

# Rules for Submission of Working Papers



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## WHAT ARE CEa WORKING PAPERS?

1. A series of publications by the Centre for African and Development Studies (CEa) providing a window on research, in progress or already concluded, by the Centre's members and associated scholars, falling within CEa's established lines of research:
  - a. Economics, Development and International Cooperation
  - b. History, Cultures and Identities
2. A WP may include:
  - a. Preliminary versions: either of a future publication in a scientific journal, or of a paper, or else of a technical report from a project.
  - b. Dissemination of partial findings from research conducted for an Master's or Doctoral thesis, or from a project.
  - c. Essays; technical research reports.
3. A WP is not incompatible with subsequent publication in scientific journals in the Web of Science, Science-Direct or SCOPUS data bases, for example (except in certain journals where the editorial rules explicitly require that the submission must be strictly original and must not even have been submitted as a WP), or with publication in books or conference proceedings, or presentation at a conference.

## WHERE ARE THEY PUBLISHED?

4. They are published online on the CEa website, from where the authors and general public can download them as a pdf document.
5. They are also indexed in the University of Lisbon Repository.

## WHEN AND HOW ARE THEY SUBMITTED?

6. At any time of year.
7. Proposed papers should be sent by email to [comunicacao@cesa.iseg.ulisboa.pt](mailto:comunicacao@cesa.iseg.ulisboa.pt)
8. Proposed Working Papers will be reviewed by CEa members to ascertain whether the content matches CEa's research objectives and complies with the submission rules. The scientific content of WPs is the sole responsibility of the proponents.

9. Proponents are informed of the panel's decision.

## RULES FOR SUBMISSION

10. Size: preferably up to 30 pages, including notes, tables and figures, and bibliographical references. Spacing: 1.15; Top margin 2.4; Lower 0.75; Left 1; Right 0.7
11. Component parts: (a) full title, in bold and centred; (b) name(s) of authors and identification documents (academic degree, institutional affiliation and contact details); c) Abstract (no more than 150 words); d) 5 key-words; e) body of the text (Introduction; Sections of the text; Conclusions); f) Acknowledgements; g) References.
12. Portuguese, English, French and Spanish. In order to reach the widest possible audience, texts in Portuguese must include an abstract in English, and texts in foreign languages must include an abstract in Portuguese.
13. Any internationally recognised standard, accepted in a data base such as Web of Science, Science-Direct or SCOPUS.
14. Mention of funding: the author must indicate funding for the research, on the first page, in a footnote (e.g. This study is financed by national funds through FCT - Fundação para a Ciência e a Tecnologia).



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