



CadernosAA Manuscript style guide

1) SECTION POLICIES

- Be sure that your article complies to the journal's Section Policies (see <http://cadernosaa.revues.org/>).
- Articles, for example, may comprise a maximum of 7.000 words and contain an maximum of 3 images.

2) FINAL VERSION

- Be sure to send a final version of your article which has been thoroughly corrected in terms of writing, grammar, etc. and complies entirely to this style guide.
- IMPORTANT: You will not be allowed to make substantial changes to your article after having sent the final version. This means that at the proof-reading stage, you will only be allowed to correct spelling errors etc., but NOT to make changes to your article (like changing or introducing new sentences).

3) METADATA:

- Manuscripts should include title, author's name and affiliation (institute, department, city, country), author's contact (e-mail), abstract (max. 150 words), keywords (3-6). Manuscript in other languages than English should also include a translated title, abstract and keywords.
- Keywords should be lower case and separated by commas, without full stop.

4) CITATIONS AND REFERENCES:

- For references, please see the examples at the end of the style guide.
- In-text citations: Author (Year: page), e. g. Goffman (2003: 44).
- Citations up to three lines: in-text, with quotation marks ("xxx").
- Citations that extend longer than 3 lines should be formatted as a separate paragraph, without quotation marks.
- Ellipses: [...].
- Only cited works should appear in the reference list.
- All hyperlinks should be confirmed.

5) FILE TYPES AND JOURNAL STYLE

- Preferred formats for the text and tables of your manuscript are Word DOC and RTF.
- No columns, no tables, objects, no textboxes etc.
- Times New Roman, 12pt, line space 1.5
- *Italics* only for words of foreign origin (not for citations, etc.).
- Only regular quotation marks (“xxx”). Use single quotation (‘yyy’) marks only within in-text citations.
- No **bold** or underlined words, no SMALLCAPS.
- No tabulators or manual line breaks.
- No endnotes. Footnotes should appear after commas or full stops

6) IMAGES

- IMPORTANT: Check the maximum number of images allowed
- IMPORTANT: Due to editorial reasons, images will NOT appear in the published version at their original position. This means that images should be numbered and referenced in the text (e.g. “see photo 3”).
- Images should be included in the Word document in low resolution. Additionally, all images should be sent separately in their original resolution and format by e-mail in a zipped folder, numbered sequentially (Image01, Image02, etc.).
- Do not use text-boxes etc. for image positioning.

7) VIDEOS

- Resolution: 1280x720
- Codec: H264
- Bit rate: 5.000 kbits/s
- Audio: AAC-LC, 320 kbits/s, 48kHz

8) REFERENCE STYLE EXAMPLES

Welch, Kathleen. 1999. *Electric Rhetoric: Classical Rhetoric, Oralism, and a New Literacy*. Cambridge, MA: MIT Press.

———. 2012. *Electric Rhetoric revisited*. Cambridge, MA: MIT Press.

Patten, Michael A., Guy McCaskie, and Philip Unitt. 2003. *Birds of the Salton Sea: Status, Biogeography, and Ecology*. Berkeley, CA: University of California Press.

Wells, Ida B. 1995. “Lynch Law in All Its Phases.” Pp. 80-99 in *With Pen and Voice: A Critical An-*

thology of Nineteenth-Century African-American Women, edited by S. W. Logan. Carbondale, IL: Southern Illinois University Press.

Haraway, Donna J. 1994. "A Game of Cat's Cradle: Science Studies, Feminist Theory, Cultural Studies." *Configurations* 2(1): 59-71. Available at <<http://www.somesite.com/somejournal/somearticle>>.

Jobe, Karen D. 2000. "Women and the Language of Hackerdom: The Gendered Nature of Hacker Jargon." *Kairos* 5(2). Retrieved March 23, 2005 <<http://english.ttu.edu/kairos/5.2/binder.html?coverbweb/job/women&hackerdom.htm>>.