

GUIDELINES FOR THE AUTHORS

University of Coimbra Institute for
Legal Research

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 7th 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. **Do not use footnotes if you can avoid it. Excessive use of footnotes makes your text difficult to read.**

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 citing two or more works together, arrange the in-text citations alphabetically:

Example: (Atkins, 2017; Cowan, 2022; Hoecke, 2002; Niemesch & Butculescu, 2017; Osiejewicz, 2020)

In-text: references to legislation: In the EU directive on the reduction of the impact of certain plastic products on the environment (Directive 2019/904)...

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

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

4.3. Reference List

Book (include DOI or URL if it is an online version)	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. Abbott, A. (2001). <i>Chaos of disciplines</i>. Chicago University Press.
Edited Book (with no author, include DOI or URL if it is an online version)	Author, A. A., Author B. B., & 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. Felt, U. & Davies S. R. (Eds.). (2020). <i>Exploring science communication: A science and technology studies approach</i>. SAGE.
Chapter in an edited book (include DOI or URL if it is an online version)	Author, A. A. (Year of Publication). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (edition, pp. #-#). Publisher name. Cassidy, A. (2021). Communicating the social sciences and humanities: Specific challenges – and broader insights for research communication? In M. Bucchi & B. Trench (Eds.), <i>Routledge handbook of public communication of science and technology</i> (3rd ed., pp. 198–213). Routledge.
Entry in an edited encyclopedia/dictionary	Author, A. A. (Year of Publication). Entry title. In Editor, A. & Editor, B. (Eds.), <i>Title of the encyclopedia</i>. Publisher name. URL Almeida-Costa, A. (2022). The function of criminal law. In P. Caeiro, S. Gless, V. Mitsilegas, M.J. Costa, J. Snajjer & G.Theodorakakou (Eds.), <i>Elgar encyclopedia of crime and criminal justice</i>. Eduard Elgar Publishing. https://doi.org/10.4337/9781789902990.function.of.criminal.law
Journal article (include DOI or URL if it is an online version)	Author, A. A., & Author, B. B. (Year of Publication). Article title. <i>Title of Journal</i>, <i>Volume number</i> (Issue), pp.-pp. Collins, H.M., Bartlett, A. & Reyes-Galindo, L. (2017.) Demarcating fringe science for policy. <i>Perspectives on Science</i>, 25(4), 411–438.

Journal article (in press)	Author, A. A., & Author B. B. (in press). Article title. <i>Title of Journal</i>. Lopes, D., Santos, N., & 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>.
Conference Publication	Author, A. A., & 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 Graça, M., & Gonçalves, M. (2014). The street-based sex workers ' contribution for a socio-educational model of intervention. In Z.Bekirogullari & M. Y. Minas (Eds.), <i>The European Proceedings of Social & Behavioural Sciences</i> (Vol. I, pp. 49–59). Future Academy. doi: 10.15405/epsbs.2014.05.7
Conference presentation	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 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. https://www.ivr2022.org/
Dissertation or thesis (from an institutional repository)	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 Silva, J. (1990). <i>Responsabilidade civil do produtor</i> [Doctoral dissertation, University of Coimbra]. Estudo Geral Repositório Científico da UC. http://hdl.handle.net/10316/416
Report (by a government agency or other organization)	Author, A. A. or Name of the Organization. (Year of Publication). <i>Title of Report</i>. URL United Nations. (2022). <i>Report of the Secretary-General on the work of the organization (A/77/1, seventy-seventh session)</i>. https://www.un.org/annualreport/index.html

Laws and Legislation	Regulation Number/Year. <i>Title</i>. URL Directive 2019/904. <i>Directive (EU) 2019/904 of the European Parliament and of the Council of 5 June 2019 on the reduction of the impact of certain plastic products on the environment</i>. https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32019L0904&qid=1664779252884
Webpage	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 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/
Webpage (with retrieval date)	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 July 3, 2023, from https://sdgs.un.org/goals
Social Media (X and Instagram)	Autor, A. A./Name of Group [@username]. (year, month day). Title or content of the post up to the first 20 words or description of audiovisuals. Site name. Retrieved Month day, year, from URL Apa Style [@APA_Style]. (n.d.). Tweets [X Profile]. X. Retrieved November 1, 2019, from https://xxxxx
Social Media (Facebook and others)	Autor, A. A./Name of Group/Name of group [username]/username. (year, month day). Title or content of the post up to the first 20 words or description of audiovisuals. Site name. Retrieved Month day, year, from URL National Institute of Mental Health. (2018, November 28). <i>Suicide affects all ages, genders, races, and ethnicities. Check out these 5 Actions Steps for Helping Someone in Emotional Pain</i> [Infographic]. Facebook. https://bit.ly/321Qstq