GENERAL RULES TO FOLLOW WHEN PREPARING THE LIST OF BIBLIOGRAPHICAL REFERENCES

1. Paginate the listing of bibliographic sources, entitled Bibliography (or References), as a continuation of the text of the paper itself.

2. The list should be organized in alphabetical order from the last name of the first author.

3. When referring to more than one work by the same author, it should be listed in order of publication date (year), starting with the earliest and ending with the latest, repeating the author's name in each publication

4. When referring to more than one work by the same author, whose year of publication is the same, list them in the bibliography in alphabetical order of title, adding a lower case letter to the year to prevent confusion, and use the same methodology when citing in the text. Example: (Alves, 1984a), (Alves, 1984b)

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5. Invert the names of all authors in each reference, placing the last name first, and using only the initials of the remaining names.

6. When there is more than one author, the names of all authors should be placed in the reference list. In the text, when there are two authors, place the last name of both separated by and but, if there are more than two authors, place only the first author's name, followed by et al. (which means "and collaborators"). Example: (Cunha and Cintra, 1996), (Santos et al., 1997).

7. When in the text there is the need to cite more than one work for the same idea, all references should be used, separated by (;). Example: (Flores et al., 1988; Winograd, 1986; Cunha and Cintra, 1996).

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8. Place the date (year) of publication in parentheses immediately after the name(s) of the author(s). Place a full stop after the closing parenthesis.

9. Place the title of the book or article immediately after the year of publication.

10. In bibliographical references of books, use capital letters only in the first letter of the title, in the first letter of the subtitle, when existent, as well as in proper names. Use italics for the entire title of the book.

11. In bibliographic references of articles in periodicals or edited volumes, use capital letters only in the first letter of the title, in the first letter of the subtitle, when existent, as well as in proper names. Use a full stop after the title of the article.

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12. Place the name of the periodical after the title of the article, use italics for its entire title and begin each name of the title with a capital letter

13. In references to periodicals, give the volume number in bold Arabic numerals, followed by the pages, related to that article, separated by a hyphen (Example: 34: 120-128).

14. Use p. or pp. for page numbers of newspapers or non-scientific magazines. Omit p. or pp. if they are scientific periodicals.

15. When reference is made to the work of an author, based only on information from a second author (because it is impossible to consult the original work), the text should mention the fact that it is a quotation, referring to both authors. Example: ... according to Martinho (1989), cited by Carneiro (1994)... In this case put in the Bibliography only the work consulted, which in the example above will be Carneiro (1994).

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16. When referring to legislation or norms, for ease of locating the respective work in the bibliography, begin the reference with the identification of the legal diploma or norm, which is exactly how the reference is made in the text. Example: In the text: ... in accordance with Decree-Law 236/98 of 1 August... and in the bibliography put:

Decree Law No. 238/98 of 1 August. Diário da República nº 176/98 - I Series A. Ministério do Ambiente. Lisboa.