

Luso-Brazilian Review

Manuscript Submission Guidelines

The *Luso-Brazilian Review* publishes interdisciplinary scholarship on Portuguese, Brazilian, and Lusophone African cultures, with special emphasis on scholarly works in literature, history, and the social sciences. Each issue of the *Luso-Brazilian Review* includes articles and book reviews, which may be written in either English or Portuguese.

Journal Home Page — <http://lbr.uwpress.org>

Manuscript Submission — <http://lbr.msubmit.net>

Book Review Submission — *By request only*

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1. General Information

1.a Online Submission

- The journal uses the eJournalPress online system to receive submissions and to track progress of manuscripts all the way through to publication. To submit a manuscript, please visit the submission portal ([link](#)). The website contains a page with instructions for authors and reviewers as well as a page with general information related to the submission system.
- Submission of a manuscript will be understood as an avowal that it presents original work not under consideration elsewhere. Only one manuscript per author can be under peer review at a given time.

1.b Submission Files

- The initial submission of the manuscript should include the manuscript file (as described in sections [2-4](#)) in Microsoft Word format as well as a brief cover letter.
 - Cover letters should contain: author name, affiliation, institutional address, institutional e-mail address, and a 100-word biosketch of less than one paragraph.
 - All manuscripts must include two 150-word abstracts: one in English and one in Portuguese. Place both abstracts in the manuscript after the title and before the body of the text. Do not include keywords.
- Only blind manuscripts will be accepted for peer review. Any reference to the author's previous work must be written in the third person. The author may send notes or acknowledgements thanking individuals or institutions only after the manuscript has finished the peer review process and has been accepted for publication.
- It is the responsibility of the author to secure authorization to reproduce figures or images. The author should upload image files with the initial submission, each in a separate file.
 - The press requires that images be .jpeg and at least 300 DPI (dots per inch). Images will be printed in grayscale, but will appear in color in the online version of the journal.
- Copyright forms will be sent to authors in the event of a decision to publish a manuscript; these are a requirement for publication.

1.c Review Process

- After the author reviews the files and concludes the submission, the manuscript is reviewed by editorial staff for an initial quality check to ensure that journal requirements are met. A variety of factors may determine that even a manuscript which meets requirements may not be selected for a complete review. The editorial staff may also determine that initial revisions must be made before sending the manuscript to peer review. The editor will decide if the manuscript meets the journal's standards and, at their discretion, will choose appropriate peer reviewers.
- The journal employs a double-blind peer review process in which neither the author nor the volunteer reviewer knows the other's identity. The comments from peer reviewers are important in the editorial decision process, but a positive evaluation does not guarantee a decision to publish.

- The editor will consider the evaluations of the peer reviewers among other deliberations to decide whether to 1) accept; 2) accept with contingencies; 3) send back for revise and resubmit; or, 4) reject. In cases 2) and 3), it is possible that the manuscript will return to reviewers after revisions.
- The editor will make the final decision on the manuscript. The journal stresses that ‘publishable’ manuscripts may be rejected for different reasons that do not necessarily reflect the merit of the piece.
- The journal strives to process manuscripts quickly and efficiently, but due to a variety of factors the time to decision can vary.

2. Manuscripts

➤ *Manuscripts that do not follow the guidelines will be returned to the author.*

2.a Scope

- The journal recommends that authors familiarize themselves with the content of the journal by reading recent issues ([link](#)). Manuscripts should emphasize the Lusophone world and, in whichever field they are written, contribute original arguments that would be of interest to the journal’s readers. The *Luso-Brazilian Review* accepts manuscripts in the following fields:
 - Literature
 - Cultural Studies
 - History
 - Social Sciences
- The journal does not, for example, accept submissions in the areas of political science, creative writing, or fiction.

2.b Format

- All manuscripts should be between 6,000 and 9,000 words (not including notes and bibliography) and written in English or Portuguese.
- All manuscripts must be in Times New Roman font, size 12, with standard margins and double-spaced throughout (extensive quotes included).
- Use italics. Do not underline in the body of text or in bibliography.
- Refrain from using section breaks, text boxes, or macros.
- Punctuation should be followed by only one space. Employ left-justification and do not use block formatting as this can cause confusion because of hyphenation.
- Avoid using headers and footers in your manuscript.
- After a decision to publish, a manuscript will be typeset. Because of this, please refrain from using certain terminology such as “the above,” or “below.”
- All commas and periods go inside quotation marks, whether singular or double. Colons and semicolons go outside quotation marks.
 - Example:
 - Seventy-five percent of their children were classified as “pardo” or “preto.”

- The author references the first verse of “Carta a Manuel”: “Histeriza-me o Vento...”
- When using dashes in place of parentheses or for extra information at the end of a sentence, the dash used should be an em dash (—) and there should not be spaces on either side of the dash.
- Authors must use endnotes with Arabic numbers (i.e. 1., 2., 3.). Upon acceptance for publication, authors will be asked to unlink endnotes from superscripted numbers – authors will be provided instructions on how to do so.
 - Superscript for endnotes should come after the period or comma, but before colons or semicolons.
 - Example: Of the remaining women, thirteen percent were listed as factory workers.¹⁴
- Capitalization of titles
 - English: follow standard U.S. capitalization practices, being sure to capitalize the first word of the subtitle after a colon.
 - Example: *History of Sexuality: An Introduction*
 - Brazilian Portuguese: capitalize only the first word of the main title and the first word of the subtitle, as well as all proper nouns.
 - Example: *Carmen Santon: O cinema dos anos 20.*
 - Continental Portuguese: follow standard capitalizations practices in Portugal or follow the guidelines for Brazilian Portuguese. Authors must be consistent throughout the manuscript.
- At first mention of an author, both first and last name should be given. Subsequent references should use last name only, unless using the first name increases clarity. Also avoid abbreviating names.
- When omitting information from a quotation, authors should use three periods (an ellipsis) each preceded and followed by a space. If the ellipsis appears in the original quote, use three periods without the spaces.
 - Example: “Celsinho, homem que não era homem . . . de tanto tomar hormônio, adquirira um fac-símile de seios” (“Praça Mauá” 62).
- Works Cited
 - Refrain from using any software or function that links citations to bibliography.
 - Authors’ last names in bibliography: for Portuguese and Brazilian authors, put alphabetically by the second last name. Do not alphabetize by “de.” For authors of other nationalities, please follow standard practices.
 - Example: “Boaventura de Sousa Santos” should be alphabetized by “Santos.”
 - Santos, Boaventura de Sousa. “Between Prospero and Caliban: Colonialism, Postcolonialism, and Inter-Identity.” *Luso-Brazilian Review* 39.2 (2002): 9-44.

- Bibliographic information should be complete and consistent with MLA (Literature and Cultural Studies) or Chicago (History and Social Science).

2.c Language

- If manuscript is written in English, U.S. spelling and grammar norms should be followed. If manuscript is written in Portuguese, the text should conform to the 2009 New Orthographic Reform.
- Authors are encouraged to submit in their native language. Before submission, authors who are not writing in their native tongue should have their manuscript edited for style and grammar by a qualified specialist.
- Any quotations from a work originally published in Portuguese must be reproduced in Portuguese. English translations will not be published. Any quotations originally published in English must be reproduced in English. Quotations from works originally published in Spanish should be left in Spanish. All other languages should be translated into the primary language of the manuscript (English or Portuguese). Editors may permit exceptions when justified by the author.
- Refrain from translation of terms between Portuguese, English, and Spanish.
- Author should use the serial comma if writing in English, but not in Portuguese unless it would clarify meaning.

3. Literature and Cultural Studies

- Literature and Cultural Studies manuscripts may only have one author.
- Manuscripts must follow standard Chicago-Style guidelines throughout the manuscript. For complete instructions see: ([link](#)).
- Section headers will be considered if they are deemed as increasing the readability of the manuscript.
- Either endnotes or the author-date system can be used throughout the body of the text. The author must be consistent throughout the manuscript.
- Please refrain from putting author last names in all capital letters.
 - Endnote system: the entire reference appears in the first endnote and in a shortened version in subsequent notes.
 - Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.
 - Pollan, *Omnivore's Dilemma*, 3.
 - In-text author-date system: the entire reference appears on the Works Cited page at the end and a short reference to author, date and page number appears in parenthesis within the text.
 - In bibliography: Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.
 - In text: (Pollan 2006, 99–100)

- In either system, the full bibliographical information is only given once and other references are shortened.

4. History and Social Science

- The journal will give preference to History and Social Science manuscripts that are based on substantial and original archival and/or field research.
- Manuscripts must follow standard Chicago Style guidelines. For complete guidelines see: [\(link\)](#).
- Either endnotes or the author-date system can be used throughout the body of the text. The author must be consistent throughout the manuscript.
- Please refrain from putting author last names in all capital letters.
 - Endnote system: the entire reference appears in the first endnote and in a shortened version in subsequent notes.
 - Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.
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 - In text: (Pollan 2006, 99–100)
- In either system, the full bibliographical information is only given once and other references are shortened.