

Territorium - International Journal of Risks **FORMATING GUIDELINES (Applying from N.º 28(I))**

Publication Scope

The *Territorium - International Journal of Risks* is published biannually by RISCOS - Portuguese Association of Risks, Prevention and Safety, in partnership with IUC - Coimbra University Press, and aims to disseminate relevant scientific research done in the field of the cindinic science, that deals with the theme of risks and their full manifestations, crises, whether it deals with prevention, relief in emergency situations and, still, the rehabilitation of areas that have been affected.

In *Territorium* are published unpublished texts, notes, news and reviews in Portuguese, English, French or Spanish, which implies that the article has not been submitted to another journal publication.

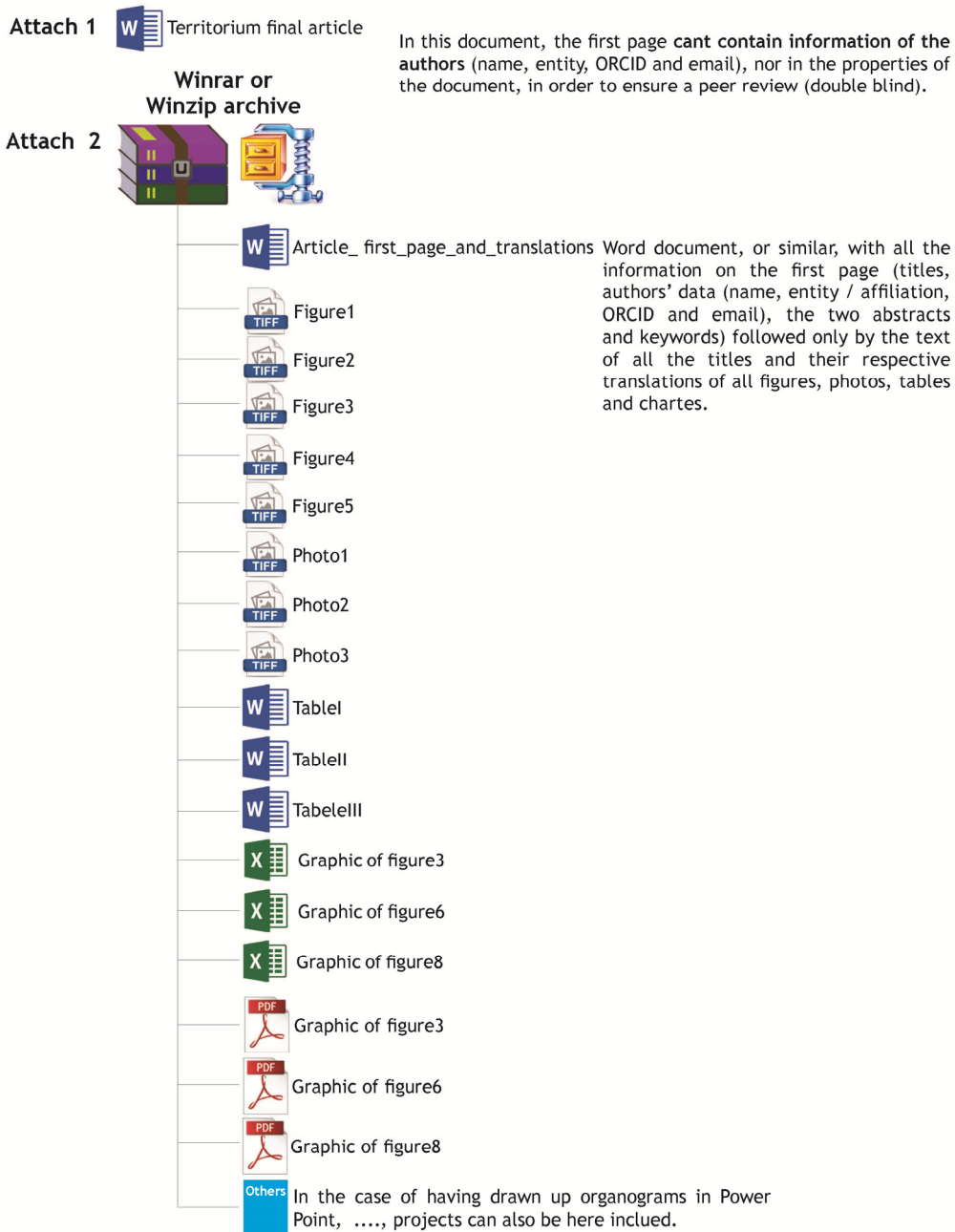
Articles Reception

The author(s) must submit online, through the OJS platform, the articles related to the topic for which the call was opened, at: <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 institutional 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/note.
 - 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 figures (maps, graphs, ...) should have no titles inside, the legend should be in the graphic spot or in the button. The graphics must have defined the limits of the lateral axes.

Organization of the information to be submitted:



See sample pdf, [with instructions for formatting and structuring images](#), for various cases.

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

All articles/notes received will be analyzed by the Editors to verify compliance with these rules. Then, they will either be returned to the authors for correction, or they will be submitted to the Editorial Board for an anonymous scientific arbitration, which will be entrusted to two external reviewers. If necessary, a third reviewer will be heard. Then, the Editorial Board will report the decision to the Editors of the journal, who, based on the opinions received, will communicate to the author(s) the result of this assessment and recommend the adoption of the suggestions issued in these opinions, and may even decline acceptance of the text.

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), which should not be more than three, followed by the institution to which the author belongs, as well the ORCID (Open Researcher and Contributor ID), and the electronic address (**which must be the institutional 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 photographs, figures, or TABLES before appearing in the text, will be mandatory and previously mentioned in the body text in parentheses (fig. 1). As the figures serve to illustrate and the tables to quantify what is expressed in the text, is not allowed the use of: according to figure 1; as the photo 2 illustrates; As can be seen from the data in Table III, ... The description will be made in the body of the text itself and, at the end, in parentheses, will be indicated where this description can be viewed, for example: (photo 4). On the other hand, indications about the position of the image or table should not be used, such as: figure on the right, above, among others, since, in the final pagination, this position can be changed, so it is recommended to use (fig 3a), (fig. 3b).

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, ...).

In the case of unpublished photographs, for example provided by friends, instead of a source, the following text should appear: Photography of First Name and Surname, taken at 00/00/0000. In case the author does not have a precise date, he can put his location in time, for example: "May 2015" or "winter 2019".

In the line immediately below the titles of the figures, photographs, or TABLES, the title and its source must be translated into English. In the case of articles written in English, the translation will be in Portuguese.

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

Transcripts must be enclosed in curly quotation marks and the text within in italics. When they are not complete transcripts, square brackets should be used at the beginning or and at the middle or at the end: *“Thus, the risk theory [...] is based on three key concepts: risk, danger and crisis, which constitute the basic trilogy of the theory risk and the catastrophe cycle”* (Lourenço and Betâmio, 2018, p. 25).

Footnotes are not allowed.

Structure of a scientific article

Manuscripts must respect the structure of a scientific article, which can be organized as follows:

- On the first page there is the **Title**, which must be succinct, attractive and contain a reference to the topic to be addressed and, if applicable, the area of study. This is followed by the **Abstract** (of about 10 lines), which must contain the indication of the theme and the study area, as well as a justification of the methodology used and an indication of the main results obtained. At the end, it should include a set of 3 to 5 **keywords**;
- The second page must start with the **Introduction**, which should include the reasons that led to the choice of the theme (not only in terms of the author's motivation, but also according to his scientific interests). It is considered mandatory to present the general objective (s) of the work and the specific objectives that relate to that main objective(s), in the same way that it must also contain the plan of the article, that is, its structure, duly accompanied by a justifying description. The introduction also includes the conceptual model(s) that support the theme, through the establishment of interactions and relational flows between the different components under analysis.

In the introduction, the presentation and framing of the **study area** should also be made, supported by a wide-scale map that serves the research objectives and that, for example, in a work on forest fire risk, should include hypsometry, hydrography, main places and road network, and not just administrative limits, even though the description must refer to other aspects, both of physical geography, such as climate, weather conditions and vegetation, and of human geography, namely some demographic and socioeconomic characteristics of the population.

The introduction should also include the **State of the art**, which aims to present previous studies on the area of study and on the subject under analysis, at the same time that it seeks to make known what is already known about the subject, in order to that the author can justify the choice of the theme, as well as the study area, in order to bring more scientific knowledge about the subject and the location. As it will not be possible to write about each of the works mentioned in the final bibliography, the main contributions of the two or three most cited authors should be mentioned, concluding with a reference to what is already acquired knowledge on the subject, as well as to what has not yet been well known, therefore, will be treated in the article.

Still included in the Introduction, although it may also constitute an autonomous chapter, if that is the author's option, the **Methodology** used for the elaboration of the article should be included and which may even use examples taken from the state of the art, namely for:

- a) Collect information:
 - i. Directly, through fieldwork, laboratory analysis, interviews, surveys,
 - ii. Indirectly, using bibliography, cartography, statistical series....
- b) Proceed with the processing of information:
 - i. In statistical terms, indicating the period of analysis, the source of the data, ...;
 - ii. About the cartographic representation mode, mentioning the source of the cartographic bases, the coordinate systems, at the scales of analysis,....
 - iii. Regarding the ways of aggregating and consolidating information.

- Regardless of how to organize the previous chapters and sub-chapters, the main chapter of the article will concern the presentation of the **Results**. Therefore, it should be carefully written and translated into a clear text, written with the justification of the answer to the investigative questions to which it seeks to answer, as well as to other already classic ones, of knowing where, when, how and why it happens. It should be written in such a way as to avoid repetition of what has been said before, in the same way that it will be advantageous to use the so-called authority arguments, by quoting the authors who made similar statements. In turn, many of the results obtained can be expressed in maps, graphs, sketches, ..., that is, through figures, which must be correctly elaborated, in order to be legible and explanatory. The maps must deserve particular attention, using appropriate scales, standardized colors, precise class intervals, legends with correct symbology,... (see pdf with Instructions for Formatting Images (maps, graphs and organization charts)). Tables and charts must contain just a summary of the results obtained. The photographs, used to illustrate, can be worked on in order to add explanatory schemes to them.
- Then, the **Discussion** follows, which can either be included in the previous chapter (which in this case can be called: Results and discussion), or can be organized in an autonomous chapter, or, perhaps, be included in the conclusion. It includes the results, which are confronted with the state of the art, comparing with what the aforementioned authors said about the theme or area of study.
- Finally, there is the **Conclusion**, where a critical analysis of the article will be made, highlighting the positive results and explaining the less satisfactory results, at the same time comparing the objectives that were proposed with the results that came to be get. Eventually, the door may be left open, in the sense that, in future investigations, it will give further development to the subject.
- The article closes with the **Bibliographic References**, where all the works mentioned in the text are listed, in alphabetical order, which will be indicated in accordance with the APA bibliographic standards, followed by the magazine and available at:
https://myesecweb.esec.pt/pagina/cdi/ficheiros/docs/APA_6th.pdf

Text formatting:

First Page

The first page should contain the title of the article, name and surname of the authors (without titles or titles), their affiliation (University, Research Center, Faculty), ORCID identifier (0000-0000-0000-0000), email address (which must be the institutional one) and the two abstracts with the keywords.

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

In the text, bibliographic references must be presented in parentheses and include only the author(s) surname, which must be written in full, separated by a comma and then the year of publication (if several works by the same author have been mentioned, with the same year of edition, they must be distinguished by the letters a, b, c, ...), and, separated by a comma, the respective page (s) follows (Rebelo, 2006, p. 33) (Rebelo and Lourenço, 2003, p. 14). If there are more than two authors, the first surname should be followed by: *et al.*

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, First name initial (year). *Title of the work*, Editor, Place of publication, number of pages.

Journal

Surname, N First name initial (year). *Title of the work*. *Journal*, vol./n.º, Place of publication, 00-00 [begin page - end page].

Text in a collection

Surname, First name initial (year). Title of the text or chapter. *In Surname*, Name (Ed. or Org. or Coord.) - *Title of the work*, Editor, Place of publication; 00 - 00 [begin page - end page].

Thesis

Surname, First name initial (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 [date of access].

In case of doubt, it is recommended to consult the [bibliography pdf](#) document, which indicates the correct formatting for each type of publication, which should serve as a model reference.

Given that several indexers make tight control of the references **will not be accepted articles that have more than 30% of self-citation** (cited published works of the authors themselves).

Authors are recommended to consult and cite articles published in **Territorium - International Journal of Risks**, as well as texts from the Series books "*Risks and Catastrophes*" and "*Cindinique Studies*", which are on open access and available for consultation at <https://www.riscos.pt/en/publications/>, as this will contribute to increase the journal's impact factor, which benefits the authors.

Notes presentation

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 formatting of the body of text is the same as that of articles.

News and Recensions presentation

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 formatting of the body of text is the same as that of articles.

Others

The journal Editors cannot accept texts 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.