



INTERNATIONAL CONGRESS ON TOURISM

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Instituto Superior de Ciências
Empresariais e do Turismo

Higher education institute of management
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Editorial Norms

1. Texts can be written in the following languages: portuguese, spanish, french and english (other languages are subject to the prior opinion of the editorial board).
2. The text should be written in Times New Roman 12, space 1.5, adequate margins, with a maximum of 35 lines per page and 80 to 90 characters, including spaces per line. Notes can be written in Times New Roman 10, simple space.
3. Both text and notes may not exceed **15 pages** (the exceptional acceptance of longer texts is at the consideration and decision of the editorial board and of the director).
4. Each article should be topped with the author's name and full title (**in bold, normal size and centred**) on the next line, followed by:
 - **Complete author's institutional identification of the author:** professional and academic category, postal and electronic address;
 - **Abstract:** in portuguese and in english (10 lines maximum);
 - **Key-words:** 5 both in portuguese and in english.
5. If the article contains **parts and sections**, these should be sequentially and clearly numbered.
6. *Italics* can only be used only in titles, latin words or foreign words as well as neologisms and long quotations.
7. **Notes** should be automatically inserted and numbered.
8. **Note** numbers should always be printed before the final punctuation mark, ex, «Make known the *genius loci*»¹.

9. Besides italics, other graphic representations are not allowed namely bold (with the exception of those priory stated), underline, full words in capital letters, abnormal spacing, etc.
10. Images must be submitted separately (JPG, TIF or GIF) for offset printing quality (300dpi). The text should include a statement concerning the insertion of images. Places where images must be inserted have to be clearly mentioned by authors.
11. Graphics, diagrams and tables must also be submitted separately and printable, and, in the case of graphics, the numeric tables source from which they were originated should be presented, whenever possible.
12. The text should be sent ready to be printed. A set of **proofs** will be sent to authors **for revision**. Long and substantial revisions will not be accepted as they might imply a re-appreciation of the text.
13. Text quotations must be made according to «author-date» system.
Example:
A Estratégia Empresarial, entendida como um posicionamento no Mercado, é um conceito defendido por Michael Porter (1985), mas, outros autores, como Mintzberg et al.,(1995[1998]) sustentam uma opinião diferente...
14. When author's words are fully reproduced these should be inside angle quotes. Example:
Segundo Edward Luttwak (2000[1998]:171), a geoeconomia é uma nova forma de rivalidade entre os países, surgida no pós-Guerra Fria, onde «o capital para investimento indústria proporcionado pelo Estado é o equivalente ao poder de fogo: o desenvolvimento de produtos subsidiados pelo Estado é o equivalente às inovações em armamentos»

15. For quotes out of the text an inferior font size letter (for ex., «Times»¹¹) should be used, as well as indentation and italics. Example:

[Na] arena central dos negócios mundiais, onde os Americanos, os Europeus, os Japoneses e outros povos desenvolvidos colaboram e concorrem entre si, a situação alterou-se drasticamente. Dado que a guerra se tornou praticamente impensável, tanto o poderio militar como a diplomacia clássica perderam a sua importância ancestral nas relações mútuas, permanecendo úteis apenas para confrontar os desordeiros na periferia (Edward Luttwak,2000[1998]:169-170).

16. Any indirect quotation should always be referred in the text. Example:

A Estratégia Empresarial, entendida como um posicionamento no Mercado, é um conceito defendido por Michael Porter em *The Competitive Advantage* (1985), mas, outros autores, como Henry Mintzberg et al., em *The Strategic Process* (1995)sustentam uma opinião diferente. (Porter e Mintzberg et al. referidos em Adriano Freire, 1997: 527-528).

17. In the «author-date» system, footnotes should be used only for further explanations to the content of the main text. These should be numbered and written in Times New Roman 10 and no line spacing.

18. «Author-date» bibliography model should be presented as follows: author(s), year of issue, title, number of edition (if not the first), number of volume (when multiple), place of issue, publisher. Authors should be alphabetically sorted by surname. Examples:

Freire, Adriano (1997), *Estratégia. Sucesso em Portugal*, Lisboa: Editorial Verbo.

Porter, Michael (1985), *The competitive Advantage*, New York: The Free Press.



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De Wott, Philippe (2000), «Stratégie des Entreprises» in Thierry de Montbrial e Jean Klein [eds], *Dictionnaire de Stratégie*, Paris: Presses Universitaires de France, pp. 542-550.

23. Articles in periodical issues: author(s), date, title of article, title of periodical issue, place of issue, volume number, number of fascicle, page or first and last pages of the respective article. Example:

Teixeira Fernandes, José Pedro (2001), «Realismo Político e Gestão Empresarial: uma Análise Crítica sobre a Transposição do Quadro Teórico-Conceptual da Ciência Política para as Ciências Empresariais», in *Percursos & Ideias* (4), pp. 58-68.

24. Articles and papers looked up on the Internet should as much as possible be cited as the classical resources, published in a book/article, adding the «on- line» site and respective page. For reasons of scientific and academic validity, texts of anonymous authors and works of unknown origin can not be accepted. Usually the most valid articles and studies available on the Internet are those that scientifically and academically have already been subject to publication or diffusion at congresses/conferences/workshops or other scientific meetings. In this case it should be indicated in the bibliography. Example:

Ó Tuathail, Gearóid (1996), *The End of Geopolitics? Reflections on a Plural Problematic at the Century's end* (paper presented at the International Congress, The Hague, Netherlands, 5/9 August), http://www.majbill.vt.edu/faculty/toal_Geog/papers/End.html.



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25. In case of institutional papers, the author's name will be replaced by the institution's name. Example:

World Bank (1997), *World Development Report 1997: The State in a Changing World*, Washington DC: World Bank-Oxford University Press.