

DINÂMIA'CET-IUL
Working Papers and Reports
Author and Referee Guidelines

DINÂMIA'CET-IUL Working Papers and Reports Author and Referee Guidelines

DINÂMIA'CET has two different sorts of publications: Working Papers and Reports.

Working papers:

Working Papers should be structured as a draft article, clearly defining its subject, goals, scientific layout, theoretical references, methodology, sample and/or database, key results and implications, and literature. The WP recommended structure includes:

- 1. Title;**
- 2. Abstract, keywords and JEL Classification (or relevant classification, for areas other than economy);**
- 3. Introduction;**
- 4. Text body;**
- 5. Conclusion;**
- 6. Bibliographic references;**
- 7. Appendix.**

DINÂMIA'CET also accepts original book reviews. WPs are subject to double-blind peer-review. Final documents are available through our website and ISCTE-IUL's online repository.

Reports:

Reports are designed to publish work that does not meet the traditional structural standards of a scientific journal article. They may contain the results of eminently empirical research reports or books reviews. A Master's Thesis that is not structured as a scientific article may also be published as a Report (usually, only thesis with a minimum classification of '17/20' will be accepted). Approval of these documents for publication depends solely on the reading committee endorsement. This committee is constituted by the Reports coordinator, theses' supervisors or other expert academics.

Compulsory reference:

All Working Papers and Reports based on research projects must mention that information on the first page, including the project's full title, reference and funding, as a footnote.

Example:

This paper draws on the research carried out within the Project ENTSOCNET - Social networks, entrepreneurs and access to knowledge: the case of biotechnology and the IT industries, funded by FCT - Fundação para a Ciência e a Tecnologia (POCI/ESC/60500/2004), Portugal.

GRAPHIC STANDARDS

PAGE LAYOUT – Default Microsoft Word document

Size: A4 (21cm x 29.7 cm)

MARGINS:

Top: 2.5 cm

Left: 3 cm

Bottom: 2.5 cm

Right: 3 cm

FONT SETTINGS:

Font: Times New Roman, Size: 11

PARAGRAPH:

Alignment: Justified/Line spacing: 1.5. Paragraph spacing: 0.8

BULLETS AND NUMBERING:

Bullets: • / Numbering: a, b, c, d (or, if necessary, 1., 2., 3., 4.)

FIGURES AND TABLES:

General text font size: 9 / Title and legend font size: 10

INDEX AND CHAPTERS (Titles):

CHAPTER 1 – font size 12 / SUB-CHAPTER 1.1 – font size 11

FOOTNOTES

Font: Times New Roman, size 9, justified, simple spacing

BIBLIOGRAPHY

APA referencing style (cf. <https://apastyle.apa.org/>). Examples below.

In-text quote: (Fontes et al, 2009)

Reference: Fontes, M., Sousa, C., & Videira, P. (2009). Redes sociais e empreendedorismo em Biotecnologia: o processo de aglomeração em torno de núcleos de produção de conhecimento. *Finisterra*. VII, 46–67.

Achterberg, J. (1985). *Imagery in healing*. Somewhere: Shambhala Publications.

McGuigan, F. J., & Lehrer, P. M. (2007). Progressive relaxation: Origins, principles, and clinical applications. In P. M. Lehrer, R. L. Woolfolk, & W. E. Sime (Eds.), *Principles and practice of stress management* (3rd ed.). Guilford Press, 57–87.

Working Paper step-by-step process:

1. Submissions to dinamia@iscte-iul.pt;
2. Papers will be forwarded to referees (this process is co-ordinated by the person in charge of WP publishing);
3. Response and amendments following reviewing (by authors), in Word format;
4. Reception, editing and proofreading by DINÂMIA'CET staff. The paper is then attributed a number in the series when a final version is agreed upon;
5. Public dissemination, upload onto DINÂMIA'CET-IUL website and ISCTE-IUL Repository and e-mailing of pdf copy to the author(s).

Report step-by-step process:

1. Submissions to dinamia@iscte-iul.pt;
2. Reports will be forwarded to the reading committee;
3. Response and amendments following the reading committee's opinion (by authors), in Word format;
4. Reception, editing and proofreading by DINÂMIA'CET staff. The Report is then attributed a number in the series when a final version is agreed upon;
5. Public dissemination, upload onto DINÂMIA'CET-IUL website and ISCTE-IUL Repository and e-mailing of pdf copy to the author(s).

Referee recommendations:

1. All DINÂMIA'CET researchers may be requested to review one or several Working Papers;
2. Referees must pronounce upon the paper, mentioning suggestions and necessary changes, which should be sent to the publications co-ordinator in the Board;
3. Referees pronouncement must contain one of the following recommendations:
 - a. Accepted without changes (ready for publishing);
 - b. Accepted with minor changes;
 - c. Accepted with major changes, subject to another referee appraisal;
 - d. Rejected.
4. In any of the abovementioned situations the referee must substantiate his/her decision and provide attainable improvement suggestions;
5. The Working Paper reviewing process **should not exceed one month** starting from the date of the article's reception.