In this document you will find the general guidelines. For missing cases, please consult the *Publication Manual of the American Psychological Association: The Official Guide to APA Style, 7th edition*.

## 1. PAPER ELEMENTS

- The first page must present the **title of the manuscript** in Garamond 14 pt, bold, initial cap: if there is a subtitle, it is inserted after a colon; the names of the author/s, institutional affiliation, country, ORCID, and the e-mail of the corresponding author.
- An **abstract** with 150 words maximum, in a single paragraph, Garamond, 12 pt, fully-justified. Contentwise, it is puts forward the text's structure, namely objectives, development and main conclusions.
- **Keywords:** In alphabetical order, 4 to 6 words or expressions representing the article. They are separated by semicolons. Ideally, expressions should not exceed 3 words.
- **Basic ideas:** Ideas to be retained (three topics – maximum of 25 words)
- The **word limit** for papers submitted for consideration is **7000 words** (including the abstract, reference list, figures, or tables)
- Each table and/or figure must be embedded into the manuscript, have a caption, and listed sequentially in the text.
- All references should be listed alphabetically. All references should be cited both in-text and in the reference list.
- **Footnotes** should be represented by superscript numbers in the main text and listed at the end of the page. Footnotes are written in Garamond, 10 pt, single space, fully-justified.

## 2. TABLES & FIGURES & IMAGES

If you use a table/figure/image by another author, copy it exactly as it is found in the original source and credit the original source both in the text and in a caption.

### **Table/Figure/Image X**

#### ***Title of Table/Figure/Image***

[insert Table/Figure/Image]

*Note.* From "Title of Article," by A. A. Author and B. B. Author, Year, Title of Journal, volume(issue), p. xx (<https://doi.org/DOI>). Copyright Year by Copyright Holder Name.

If you included your own table/figure/image, check the example:

### **Table/Figure/Image X**

#### ***Title of Table/Figure/Image***

[insert Table/Figure/Image]

*Note.* Data collected by author on the [day/month/year]

## 3. IN-TEXT CITATION

When you quote from, refer to, paraphrase, or summarize other author's ideas, you will need to include in-text citations.

### **3.1. Direct Quotes**

#### **3.1.1. Shorter Direct Quotes (Fewer Than 40 Words)**

If the quote is less than 40 words, incorporate it into the text and enclose the quote with quotation marks. Cite the source immediately after the close of the quotation marks.

**Short quote with parenthetical citation:** "sociology is the most general of the social sciences or to put it more politely the least defined" (Abbott, 2001, p. 3).

**Short quote with narrative citation:** According to Abbott (2011), "sociology is the most general of the social sciences or to put it more politely the least defined" (p.3).

### 3.1.2. Block Quotes (40 Words or More)

Block quotes are used when a direct quote has more than 40 words. The quote starts on a new line, is indent from the left margin, double-spaced and without a period after the closing parenthesis.

#### Example 1:

The increased willingness of publics to recognise and articulate their own expertise about the social world should not surprise us, and neither should it trouble us. By virtue of successfully living in a society, participants have expertise in that society. It is through this expertise that participants in society know the rules of society, can navigate social interactions and, importantly for social scientists, how we are able to study societies through interaction. (Lewis et al., 2023, p. 6)

#### Example 2:

Lewis et al. (2023) stated the following:

The increased willingness of publics to recognise and articulate their own expertise about the social world should not surprise us, and neither should it trouble us. By virtue of successfully living in a society, participants have expertise in that society. It is through this expertise that participants in society know the rules of society, can navigate social interactions and, importantly for social scientists, how we are able to study societies through interaction. (p.6)

### 3.2. Paraphrasing

When you use your own words to express the ideas of others.

Participatory action research is associated with the critical social paradigm because, compared to the positivist and interpretive paradigms, the critical approach is the only one that explicitly considers the conscious intention of change toward a more just, equitable, and democratic world (Habermas, 1974).

### 3.3. Secondary Source/Indirect Citation (as cited in...)

When citing a secondary source, provide a reference list entry for the secondary source that you used. In the text, state the primary source and then write “as cited in” the secondary source that you used.

#### In-text Citation

Tiersma (1999, as cited in Smith, 2019) believes that...  
(Tiersma, 1999, as cited in Smith, 2019).

If the year of the primary source is unknown, omit it from the in-text citation.

Smith’s diary (as cited in Lewin, 2003)

## 4. REFERENCES

### 4.1. In-text References

Citation	First time cited		Subsequent times	
	Narrative citation	Parenthetical citation	Narrative citation	Parenthetical citation
<b>One author</b>	Hackman (2020)	(Hackman, 2020)	Hackman (2020)	(Hackman, 2020)
<b>Two authors</b>	Medvecky and Leach (2019)	(Medvecky & Leach, 2019)	Medvecky and Leach (2019)	(Medvecky & Leach, 2019)
<b>3 or more authors</b>	Collins et al. (2017)	(Collins et al., 2017)	Collins et al. (2017)	(Collins et al., 2017)
<b>Organizational authors</b>	World Health Organization (WHO, 2020)	(World Health Organization [WHO], 2020)	WHO (2020)	(WHO, 2020)

## 4.2. Reference List

<p><b>Book (include DOI or URL if it is an online version)</b></p>	<p>Author, A. A. (Year of Publication). <i>Title of work: Subtitle also starts with a capital letter</i> (extra information such as editors, translators, editions, etc.). Publisher name.</p> <p>Abbott, A. (2001). <i>Chaos of disciplines</i>. Chicago University Press.</p>
<p><b>Edited Book (with no author, include DOI or URL if it is an online version)</b></p>	<p>Author, A. A., Author B. B., &amp; Author, C. C. (Eds.). (Year of Publication). <i>Title of work: Subtitle also starts with a capital letter</i> (extra information such as editors, translators, editions, etc.) . Publisher name.</p> <p>Felt, U. and Davies S. R. (Eds.). (2020). <i>Exploring Science Communication: A Science and Technology Studies Approach</i>. SAGE.</p>
<p><b>Chapter in an edited book (include DOI or URL if it is an online version)</b></p>	<p>Author, A. A. (Year of Publication). Title of chapter or entry. In A. Editor, B. Editor, &amp; C. Editor (Eds.), <i>Title of book</i> (edition, pp. #-#). Publisher name.</p> <p>Cassidy, A. (2021). Communicating the Social Sciences and Humanities: Specific Challenges – and broader insights for research communication? In M. Bucchi &amp; B. Trench (Eds.), <i>Routledge Handbook of Public Communication of Science and Technology</i> (3<sup>rd</sup> ed., pp. 198–213). Routledge.</p>
<p><b>Entry in an edited encyclopedia/dictionary</b></p>	<p>Author, A. A. (Year of Publication). Entry title. In Editor, A. &amp; Editor, B. (Eds.), <i>Title of the Encyclopedia</i>. Publisher name. URL</p> <p>Almeida-Costa, A. (2022). The Function of Criminal Law. In P. Caeiro, S. Gless, V. Mitsilegas, M.J. Costa, J. Snajjer &amp; G.Theodorakakou (Eds.), <i>Elgar Encyclopedia of Crime and Criminal Justice</i>. Edward Elgar Publishing. <a href="https://doi.org/10.4337/9781789902990.function.of.criminal.law">https://doi.org/10.4337/9781789902990.function.of.criminal.law</a></p>
<p><b>Journal article (include DOI or URL if it is an online version)</b></p>	<p>Author, A. A., &amp; Author, B. B. (Year of Publication). Article title. <i>Title of Journal, Volume number</i> (Issue), pp.-pp.</p> <p>Collins, H.M., Bartlett, A. &amp; Reyes-Galindo, L. (2017.) Demarcating fringe science for policy. <i>Perspectives on Science</i>, 25(4), 411–438.</p>

<b>Journal article (in press)</b>	<p>Author, A. A., &amp; Author B. B. (in press). Article title. <i>Title of Journal</i>.</p> <p>Lopes, D., Santos, N., &amp; Barbosa L. (in press). Mediation and lex anticorruptio: an innovative perspective to address maritime corruption disputes in the context of global legal pluralism. <i>Legal Pluralism and Critical Social Analysis</i>.</p>
<b>Conference Publication</b>	<p>Author, A. A., &amp; Author B. B. (Year of Publication). Article title. In A. Editor (Ed.), <i>Title of book series: Vol. xx. Conference Title</i> (pp.-pp.). Publisher name. DOI or URL</p> <p>Graça, M., &amp; Gonçalves, M. (2014). The street-based sex workers ' contribution for a socio-educational model of intervention. In Z.Bekirogullari &amp; M. Y. Minas (Eds.), <i>The European Proceedings of Social &amp; Behavioural Sciences</i> (Vol. I, pp. 49–59). Future Academy. doi: <a href="https://doi.org/10.15405/epsbs.2014.05.7">10.15405/epsbs.2014.05.7</a></p>
<b>Conference presentation</b>	<p>Author, A. A. (Year, Month days). <i>Title</i> [Description of the presentation. Eg. Conference presentation; Poster session; Keynote address]. Conference title, City, and Country where the conference took place. URL</p> <p>Gaudêncio, A. (2022, July 8). <i>Human dignity and human rights within digital society: human digital rights?</i> [Conference presentation]. XXX World Congress of the International Association for the Philosophy of Law and Social Philosophy University Dimitri Cantemir, Bucharest, Romania. <a href="https://www.ivr2022.org/">https://www.ivr2022.org/</a></p>
<b>Dissertation or thesis (from an institutional repository)</b>	<p>Author, A. A. (Year of Publication). <i>Title of thesis</i> [Master's thesis/Doctoral dissertation, Name of institution awarding degree]. Institutional Repository Name. URL</p> <p>Silva, J. (1990). <i>Responsabilidade civil do produtor</i> [Doctoral dissertation, University of Coimbra]. Estudo Geral Repositório Científico da UC. <a href="http://hdl.handle.net/10316/416">http://hdl.handle.net/10316/416</a></p>
<b>Report (by government agency or other organization)</b>	<p>Author, A. A. or Name of the Organization. (Year of Publication). <i>Title of Report</i>. URL</p> <p>United Nations. (2022). <i>Report of the Secretary-General on the Work of the Organization (A/77/1, seventy-seventh session)</i>. <a href="https://www.un.org/annualreport/index.html">https://www.un.org/annualreport/index.html</a></p>

<b>Webpage (with an organizational group author)</b>	Name of the Organization. (Year, Month Day). <i>Title of the webpage</i> . URL  University of Coimbra Institute for Legal Research (2023, September 2). <i>MediMARE promotes 2nd edition of Online Course on Maritime Mediation</i> . University of Coimbra <a href="https://www.uc.pt/en/fduc/university-of-coimbra-institute-for-legal-research-uciler/noticias/medimare-promotes-2nd-edition-of-online-course-on-maritime-mediation/">https://www.uc.pt/en/fduc/university-of-coimbra-institute-for-legal-research-uciler/noticias/medimare-promotes-2nd-edition-of-online-course-on-maritime-mediation/</a>
<b>Webpage (with retrieval date)</b>	Name of the Organization/Website. (n.d.). <i>Title of the webpage</i> . Retrieved day month, year, from URL  United Nations. (n.d.). <i>The sustainable development goals</i> . Retrieved 3 July, 2023, from <a href="https://sdgs.un.org/goals">https://sdgs.un.org/goals</a>
<b>Social Media (Twitter)</b>	Author, A. A. [@username]. (Year, Month Day). Content of the post up to the first 20 words [Description of audiovisuals] [Tweet]. Twitter. URL
<b>Social Media (Facebook)</b>	Uploader. (Year, Month Day). First 20 words of content [Description of additional non-textual elements, if necessary]. [Content type]. Facebook. URL
<b>Social Media (Instagram)</b>	Uploader [@username]. (Year, month day). First 20 words of post [Photograph]. Instagram. URL
<b>Streaming (YouTube, Vimeo, etc.)</b>	<b>Video</b> Uploader. (Year, Month Day uploaded). Title of video [Video]. Website. URL