

SUBMISSION GUIDELINES

1. General Guidelines

1.1. Articles may contain up to 50 thousand characters including spaces and reviews may contain up to 15 thousand characters. Articles must be accompanied by an abstract with at least 100 words and up to 250 words, in the original language and in English, as well as up to 5 keywords in the original language and in English.

1.2. The author must send the article or review by electronic means only, through the journal's webpage, in A4 format, font Arial 11, in Word (doc., docx.) Rich Text (rtf.) or compatible format.

1.3. The title must be in the original language, followed by its English title; below the title, the name of the author, institution of origin, city and country. Next come the abstract and keywords in Portuguese, then the English abstract and keywords, and finally the text itself.

1.4. Articles with quotations in the Greek language must either use Unicode or transliterations of the words in Greek, according to the New Norms of Transliteration published in *Archai Journal* n. 12, p. 193-194 and available at: <http://periodicos.unb.br/index.php/archai/article/view/10149/7457>.

1.5. Quotations and references must obey ABNT standards (NBR 6023 e NBR 10520). Page numbers in direct quotations are not omitted. See examples below.

1.6. Translations must be accompanied by the authorization of the author of the article.

1.7. Books in review must have been published up to two years before.

1.8. If images are used, they must be in .jpg or .tiff format, with resolution of 300 dpi, in black and white, accompanied by caption as well as by its source.

1.9. The publication of originals will automatically imply forfeit of author's rights.

2. Review

2.1. The review and selection of submissions are conducted by peers. The process of evaluation of the article is documented in the archives of the Archai journal. Texts submitted are forwarded by the Editorial Committee to the Scientific Committee or to ad hoc readers. Texts are judged by their conformity to the journal's editorial line, to the editorial norms and by the quality of the writing, both in terms of originality and relevance of the proposed themes and in terms of the critical and/or informative impact that they may have to the advance of the studies about the origins of Western thought.

3. Examples of citations

(in accordance with the norm NBR 10520 with adaptations)

Citations in the Archai Journal follow the author-date system in the body of the text (never in the footnotes), as shown in the following examples.

In the case of classical works, follow the examples of item **3.5. Quotation of classic works.**

3.1. Indirect citation – the essential element is the year of publication to which the citation refers.

Example: Irony would thus be an implicit form of shown heterogeneity, according to the classification proposed by Authier-Reiriz (1982).

3.2. Direct citation with less than three lines - should come in the text in parentheses, and should always include page numbers.

Example: "Despite appearances, the deconstruction of logocentrism is not a psychoanalysis of philosophy [...]" (DERRIDA, 1967, p. 293).

3.3. Direct quotation with more than three lines - should come in a paragraph highlighted with the left margin indented by 4cm, single-spaced, Arial font size 10, and should always include page numbers.

Example: The conference allows individuals to participate in a national or regional meeting without having to leave their place of origin. Common call types include the use of television, phone, and computer. Through audio conferencing, using the local telephone company, an audio signal can be issued in a room of any size. (NICHOLS, 1993, p. 181).

3.4. Citation of a Citation (the expression *apud* should be used in the text).

Examples: In the text: According to Silva (1983 *apud* ABREU, 1999, p. 3) says they are [...]

"[...] the organicist bias of the state bureaucracy and the political culture of anti-liberalism 1937, preserved in the Charter of 1946." (VIANNA, 1986, p. 172 *apud* SEGATTO, 1995, p. 214-215).

3.5. Citation of classical works

3.5.1. Abbreviations

3.5.1.1. Journals - L'Année Philologique, available at: <http://www.annee-philologique.com/>

files/sigles_fr.pdf or <http://www.lib.berkeley.edu/ARTH/lannee.html>

3.5.1.2. Greek authors - use the abbreviations found in the Greek-English Lexicon (LSJ) available at: <http://www.stoa.org/abbreviations.html>

Example:

After much effort, as soon as names, definitions, views, and other perceptible data are brought into contact and rubbed against each other, in the course of scrutiny and examination, with good will, when researchers ask and answer without envy suddenly wisdom and understanding about the whole issue gushes like lightning (Pl., *Ep.*, 344B).

3.5.1.3. Latin authors - use abbreviations of the Oxford Latin Dictionary.

3.5.1.3.1. Do not use Roman numerals: Hom. *Od.* 1. 1 (not α .1); Cic. *Phil.* 2. 20 (not 2. 8. 20); Plin. *Nat.* 9. 176 (not 9. 83. 176).

3.5.1.3.2. Put spaces between the numbers: Hom. *Od.* 1. 1 (not Hom. *Od.* 1.1)

3.6. Footnotes - should be used only with explanatory purposes, reduced to a minimum, and never to cite sources.

For more details, consult the standard NBR 10520 of the Brazilian Association of Technical Standards (ABNT). Remember to use footnotes only for explanatory purposes, not for citing sources.

4. Examples of most common types of end references (NBR 6023 with adaptations)

4.1. Book (monograph in full)

The essential elements are: author(s), date of publication, title, edition, place and publisher.

GOMES, L. G. F. F. (1998). *Novela e sociedade no Brasil*. Niterói, EdUFF.

4.2. Online works

NOTE - It is not recommended to reference electronic material of short duration in the networks.

When dealing with works consulted online, it is essential to provide information about the electronic address, presented between the signs <>, preceded by the expression 'Available at', and the date of access to the document, preceded by the expression 'Accessed on'. It is optional to add data relating to hours, minutes and seconds.

Example:

ALVES, C. (2000) *Navio negreiro*. Virtual Books. Available at: <<http://www.terra.com.br/virtualbooks/freebook/port/Lport2/navionegreiro.htm>>. Accessed on 10 January 2002 at 16:30:30.

4.3. Parts of a Journal, bulletin etc.

Includes volume, issue, special issues and supplements, among others, **without their own title**.

The essential elements are: title of publication, place of publication, publisher, numeration of the year and / or volume, issue number and dates of publication.

Example:

DINHEIRO. São Paulo: Ed. Três, n. 148, 28 June 2000.

4.4. Article

The essential elements are: author(s), title of article or report, title of the publication, place of publication, number of the volume, year or issue, number of the first and last page.

Example:

GURGEL, C. (1997). Reforma do Estado e segurança pública. *Política e Administração*, Rio de Janeiro, v. 3, n. 2, p. 15-21.

4.5. Article and / or the matter of a journal, bulletin etc. in electronic format

References must comply with the standards specified for item and / or the matter of the journal, bulletin, etc., according to the example for articles (4.4.), plus the information relating to the description of the electronic media (floppy-disk, CD-ROM, online etc.). Regarding online works, proceed according to the example for **Online works (4.2.)**.

Examples:

VIEIRA, C. L.; LOPES, M. (1994). A queda do cometa. *Neo Interativa*, Rio de Janeiro, n. 2, inverno. 1 CD-ROM.

SILVA, M. M. L. (1998). Crimes da era digital. *.Net*, Rio de Janeiro, nov. Seção Ponto de Vista. Disponível em: <<http://www.brazilnet.com.br/contextos/brasilrevistas.htm>>. Acesso em: 28 nov. 1998.

4.6. Conferences and other events

The essential elements are: the name of the event, number (if applicable), year and place (city) where the event took place, followed by the title of the document (proceedings, minutes, thematic topic, etc.) followed by the place of publication, publisher and date of publication.

Example:

IUFOST INTERNATIONAL SYMPOSIUM ON CHEMICAL CHANGES DURING FOOD PROCESSING, 1984, Valencia. Proceedings... Valencia: Instituto de Agroquímica y Tecnología de Alimentos, 1984.

4.7. Paper presented at an event

The essential elements are: author(s), title of the work presented, followed by the expression 'In:', event name, event number (if any), year and place (city) of occurrence, title (annals, minutes,

thematic topic etc.), place, publisher, publication date, and first and last page of the referenced part.

Examples:

BRAYNER, A. R. A.; MEDEIROS, C. B. (1994). Incorporação do tempo em SGBD orientado a objetos. In: SIMPÓSIO BRASILEIRO DE BANCO DE DADOS, 9., 1994, São Paulo. Anais... São Paulo, USP. p. 16-29.

SOUZA, L. S.; BORGES, A. L.; REZENDE, J. O. (1994). Influência da correção e do preparo do solo sobre algumas propriedades químicas do solo cultivado com bananeiras. In: REUNIÃO BRASILEIRA DE FERTILIDADE DO SOLO E NUTRIÇÃO DE PLANTAS, 21., 1994, Petrolina. Anais... Petrolina, EMBRAPA, CPATSA, p. 3-4.

4.8. Theses, dissertations and other academic work

When citing theses, dissertations and other academic work, it is necessary to indicate in footnote the type of document (thesis, dissertation, etc.), the degree for which it was submitted, the institution, the place and date of the defense as stated on the approval page (if applicable)

Example:

SMITH, U. A. M. (1986). The Metaphysics of Plato and Aristotle: An analysis. 132 p. Dissertation (Master of Arts in Philosophy) – McGill University, Montreal, 1986.

4.9. Documents accessible only electronically

Includes databases, mailing lists, BBS (site), files on hard disk, programs, software packages and electronic messages among others. The essential elements are: author(s), title of the service or product, version (if any) and physical description of the electronic media. Regarding online works, proceed according to the example for **Online works (4.2.)**.

NOTE - In the case of electronic files, add their extension to the name assigned to the file.

Examples:

MICROSOFT Project for Windows 95. Version 4.1. (1995). [S.l.]: Microsoft Corporation. 1 CD-ROM.

UNIVERSIDADE FEDERAL DO PARANÁ. (1998) Biblioteca Central. Normas.doc. Curitiba. 5 disquetes.

ALLIE'S play house (1993). Palo Alto, CA.: MPC/ Opcode Interactive. 1 CD-ROM.

ÁCAROS no Estado de São Paulo. (1985). In: FUNDAÇÃO TROPICAL DE PESQUISAS E TECNOLOGIA "ANDRÉ TOSELLO". Base de Dados Tropical. Disponível em: <<http://www.bdt.fat.org.br/acaro/sp/>>. Acesso em: 30 maio 2002.

4.10. Iconographic document

Includes painting, printmaking, illustration, photography, technical drawing, slide, filmstrip, stereographic material, transparency, poster and more. The essential elements are: author, title (if none exists, you must assign a name or indicate 'Untitled' in brackets), date and specification of support.

Example:

KOBAYASHI, K. (1980). Doença dos xavantes. fotografia.

4.10.1 Electronic iconographic document

References must comply with the standards specified for iconographic document, according to 4.10, plus the information on the physical description of the electronic media (floppy disk, CD-ROM, online etc.). Regarding online works, proceed according to the example for **Online works (4.2.)**.

Examples:

VASO.TIFF. 1999. Altura: 1083 pixels. Largura: 827 pixels. 300 dpi. 32 BIT CMYK. 3.5 Mb. Formato TIFF bitmap. Compactado. Disponível em: <C:\Carol\VASO.TIFF>. Acesso em: 28 out. 1999.

GEDDES, A. (2000). Geddes135.jpg. Altura: 432 pixels. Largura: 376 pixels. 51 Kb. Formato JPEG. 1 disquete, 5 ¼ pol.

ESTAÇÃO da Cia. Paulista com locomotiva elétrica e linhas de bitola larga. 1 fotografia, p&b. In: LOPES, E. L. V. (1999). Memória fotográfica de Araraquara. Araraquara, Prefeitura do Município de Araraquara. 1 CD-ROM.

Direct citation

"Despite appearances, the deconstruction of logocentrism is not a psychoanalysis of philosophy [...]" (DERRIDA, 1967, p. 293).

For more details, see the norm NBR 10520 of the Brazilian Association of Technical Norms (Associação Brasileira de Normas Técnicas- ABNT). Please use footnotes only for explanatory notes, not for source citation.

Examples of most common references (NBR 6023 adapted)

Book (monograph in full)

The essential elements are: authors, edition, place, publisher and date of publication.

GOMES, L. G. F. F. (1998). *Novela e sociedade no Brasil*. Niterói, EdUFF.

Articles

The essential elements are: author(s), title of the part, article or report, title of the publication, place of publication, number of the volume, year or issue, number of the first and last page and, if article or report, the date or period of publication and particularities that identify the part (if applicable).

GURGEL, C. (1997). Reforma do Estado e segurança pública. Política e Administração, Rio de Janeiro, v. 3, n. 2, p. 15-21, set.

Congresses and other events

The essential elements are: the name of the event, number (if applicable), year and place (city) where the event took place, followed by the title of the document (proceedings, minutes, thematic topic, etc) followed by the place of publication, publisher and date of publication.

IUFOST INTERNATIONAL SYMPOSIUM ON CHEMICAL CHANGES DURING FOOD PROCESSING, 1984, Valencia. Proceedings... Valencia: Instituto de Agroquímica y Tecnología de Alimentos, 1984.

Theses, dissertations and other academic work

When citing theses, dissertations and other academic work, it is necessary to indicate in footnote the type of document (thesis, dissertation, etc), the degree to which it was submitted, the institution, the place and date of the defense as stated on the approval page (if applicable)

SMITH, U. A. M. (1986). The Metaphysics of Plato and Aristotle: An analysis. 132 p. Dissertation (Master of Arts in Philosophy) – McGill University, Montreal, 1986.

For more information, see norm NBR 6023 of the Brazilian Association of Technical Norms (Associação Brasileira de Normas Técnicas - ABNT).

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