

## Territorium

### Journal of the RISCOS - Portuguese Association of Risks, Prevention and Safety FORMATING GUIDELINES (Applying from N.º 16)

#### Publication Scope

The *Territorium* journal is published annually by RISCOS, Portuguese Association of Risks, Prevention and Safety, and aims to disseminate relevant scientific research done in the field of the dendrocaustologic science or dealing on the subject of risks, hazards and crises, whether dealing with its prevention, help in emergencies or rehabilitation of areas affected by its manifestation.

In *Territorium* are published unpublished texts, notes, news and reviews in Portuguese, English, French or Spanish, which implies that the article has not been submitted to another journal publication.

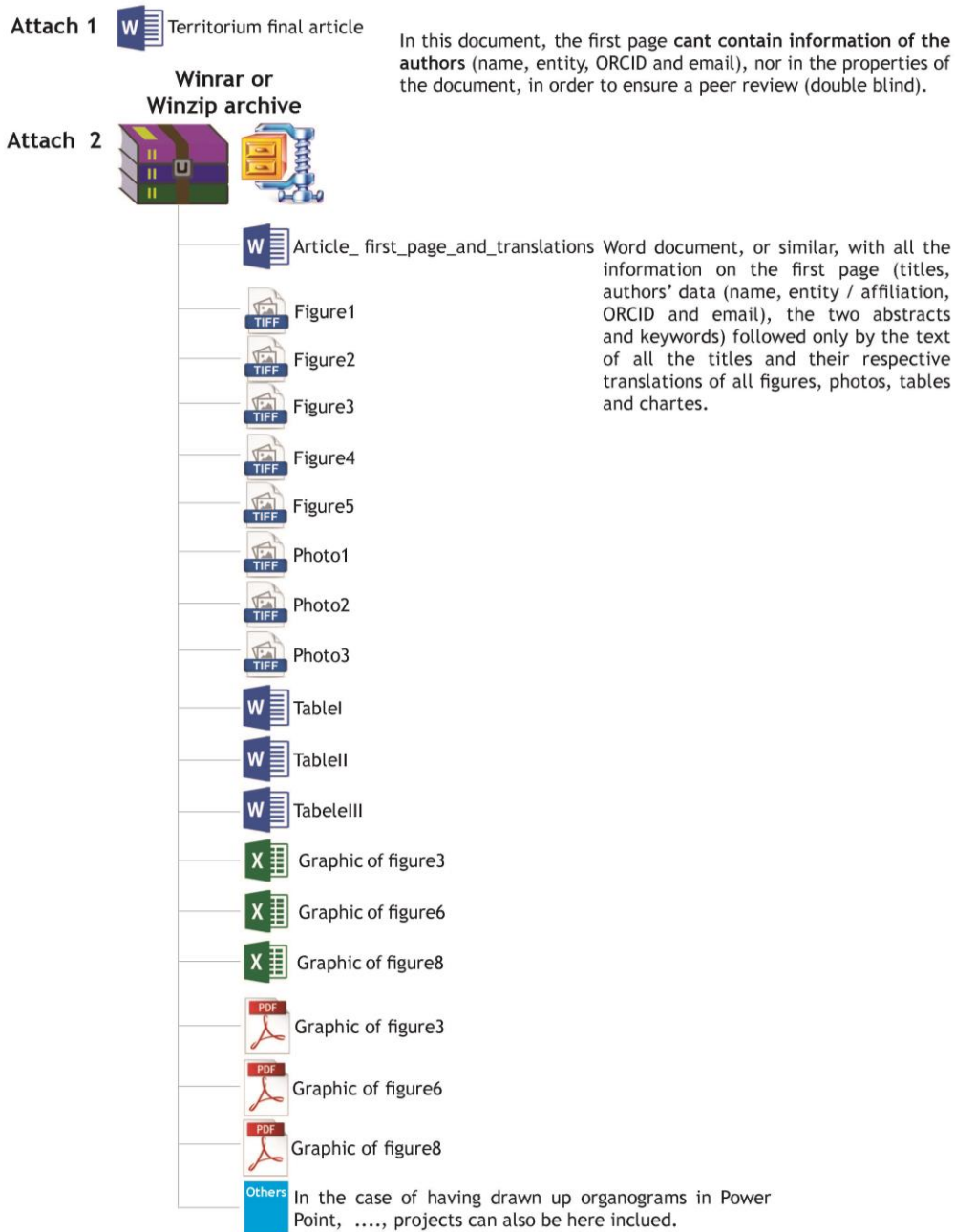
#### Articles Reception

The author(s) must submit their articles online by the OJS platform: <http://impactum-journals.uc.pt/index.php/territorium>.

The information to be sent to the Editorial Committee should be organized in the following away:

- A word file or similar with the full article, in its final version, with all the images that are part of the article inserted along text according to the arrangement and order intended by the author(s). In this word document, **the first page cant contain any information of the authors** (name, entity, ORCID and email), nor in the properties of the document, in order to ensure a double blind peer review;
- A Winrar or Zip file that must contain:
  - A word file or similar, with the translations into English or Portuguese, information of the first page, such as the title, authors (name, entity, ORCID and email), abstracts and the keywords, and then only the text of all titles and its translations of all the figures, photos, tables and charts, contained in the article.
  - Separately, all the files corresponding to the figures, photographs, tables, and charts, without exception, which are sent as individualized documents. The images in TIFF format, CMYK mode, all duly numbered. All images must have a minimum resolution of 300 dpi(s), and have a minimum dimension of 16x23 cm. In cartography, whenever possible, the wefts should be replaced by colors. Tables and Charts must be editable (word or excel). In the preparation of the formulas/equations use the letter type Trebuchet MS, size 8, to be in line with the body of text. The same should apply to the map and chart captions, as well as to the coordinates of the maps and scales of the chart axes. The formulas should be sent as TIFF images. The graphics, in addition to sending as images (TIFF), should be sent not only as pdf, so in excel file, print, as pdf, high quality, and generate the pdf (repeat the process for each chart), but also must be sent the origin excel file of the graphic, dully clean. The legends in the maps and graphics, as well as the coordinate's grid of the maps and scales of the graphical axes, must also be in Trebushet MS, size 8. The graphs should have no titles inside, the legend should be in the graphic spot or in the button and you must have defined the limits of the lateral axes.

**Organization of the information to be submitted:**



The opinions expressed in articles are exclusive responsibility of the authors.

All items accepted by the Editorial Board will be submitted to a system of anonymous referees, entrusted to two external reviewers. If necessary, a third reviewer will be auscultated. In light of advice received the Editorial Board may determine that the authors adopt the suggestions contained in them and, ultimately, may decline to accept the text.

The Editorial Board will report its decision to the Director of the journal, fitting them to report to the author(s) the outcome of the assessment.

## Presentation of the Articles

### *Writing and printing area*

Articles written in Portuguese must respect the new orthographic agreement.

The title should be in the language of the article, in capital letters, and should not exceed two lines. In the line immediately below the title should be translated in English, in the case of articles written in Portuguese. In the case of articles written in English the title translation will be in Portuguese.

Should followed by the name of author(s), followed by the institution to which the author belongs, as well the ORCID (Open Researcher and Contributor ID), and the electronic address (email). **This information should only appear in the word document that will be in the Winrar or ZIP file).**

Then abstracts are two followed, the first one must be in the language in which the article is written, followed by its translation into English. In the case of articles written in English the translation must be in Portuguese. Abstracts should not exceed 10 lines (+/- 170 words). Immediately following are the keywords, from 3 to 5, not included in the title of the article and presented in the two languages of the abstracts.

Each article can't exceed the 25 A4 pages, including figures, tables, photographs, bibliography and appendices and should be written in A4 page format, to one column and print area of 15cm wide x 23cm high.

The print area must appear in the central zone of the page, leaving the margins of 3 cm on each side. The header and footer space will have a length of 3.32 cm each.

The body text should be typed in the Trebuchet MS font letter, size 8, normal and justified, space between line of 1,5 and there will be spacing between paragraphs of 6 points after.

The chapters, subchapters and sections are not numbered and are preceded by the introduction (unnumbered), ending with the conclusion (also not numbered) and references.

Photographs, figures (that includes cartograms, sketches, freehand drawings, diagrams, graphs and maps) must be mentioned in the text, respectively, by: (photo 1) (fig. 1). Similarly, the tables will be referred to as follows: (TABLE I). Both the figures and tables are presented ready to be published, preferably in a way that occupy a single column (ie, 7 cm wide).

All photos and figures are numbered and titled on the bottom, independently, with Arabic numerals (Photo. 1 - Landscape view of ...; Fig. 3 - Location Sketch ...). The tables are numbered and titled at the top, using small caps and Roman numerals (TABLE IV - Resident population ...). Titles should be brief and use capital letters only at the beginning and proper names. Furthermore, they must be centered with respect to the figure or the frame and the spacing between lines is simple. All images and tables must indicate the respective source, through the identification of the author, and is the responsibility the authors of obtaining the rights to use and publication of the sources (photographs, images, maps, ...).

Acronyms should be written without intermediate points, and being discriminated in the first time that they are used.

The transcripts must be enclosed in quotes and its texts is italics. Words in a language different of the used in the article should be formatted also in italics.

Footnotes are not allowed.

In the text, the bibliographic references should be presented in brackets preferentially includes only the surname of the aurther, which must be written in full, separated by a comma, than the edition year (if they have been mentioned several works by the same author with the same year of publication, must be distinguished by the letters a, b, c, ...), and separated by a comma, follows the respective page(s) (Rebelo, 2006, p. 33). In the case of more than two authors should put up the surname of the first followed by *et al.*, in italic, than the year. In last option, may place the initial of the author's name (s) and the surname of the author (s) (F. Rebelo, 2006, p.33).

In case of doubt, it is recommended to consult the attached document, formatted as shown, to serve as a reference and used as a model.

## First Page

The first page should contain the article title, names and affiliations of the authors (without titles or positions), the abstracts and if there is still space should be followed by the beginning of the article.

The title and its translation should be centered on the page, Trebuchet MS, size 8 in uppercases and bold. The title should have 36 points of space before and 6 points after.

Immediately after the title will appear the names of the authors (which should not be more than three) in Trebuchet MS, 8 points, bold and aligned to the right of the page. The paragraph on the name of each author should have 6 points before and 3 points after. In both immediate lines to the author name should appear the affiliation of each author and the respective e-mail address (in blue) in Trebuchet MS, size 8 normal and right-aligned. These paragraphs have no spacing before or below.

The abstract title is not numbered, being written in Trebuchet MS, 8 points, capital letters, normal and centered. The body text of the abstract should be written in Trebuchet MS, 8 points, normal and justified.

The abstract of the body should be between 80 to 170 words, maximum of 10 lines.

### *Second page and remaining:*

**Introduction, Chapters and Conclusion** - (not numbered, align on the left, size 8, bold, 1,5 space between lines and space between paragraphs of 12 points: before and after)

Body text in Trebuchet MS, size 8, justified and 1,5 size between line spacing. Space between paragraphs of 6 points (after). No tabulation on paragraphs.

*Subchapters* - (not numbered, align on the left, size 8, italic, 1,5 space between lines and space between paragraphs of 12 points: before and after)

Body text in Trebuchet MS, size 8, justified and 1,5 size between line spacing. Space between paragraphs of 6 points (after).

*Sub-subchapters* - (not numbered, align on the left, size 8, italic, 1,5 space between lines and space between paragraphs of 12 points: before and after)

Body text in Trebuchet MS, size 8, justified and 1,5 size between line spacing.

Space between paragraphs of 6 points (after).

**Sections** (may be represented by subparagraph or markers, as indicated below)

If by subparagraphs:

- a) Trebuchet MS, size 8, justified and 1,5 size between line spacing, space between paragraph of 6 points (after) and tabulation of 2 cm. The sections will be indicated by a sequence of letters in italics, as shown.
- b) Trebuchet MS, size 8, justified and 1,5 size between line spacing, space between paragraph of 6 points (after) and tabulation of 2 cm. The sections will be indicated by a sequence of letters in italics, as shown.
- c) ...

If by markers:

- Trebuchet MS, size 8, justified and 1,5 size between line spacing, space between paragraph of 6 points (after) and tabulation of 2 cm. The sections will be indicated by a sequence of letters in italics, as shown.
- O Trebuchet MS, size 8, justified and 1,5 size between line spacing, space between paragraph of 6 points (after) and tabulation of 2 cm. The sections will be indicated by a sequence of letters in italics, as shown.
- ...

### **Bibliography or Bibliographic references**

All works cited in the text should be presented at the end of the article, through their references, in alphabetical order of authors, according to the APA ([American Psychological Association](#)), and these must contain the following information, as appropriate:

#### *Book*

Surname, Name (year). *Title of the work*, Editor, Place of publication, number of pages.

#### *Journal/Magazine*

Surname, Name (year). *Title of the work*. *Journal*, vol./n.º, Place of publication, p. - [begin page - end page].

#### *Text in a collection*

Surname, Name (year). Title of the text or chapter. *In Surname*, Name (Ed. or Org. or Coord.) - *Title of the work*, Editor, Place of publication; p. 10 - 25 [begin page - end page].

#### *Thesis*

Surname, Name (year). *Thesis title* (Master or Doctoral Thesis), University, Place of publication, number of pages.

#### *Electronic resources::*

##### Individual works

Surname /EDITOR (year). *Title*, [format type]. Protocol available in: *link*. [date of access].

##### Articles in journal / magazines

Surname (year, month, day). Title, *Journal title*, [format type]. Volume, pages or an extension indicator.  
Available: *Link* [date of access].

##### Messages from Discussion Lists

Surname (year, month, day). Message Subject, *Discussion Lists*, [format type]. E-mail available:  
[Discussionlists@mail.com](mailto:Discussionlists@mail.com) [date of access].

Given that several indexers make tight control of the references **will not be accepted articles that have more than 30% of self-citation.**

### **Notes presentation**

The notes should not exceed six A4 pages, keeping the same page format of the articles.

The Notes begin with the title in the language of the article, in capital letters, and should not exceed two lines. In the line immediately below the title should be translated in English, in the case of articles written in Portuguese. In the case of articles written in English the title translation will be in Portuguese.

Should followed by the name of author(s), followed by the institution to which the author belongs, as well the ORCID (Open Researcher and Contributor ID), and the electronic address (email).

Following are the two abstracts, the first one must be in the language in which the article is written, followed by its translation into English. In the case of articles written in English the translation must be in Portuguese. Abstracts should not exceed 10 lines (+/- 170 words). Immediately following are the keywords, from 3 to 5, not included in the title of the article and presented in the two languages of the abstracts.

The body text of the Notes are formatting is equal to the articles.

### **News and Recensions presentation**

The News and Recension should not exceed 2 A4 pages, keeping the same page format of the articles.

The News and Recensions begin with the title in the language of the article, in capital letters, and should not exceed two lines. In the line immediately below the title should be translated in English, in the case of articles written in Portuguese. In the case of articles written in English the title translation will be in Portuguese.

Should followed by the name of author(s), followed by the institution to which the author belongs, as well the ORCID (Open Researcher and Contributor ID), and the electronic address (email).

There are no abstracts and should begin with the Introduction.

The body text of the Notes are formatting is equal to the articles.

### **Others**

The journal Editors cannot accept items that do not meet the standards guidelines presented here.

In individual articles each author receives the respective pdf.

Articles in co-authorship will be sent the pdf to the respective first author, which shall sent to the co-authors.