

## STYLE GUIDELINES

**Title:** All articles must have an author and title.

**Author(s):** The author's name will be aligned to the right and separated from the title by one blank line. The order will be: name and LAST NAME/S. Institutional affiliations and email contact may be listed if desired.

**Epigraph:** Epigraphs will be in the body of the text, aligned to the right, in Roman and without quotation marks.

**Endnotes:** They will only be used for comments or clarifications, never for bibliographical references. They will be included manually using the superscript key.

**Italics, bold, underlining:** Italics will be used to highlight a word, indicate work titles, reproduce dialogues or words in foreign languages. Bold fonts will never be used in the body of the text, only for titles and subtitles. There will never be any text underlined.

**Use of quotation marks:** All texts submitted in English will use simple quotation marks to indicate quotes, as well as exhibition and song titles, and chapter titles. In all of these instances the text will be in Roman. If quotation marks are needed again within a quotation, please use double quotation marks: “ ”. Words in italics will change to Roman and be enclosed by simple quotation marks when used in a title. (For instance: Back to 'Film Socialisme').

**Use of dashes:** Please use the em-dash (—) to reproduce a dialogue. (For instance: '—What did he say? —That he would come'). Please use the en-dash (–) to indicate a clarifying clause (For instance: 'It couldn't be otherwise –according to him– because...'); and also to indicate a range (1981–82). Use the figure dash (-) for hyphenated names (For instance: Jean-Luc).

**Note:** Before submitting the text, please use the tool 'Find and Replace' to find all double spacing and replace it by a single space.

**Images and captions:** It is the author's responsibility to supply the images to illustrate the text. Captions shall be as concise as possible. Both images and captions shall be numbered. The resolution of the images must be of at least 72ppp, and they will be supplied in a TIF format. We recommend using the software Power DVD (version 9, for PC) or GrabMac (for MAC). If the images are too heavy to be sent via email please use [www.wetransfer.com](http://www.wetransfer.com) or similar.

### Quotes:

- **Literal quotes:**  
Literal quotes must be indicated with quotation marks, and when over 3 lines, they must be separated from the original text. Please refer to the HARVARD style for more details.
- **Film titles:**  
The first time a film is mentioned, please include:  
*English Title (Original Title, Director, Year).*

If the title of the film is mentioned inside brackets, please use square brackets ([...]). The next times the work is mentioned, please give the *English Title*.

In the titles in English and Portuguese, all the words are capitalised – except prepositions and articles: *Bigger than Life*. In French titles, the second word will be capitalised if the first is an article: *La Maison des bois*.

**Titles de series:**

*English Title (Original Title, Author, TV: Year it began–Year it ended)*

**Episodes of Television Series:**

*English Title of the Episode (Title of the original episode, number of the episode preceded by hashtag: –example: #1x01-: Original Title original of the Episode, Name and LAST NAME of the director, TV: Year of broadcast)*

**Pull-out quotes:** We recommend giving a few quotes at the end that may be used as pull-out quotes when laying out the text. Please give the page number and paragraph from which the quote was pulled out.

**Bibliography:** Please use APA's international bibliography system. The cited references will be included at the end of the text under the title 'Bibliography' and will be listed alphabetically.

**Books:**

LAST NAMES, Name (Year). *Title*. City. Publisher.

**Chapters of Books:**

LAST NAMES, Name (Year). *Chapter Title*. LAST NAME DEL EDITOR, Name (ed.), *Title del volumen* (pp. páginas del Chapter). City: Publisher.

**Articles in journals:**

LAST NAMES, Name (Year). *Title*. Book *Title*, volume, pages

**Articles in the press:**

LAST NAMES, Name (fecha). *Title*. *Title of the publication*, number, pages

**Dissertations:**

LAST NAMES, Name (Year). *Title*. *Title of the publication*, volume, pages.

**Electronic media:**

LAST NAMES, Name (Year of publication). *Title*. Date when it was last accessed. Editor. Available at: <address>

If referring to more than one book by the same author and year:

- (LAST NAME, Year a): first work cited.

- (LAST NAME, Year b): second work cited.

**Films:**

LAST NAME (PRODUCER), Name (Producer) and LAST NAME (DIRECTOR), Name (Director). (Year). *Original Title* [Film]. Country: Production company.

**Series:**

LAST NAME (PRODUCER), Name. (Year). *Original Title* [Television]. Country: Production company.

**Television series:**

LAST NAME (SCRIPTWRITER), Name (Scriptwriter) and LAST NAME (DIRECTOR), Name (Director). (Date of broadcast). *Episode title*, Year (Title of the original episode, number of the episode preceded by hashtag: –example:

#1x01-) in LAST NAME (Producer), Name. *Title of the series in English (Original title)*. Country: Production company.

For more information, please see:

<http://owl.english.purdue.edu/owl/resource/560/05>