



ELECTRONIC JOURNAL OF THE CENTRO INTERNACIONAL E MULTIDISCIPLINAR DE ESTUDOS ÉPICOS
CECH - UNIVERSIDADE FEDERAL DE SERGIPE – CIMEEP/UFS

PUBLICATION NORMS AND PROCEDURES

1. GENERAL INFORMATION

CIMEEP – Centro Internacional e Multidisciplinar de Estudos Épicos (International and Multidisciplinary Center of Epic Studies) – is associated to the Center of Education and Humanities in the Federal University of Sergipe (UFS) and aims at comprehending researchers from different nationalities and fields of knowledge, whose main interest is the *epos*, understood, in broad terms, as a set of material manifestations which are the output of a continuous and intermingling process of transmission of an ideological, historical, imaginary and mythic repertoire which integrates a socio-cultural identity. More specifically, its main focus is on epic poetry, also encompassing the hybrid epic forms and the different modes and languages into with the *epos* is translated.

Due to the range of the discussions fostered by the Center, the necessity of dialogue among its members – who come from different countries and universities – and the longing to share our reflections with a wider public, who lacks publications concerning issues related to the epic genre, from hybrid literary forms to cultural manifestations of epic nature and the *epos* itself, as a general theme, REVISTA ÉPICAS was created. It is a scientific periodical which will publish articles, critical essays and research reports which have the *epopee* and other epic forms and manifestations as a theoretical or analytical object.

Published twice a year, REVISTA ÉPICAS is organized in the following way: DOSSIER THEME SECTION, FREE STUDIES SECTION, CRITICAL REVIEWS and RESEARCH REPORTS. Every issue two or three CIMEEP members will be responsible for: receiving the submitted texts; sending the members of the Editorial Council the originals for appraisal and opinion; forwarding the authors of originals acceptance letters and sending the Executive Council for the electronic publishing of each issue. The dossier theme will be defined by the organizers of each issue in accordance with the Executive council.

Bearing in mind CIMEEP members' different origins and also the range of an international research center, REVISTA ÉPICAS publishes texts in the following languages: Portuguese, Spanish, French, English and German.

The call for submission of papers for the two biannual issues will be available on the website in the second week of March every year. The issues will be released in February and November.

1.1 Modalities

1 Scientific Article for Dossier Theme: unpublished scientific work whose theme is related to the REVISTA ÉPICAS dossier theme to which it will be submitted. (10 to 25 pages)

2. Scientific Article for Free Section: unpublished scientific work whose theme is pertinent to the discussions in CIMEEP, in a broad way. (10 to 25 pages)

3. Critical review: description and presentation of a literary, critical or theoretical work related to the epos or of part of it, followed by critical comments.

4. Research report: description of a research carried out, with information about the theme, corpus, bibliographic review and results partially obtained (This modality is directed to temporary CIMEEP members who want to present their ongoing researches. The report must be submitted by the advisor.)(5 -10 pages) When the research is finished, each temporary member may also submit a scientific article for the Dossier or Free section, undergoing the Editorial Council's appraisal as any other author.

1.2 Submission of papers

The originals, in any category, can only be submitted in accordance with the instructions indicated in the website www.revistaepicas.com, and should follow the norms and procedures which are in this guide's item 2.

The works submitted in any category are evaluated by *ad hoc* evaluators, who are REVISTA ÉPICAS Editorial Council members. In special cases, evaluators who are not members of the Editorial Council may be invited to assess the original articles submitted. The organizers of each number (at least 2 CIMEEP members and 3 at the most) and the Executive Council will have the right to decide about the publication of the works submitted. The letters of acceptance or the information about the refusal of the texts will be sent from 30 to 60 days after the confirmation of the text's submission is received. Whenever a text is submitted, an e-mail is sent confirming it. Therefore, it is highly recommendable that every author makes sure this

email is received.

All the works approved are fully published, only in an electronic medium, in PDF format and will be accessed freely on the page www.revistaepicas.com. A sample showing how the texts should be structured will be given on the REVISTA ÉPICAS website in order to help authors make adjustments to the publication norms. Nevertheless, the use of this model is optional if obedience to the norms is observed. In submitting originals to any of the categories described, the author becomes automatically responsible for: the authorship of its conception, rationale, concepts and analyses, which give origin to the text; the adequacy of the use of other authors' thoughts and concepts, quoted directly or indirectly; the faithfulness of the texts quoted to their sources; for the information regarding funds received to carry out the research or regarding relationships with people or companies which might be interested in/benefited by the data presented in the article; the contents of the reflections presented, including each and every statement that might constitute copyright infringement and/or violate human rights; and the unpublished nature of the text.

The author submitting the manuscript – as well as other authors enrolled, in case of texts written by more than one person – immediately acknowledges and accepts that REVISTA ÉPICAS becomes its copyright owner if the article is published. Once it is published, its quotations in any other publication shall include REVISTA ÉPICAS as the source, according to the quotation norms. Still, the text's proofreading is full responsibility of the authors.

Texts produced by graduate students should also include the advisor's name and the institution to which they are affiliated. Texts written by undergraduate students will only be accepted in the section "Research Reports", destined to CIMEEP's temporary members. If undergraduate students' texts are produced together with the advisor or if they are part of a scientific initiation project or any other similar project, they should be also signed by the advisor.

Only scientific articles written by one or two authors will be accepted.

After the submission, it will NOT be possible to change the author's names in the articles.

After receiving the acceptance letter, the author needs to observe and obey the deadline for adjustments (if they are necessary) and final proofreading. After the text is accepted, no change other than those suggested by the evaluators should be made.

The manuscript submission files should have a “.doc” or “.rtf” extension (no other extensions will be accepted) compatible with Microsoft Word® (2007 or previous versions) or o OpenOffice®. The title of the file should obey the following code:

- a) **Scientific Article for Dossier Theme:** RE01Dauthor'snameandsurname (“01” is an example of magazine issue to which the text is destined. Thus, an article by Christina Ramalho for the REVISTA ÉPICAS dossier theme, #1 will be submitted with a file named RE01Dchristinaramalho)
- b) **Scientific Article for free Section:** RE01Slauthor'snameandsurname
- c) **Critical Review:** RE01RCauthor'snameandsurname

d) **Research Report:** RE01RPa^{author'snameandsurname}

The abstract in a second language should be written in one of REVISTA ÉPICAS official languages (Portuguese, Spanish, French, English, Italian and German).

For any further information, write to ramalhochris@ufs.br or to the organizers of the issue to which the article is being submitted. Their emails are available on CIMEEP's website.

2. THE STRUCTURE OF ARTICLES

The texts should be in page format A4 (210 mm x 297 mm), with 2,0 cm margins. Except for the title, the foot of the page and the embedded quotes, all the rest, that is, the body of the text, the charts and the figures should follow the same format: Calibri font, size 11; paragraphs with a 1,25 cm indentation in the first line; space 1,5 between lines; two 1,5 spaces between the final part of the text and the sub-heading of the following part. The footnotes should be numbered, aligned to the right, using Calibri font size 9, simple space and justified text. Quotation with more than 3 lines should be in Calibri font, size 10, simple space, 3 cm indentation to the left, justified text, with an 1,25 cm indentation in the paragraph, if there is one. There should be an indication, in parentheses, of the bibliographical reference in the format "(AUTHOR'S SURNAME, year, page)".

In order to motivate the writing of high-quality academic works and, at the same time, control the periodical's extension, REVISTA ÉPICAS will accept: **scientific articles**, **critical reviews** and **research reports** with the following extensions, including charts and figures:

- **scientific articles** - 10 - 25 pages;
- **critical reviews**- 5 - 8 pages;
- **research reports** - 5 - 10 pages.

2.1 The structure of SCIENTIFIC ARTICLES (FOR THE DOSSIER THEME OR FOR THE FREE SECTION; 10- 25 pages.)

2.1.1 **Title:** Calibri font, size 12, capital letters, bold and centered. Titles that appear in the article title should be in italics.

2.1.1.1 **Title in the second language, used in the abstract:** capital letters, Calibri font, size 10, no bold, centered text.

2.1.2 **Author identification:** aligned to the right, Calibri font, size 11, no capital letters, followed in other line by the name and acronym of the university to which the author is affiliated. If there is a funding agency financing the project, its name should come in another line. Besides his name the author should insert a footnote including his title, the institution and the date when it was obtained, e-mail and any other information he considers important. This footnote can have no more than 4 lines.

2.1.3 **Abstract:** in the same language as the text, with no more than 200 words, simple space. The

word **RESUMO**, in capital letters, bold, Calibri font, size 11, followed by a colon (":"). it should come straight before the abstract, with no change of line. Justified text.

2.1.3.1 **Abstract in another language (Portuguese, Spanish, French, English, Italian or German):** maximum of 200 words, following the guidelines in item 2.1.3, with the word RESUMO in the language chosen for the version. Space 1,5, between the abstracts.

2.1.4 **Introduction:** the article should include the heading - **Introduction** (bold, aligned to the left, no capital letters, with a simple change of line to the beginning of the text. It should present the aims of the work, the questions which it tackles and a justification of its importance.

2.1.5 **Development:** theoretical foundation and analysis (critical, reflexive, discursive etc., according to the author's approach). This item may include a methodology, when necessary, and may also be divided into two or three numbered sub-headings. (e.g. 1.1) and entitled according to the works' nature. The sub-headings shall appear in bold, aligned to the left, no capital letters, with a simple change of line to the beginning of the text.

2.1.6 **Final Considerations/ Results:** this section should include a brief conclusion. It should present a heading "Final considerations", in bold, aligned to the left, no capital letters, with a simple change of line to the rest of the text.

2.1.7 The sections Introduction, Final Considerations and Bibliographical References shall not be numbered.

2.1.8 **Charts and figures:** charts with lots of information, which does not fit in portrait format, should be divided into two or more. The charts and figures maximum width should be that of the portrait format. The charts shall be made using the "chart" tool of the text editor and numbered consecutively with Arabic numbers, with a heading and inserted after their mention in the text. Charts inserted as images will not be accepted. The charts should be edited without vertical lines and only in simple horizontal lines, with 1,0 width. The images (graphs, photography, pictures, etc.) should be inserted after their first mention in the text, in the final publication size and format and should be numbered consecutively with Arabic numbers and should also include a title below. The source from which the picture was taken should be acknowledged in footnotes and, if necessary, show the copyright owner's permission for the image use.

2.1.9 Bibliographical references: this section should only include the bibliographical references quoted in the body of the text, introduced by the heading Bibliographical References, in bold, aligned to the left, no capital letters, with a simple change of line among the titles, which be presented according to the ABNT norms, with the titles in bold. Examples:

a) of an entire book:

GARDNER, Thomas. **Discovering ourselves in Whitman:** the contemporary American long poem. Urbana: University of Illinois Press, 1989.

b) of a chapter of a book:

BROOK, Thomas. The New Historicism and the other old fashioned topics. In: VEESER, H. Aram (Ed.). **The New Historicism**. New York: Routledge, 1989, pp. 182-203.

Dissertation and thesis:

MOSCA, Lineide Salvador. **Subjetividade no editorial:** uma análise retórico-argumentativa da adjetivação. São Palo, 1990. 406 f. Tese (Doutorado em Filologia e Língua Portuguesa) – Faculdade de Filosofia, Letras e Ciências Humanas, Universidade de São Paulo.

Periodical articles:

FOSS, Karen and FOSS, Sonja. "Personal experience as evidence in feminist scholarship". In:

Western Journal of Communication, n.58, winter 1994, p.39-43.

Text found in the Internet:

HOWELLS, Coral Ann. "Five ways of looking at *The Penelopiad*". Available online: <http://escholarship.usyd.edu.au/journals/index.php/SSE/article/viewFile/590/559>. Last access: 09/24/2012

2.1.10 **Notes:** footnotes, font Calibri 9, simple space, justified text.

2.1.11 **Quotations: with three lines or less** should be presented between quotation marks, no italics, indication between parentheses of the author's surname, year and page number. Quotations with more than three lines: Calibri font, size 10, simple space, 3 cm indentation to the left, justified text, **no quotation marks or italics**. If there is a paragraph, 1,25cm indentation should be used.

2.1.12 Titles of books quoted in the body of the text should be in italics, as well as words, expressions and quotations in foreign languages.

2.2 The structure of CRITICAL REVIEWS (5 - 8 pages.)

2.2.1 **Title:** see item 2.1.1

2.2.1.1 Title in another language: see item 2.1.1.1

2.2.2 **Author identification:** see item 2.1.2. The review should be written by one author only.

2.2.3 **Bibliographical reference of the work reviewed: two lines below the author's name**, the complete reference of the work reviewed, font Calibri 12, paragraph alignment: justified.

2.2.4 **Body of the text:** the review should not include present sub-headings. The text should begin two lines below the bibliographical reference of the work reviewed and contemplate in this order: information about the author(s) of the work reviewed, present the structure of the work reviewed, a description of its contents, the reviewer critical considerations about the work. The work reviewed may be literary, critical or theoretical. The critical and theoretical works can belong to any area of interest for the CIMEEP discussions.

2.2.5 **Charts and figures:** reviews, except for justifications given in a email message, shall not include charts or figures. Whenever they do, the norms are the same as stated in item 2.1.8.

2.2.6 **Bibliographical references:** if the critical comments made by the reviewer establish a dialogue with other authors and works, the references quoted should be acknowledged at the end, as stated in item 2.1.9.

2.2.7 **Notes:** see item 2.1.10

2.2.8 **Quotations:** see item 2.1.11

2.2.9 Titles of books quoted in the body of the text should be in italics, as well as words, expressions and quotations in foreign languages.

2.3 THE STRUCTURE OF RESEARCH REPORTS (5-10 PAGES.)

Research reports are restricted to CIMEEP's temporary members and their inclusion in REVISTA ÉPICAS may work as a record of their participation in the center. Even though they shall be sent by the advisor, this text will be examined by the Editorial Council. Once the research is concluded, each temporary member may submit an article either for the dossier theme or for the free section, as any other author.

2.3.1 **Title:** see guidelines in item 2.1.1.

2.3.1.1 **Title in a second language:** see guidelines in item 2.1.1. The second language should be the one used in the abstract.

2.3.2 **Author identification:** the research report should have just one author and follow the same guidelines as stated in item 2.1.2. The research report also has to present the research advisor's name and the co-advisor's (if case there is one). This information should come in a footnote related to the author's name.

2.3.3 **Abstract:** see guidelines in item 2.1.3.

2.3.3.1 **Abstract in another language (Portuguese, Spanish, French, English, Italian or German):** see guidelines item 2.1.3.1.

2.3.4 **Introduction:** the research report should include the heading "Introduction" (in bold, aligned to the left, capitals only for the first letter, with a simple space between the heading and the beginning of the text) and present the aims of the work, the questions dealt with and a justification of the importance of the theme.

2.3.5 **Development;**

2.3.6 **Final comments /results:** a brief conclusion about the research's current situation and its future perspectives. All the other procedures follow the same guidelines as item 2.1.6.

2.3.7 Introduction, Conclusion e Bibliographical references should not be numbered.

2.3.8 **Charts and Figures:** see 2.1.8.

2.3.9 **Bibliographical References:** if the critical comments made by the author establish a dialogue with other authors and works, the references quoted should be acknowledged at the end, as stated in item 2.1.9.

2.3.7 **Notes:** see item 2.1.10

2.3.8 **Quotation:** see item 2.1.11

2.3.9 Titles of books quoted in the body of the text should be in italics, as well as words, expressions and quotations in foreign languages.

Thank you for your contribution.

Executive Council

Charlotte Krauss (Albert-Ludwigs-Universität Freiburg)

Christina Bielinski Ramalho (UFS)

Márcia Regina Curado Pereira Mariano (UFS)

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