

PUBLICATION MANUAL

Poéticas da Diversidade-UERJ publishes open access e-books in pdf format.

In order to submit a book, a submission message must be sent to the e-mail poeticasadiversidade.uerj@gmail.com and contain an attached file in Word with the publication proposal and the proponent data, entitled as following: "Title (without subtitle) publication proposal", accompanied by another file with the book full text entitled: "Title (without subtitle)_FULL TEXT".

Publication proposals must have a maximum of 4 pages and include the following items: Title; Abstract of the book (a maximum of 20 lines); Five keywords; Target audience; Complete data of authors/editors: Name, Address, ZIP Code, telephone number, E-mail, Academic degree (one of them at least must be a PhD), Affiliation and Orcid ID.

In order to submit an article to **Cadernos de Literatura e Diversidade**, a submission message must be sent to the e-mail poeticasadiversidade.uerj@gmail.com and contain an attached file in Word with the article full text and the author data (full name, academic degree and affiliation, Orcid Id and e-mail) in footnote. In the subject line, identify as "Submissão aos Cadernos de Literatura e Diversidade".

The authors/editors of the selected originals will assume full responsibility including criminal liability, for the authenticity and originality of the content of the work, committing to meet any complaint or demand, presented in court or out of court, regarding copyright on the textual and iconographic material contained therein.

All images must include authorship and source. If they are not in the public domain, they must necessarily be accompanied by written authorization for use. Images, photographs, graphs, tables and figures must be sent in JPEG format, with a minimum resolution of 300 dpi or 2,000 pixels, in separate files and must also be inserted into the body of the text for better reference, it is not necessary to be in high resolution, as they will all be replaced by those sent separately.

The submissions must strictly follow the technical standards following described.

TECHNICAL STANDARDS

1. Books:

Pre-textual elements

Cover page (author and title)
Dedication
Epigraph
Acknowledgment
Table of contents
List of illustrations
List of abbreviations and acronyms
Acknowledgments
Preface
Introduction

Textual elements

Text divided into parts/sections, chapters and their respective subtitles

Post-textual elements

Afterword, Addendum, Appendix, Glossary (if any), References, Annexes and Index (if any). About the author(s)/editor(s), in up to 10 lines, containing their highest degree until publication date, institutional affiliation and professional occupation.

Attention: The text must follow the standardization guidelines contained in this manual.

2. Articles and chapters

a) **Length:** between 10 and 18 pages, without references.

b) The author's name must appear 1 double space below the title and information relating to the author must be in a footnote (title, institutional link, position, Orcid ID and email).

TEXT STANDARDIZATION

- a) **Margins:** 3 cm left and right; 2,5 cm inferior and superior.
- b) **Alignment:** justified in the whole text; centred in titles, chapters and subtitles.

Note: set the entire text file with 0 (zero) spacing.

There must be page breaks between chapters and sections of the text.

Only titles and subtitles should be in bold. Only the first letter must be in capital letters.

- c) **Font:** Times New Roman 12 for the main text; size11 for highlighted citations; and size 14

for title.

d) **Titles, subtitles and references** will not be numbered and must appear on the left margin of the page.

e) **Paragraph indentation:** 1,25 cm (do not use tabs).

f) **Space between lines:** 1,5 for main text and 1,0 (single space) for highlighted citations and footnotes.

g) **Citations:**

Citations with up to three lines must come in the body of the text, in quotation marks and followed by a reference in parentheses in the format (Author's surname, year of publication, p. xx).

Citations with more than three lines must be formatted in a highlighted paragraph, with a 4 cm indentation to the left and without special indentation in the first line. The font must be Times New Roman, size 11, with single spacing, justified alignment and with reference in parentheses in the format (Author's surname, year of publication, p. xx);

Important: In all excerpts in which there is a quote from another book, especially from past periods, the author must inform, both in the book itself and to the Review team, whether the quote is *ipsis litteris* or whether it has been updated.

h) **References** follow **ABNT standards** and will appear at the end of the article/chapter, in alphabetical order by the author's surname (Author names MUST NOT be abbreviated, except authors of works of literature who canonically sign with abbreviations, such as W. E.B. Du Bois).

Books: Last name, First name. Book title: subtitle. City: Publisher, year of publication.

BARTHES, Roland. *Aula*. Tradução de Leyla Perrone-Moisés. 4.ed. São Paulo: Cultrix, 1987.

Chapters: Last name, First name. Chapter title. Book title: subtitle.

BENJAMIN, Walter. Sobre o conceito de história. In: ___. *Magia e técnica, arte e política: obras escolhidas*, v.1.4. ed. São Paulo: Brasiliense, 1985. p.222-232.

Articles: Last name, First name. Title of the text. Title of the journal, v. xx, n. xx, p. xx, year of publication, url (preceded by “Disponível em:”) and “Acesso em:” followed by the access date in the format day/abbreviated month/year.

HELENA, Lucia. *K. Relato de uma busca e O irmão alemão*: a tradução realista & naturalista relida por Bernardo Kucinski e Chico Buarque. *e-scrita*, revista do Curso de Letras da Uniabeu, Nilópolis, RJ, v.8, n.1, p.11-25, jan./abr.2017. Disponível em: <https://revista.uniabeu.edu.br/index.php/RE/article/view/2810>. Acesso em: 13 abr.

2018.

Articles on websites with access link: Last name, First name. Title of the text. Publication date, url (preceded by “Disponível em:”) and “Acesso em:” followed by the access date in the format day/abbreviated month/year.

NEHER, Clarisse. Historiador revela detalhes sobre “Irmão alemão”, de Chico Buarque. Disponível em: <https://www.dw.com/pt-br/historiador-revela-detalhes-sobre-irm%C3%A3o-alem%C3%A3o-de-chico-buarque/a-18079537-0>. Acesso em: 12 jul. 2019.

- i) **Translations:** When the author translates quotations, the original excerpt must be presented in a footnote:
Ex: Original text: “xxxxxxxxxx”.
- j) **Footnotes** must be reduced to the minimum necessary, in font size 10 and with single spaces between lines.
- K) **Omitted cases:** They will be formatted in the ABNT standard by the review team.