

**INTERNACIONAL CONGRESS SOULS OF STONE**  
**Funerary Monuments: from Creation to Musealization**

EDITORIAL GUIDELINES

IDENTIFICATION OF THE AUTHOR

A short biography of the author should be indicated after the Title, including:

- Full name
- Institutional affiliation
- Email (optional)

.....  
TEXT

File WORD

Font: TIMES NEW ROMAN 12

Spacing between lines: 1,5.

For Contributors:

Max. 30.000 characters (spaces and footnotes included) and 4 illustrations.

For Keynote Speakers:

Max 50.000 characters (spaces and footnotes included) and 8 illustrations.

For citations from primary sources use italic and for bibliographic citations use «»

**Example:**

- *Pulchra est amica mea*

- «In many instances various parts of this work come very close to fiction»

.....  
ABSTRACT

- Max. 1000 characters spaces included.
- Indicate 4 keywords.

.....  
FOOTNOTES

- Font: TIMES NEW ROMAN 10
- Spacing between lines: 1.
- Use only footnotes.
- The indications of the footnotes must be situated before the sign of punctuation.
- Do not collocate notes in titles and subtitles.
- In case of citations from sources or bibliography add a footnote with indication of the source.

.....  
ABBREVIATIONS

- Use p. for pages, f. for folio, v<sup>o</sup> for verso, *sg.* and *sgs.* for following page(s), vol. or t. for volume, cap. for chapter, § for paragraph, l. for line, n. for note.
- The abbreviated names of sources, institutions etc. should be explained first time they are used:

**Example:**

Arquivo Nacional da Torre do Tombo (ANTT);  
ANTT, ...

.....  
ILLUSTRATIONS (photos, drawings, tables, graphics and maps)

- Should be included in the text with their captions.
- Should be sent in separate JPEG files, with good quality (digitalized images must have a definition of 300 d.p.i.).
- All the illustrations should be numerated in order of appearance.
- The illustrations should be indicated in text in parentheses: (fig. 1).

.....  
BIBLIOGRAPHIC CITATIONS

- All the bibliographic citations should be located in footnotes in complete form (the volume will not include a final bibliography).

**Case 1 – Book:**

SURNAME (small caps), Name and other eventual surname, *Title*, city, year, pages (if necessary)

**Example:**

- COCHERIL, Maur, *Routier des abbayes cisterciennes du Portugal*, Fondation Calouste Gulbenkian - Centre Culturel Portugais, Paris, 1986.

**Case 2 – Paper in review:**

SURNAME (small caps), Name and other eventual surname, «Title of the paper», *Title of the Journal*, number, year, pages.

**Example:**

SUAREZ GONZALEZ, Ana, «Partidos de cartulários», *Cistercium*, 248-249, 2007, pp. 401-432.

**Case 3 – Paper in Book:**

SURNAME (small caps), Name and other eventual surname, «Title of the paper», in Name and Surname of the editor/editors, director/directors etc. (ed/eds., dir., coord. org.), *Title of the Book*, city, year, pages.

**Example:**

MADURO, António Valério, «As transformações na cultura da vinha e no fabrico do vinho nas terras de Alcobaça (séculos XVIII e XIX)», in Miguel Angél GONZÁLEZ

GARCIA e José Luís ALBUQUERQUE CARREIRAS (orgs.), *Actas do IV Congresso Internacional sobre el Cister en Portugal y en Galicia*, Ourense, 2009, p. 215-223.

- The following citations of the same work should be abbreviated.

**Example:**

COCHERIL, *Routier des abbayes cisterciennes du Portugal*, cit., p. 123.

- If the work was cited immediately before, you should indicate it with *Ibidem*, including also the numbers of the pages.