All Manuscripts:

Manuscripts which do not follow the guidelines below will be returned to the author and not sent out for peer review.

1. All manuscripts need to be between 5,000 and 8,000 words (not including notes and bibliography) and written in ENGLISH or PORTUGUESE. Authors who are not writing in their native tongue should have their manuscript edited for style and grammar by a qualified specialist before submission.

2. 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 time.

3. All manuscripts must be in Times New Roman font, number 12 with standard margins and double-spaced throughout (extensive quotes included).

4. All manuscripts must include two short abstracts of the manuscript: one in the opposite language of the text (i.e. if the text is written in English, the abstract should be in Portuguese) and one in the same language as the text. Place both abstracts in the manuscript after the title and before the body of the text. Do not include keywords.

5. All authors should submit a short bio-sketch of their professional activity and research interests written in the third person.

6. Do not underline in body of text or in bibliography. Use italics instead.

7. Any quotations from a work originally published in Portuguese must be reproduced in Portuguese. English translations will not be published. Quotations from works originally published in Spanish should be left in Spanish. All other languages should be translated to English or Portuguese.

8. Only blind manuscripts will be accepted for peer review. Any reference to the author’s previous work must be written in the third person. Notes thanking individuals or granting institutions can be included only after a manuscript has been accepted and has finished the peer review process.

9. 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”:

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10. You can use either footnotes or endnotes with your submission. If published, all footnotes will be converted to endnotes. Arabic numbers are preferred.

11. Superscript for footnotes or endnotes should come AFTER the period or comma, but BEFORE colons or semicolons.

   EXAMPLE:
   
   Of the remaining women, thirteen percent were listed as factor workers.14

12. Capitalization of titles

   ENGLISH: Please follow standard U.S. capitalization practices, being sure to capitalize the first word of the subtitle after a colon.

   EXAMPLE:
   
   The History of Sexuality: An Introduction

   BRAZILIAN PORTUGUESE: Please capitalize only the first word of the main title and the first word of the subtitle, as well as all proper nouns.

   EXAMPLE:
   
   Carmen Santos: O cinema dos anos 20.

   CONTINENTAL PORTUGUESE:

   Follow standard capitalization practices in Portugal or follow the guidelines for BRAZILIAN PORTUGUESE. Authors must be consistent throughout the manuscript.

13. Authors’ last name in bibliography: For Portuguese or Brazilian authors, put alphabetically by the second last name. Do not alphabetize by “de.” For authors of other nationalities, please follow standard practices.

   EXAMPLE:
   

14. All manuscripts submitted in Portuguese will be edited according to the New Orthographic Reform of 2009.

15. All manuscripts submitted in English will be edited according to standard U.S. English orthographic guidelines.

**Literature and Cultural Studies Manuscripts:**

1. Literature and cultural studies manuscripts may only have ONE author.

2. Must follow standard MLA guidelines throughout the manuscript. General guidelines are found below, but see [http://writing.wisc.edu/Handbook/DocMLA.html](http://writing.wisc.edu/Handbook/DocMLA.html) for complete instructions.
3. Headers will be considered if they are deemed as increasing the readability of the text.

4. Use parenthetical citation whenever possible with the following punctuation:
   EXAMPLE:
   Ellison claims that “nothing in his work would serve directly as political propaganda” (116).

   A preocupação com a aparência masculina ou femenina na sociedade contemporânea seria “um desejo de se autenticar como ator social” (Sennett 25).

5. For more than one work by the same author, include a reference to the work’s title in the parenthetical citation and not the year of publication, as per MLA guidelines.
   EXAMPLE:
   The source of this code shifting is the presence of what Rogers labels “Luso-São Miguelian” (Pronunciation 471).

6. Bibliography should come at the end of the manuscript under the heading “Bibliography” instead of “Works Cited.”

7. Please abbreviate all university presses the following way in the bibliographic citations:
   EXAMPLE:
   University of Wisconsin Press: U of Wisconsin P
   University Press of Kentucky: UP of Kentucky
   Yale University Press: Yale UP

8. The name of translators must be indicated in the Bibliography (with Trans. or Trad.)


**History and Social Science Manuscripts:**

1. The *LBR* will give preference to History and Social Science manuscripts that are based on substantial and original archival or field research.

2. History and Social Science manuscripts must follow standard Chicago Style guidelines. For complete guidelines see [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

3. Either footnotes (or endnotes) or the author-date system can be used throughout the body of the text. The author must be consistent throughout the manuscript.

   EXAMPLE:
   Footnote (the entire reference appears in the first footnote and a shortened version in subsequent notes):

   1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of

2. Pollan, Omnivore’s Dilemma, 3.

In-text autor-date system (the entire reference appears in a bibliography at the end and a short reference to author, date and page number appears in parenthesis within the text).


In text: (Pollan 2006, 99–100)

4. Please do not put authors’ last name in all capital letters. Rather, follow the examples above.