

***DINÂMIA'CET-IUL***  
***Working Papers and Reports***  
***Author and Referee Guidelines***

## **DINÂMIA'CET-IUL Working Papers and Reports Author and Referee Guidelines**

DINÂMIA'CET has two different sorts of publications: Working Papers and Reports.

### **Working papers:**

Working Papers should be structured as a draft article, clearly defining its subject, goals, scientific layout, theoretical references, methodology, sample and/or database, key results and implications, and literature. The WP recommended structure includes:

- 1. Title;**
- 2. Abstract, keywords and JEL Classification (or relevant classification, for areas other than economy);**
- 3. Introduction;**
- 4. Text body;**
- 5. Conclusion;**
- 6. Bibliographic references;**
- 7. Appendix.**

DINÂMIA'CET also accepts original book reviews. WPs are subject to double-blind peer-review. Final documents are available through our website and ISCTE-IUL's online repository.

### **Reports:**

Reports are designed to publish work that does not meet the traditional structural standards of a scientific journal article. They may contain the results of eminently empirical research reports or books reviews. A Master's Thesis that is not structured as a scientific article may also be published as a Report (usually, only thesis with a minimum classification of '17/20' will be accepted). Approval of these documents for publication depends solely on the reading committee endorsement. This committee is constituted by the Reports co-ordinator, theses' supervisors or other expert academics.

### **Compulsory reference:**

All Working Papers and Reports based on research projects must mention that information on the first page, including the project's full title, reference and funding, as a footnote.

#### **Example:**

This paper draws on the research carried out within the Project ENTSOCNET - Social networks, entrepreneurs and access to knowledge: the case of biotechnology and the IT industries, funded by FCT - Fundação para a Ciência e a Tecnologia (POCI/ESC/60500/2004), Portugal.

## GRAPHIC STANDARDS

### PAGE LAYOUT – Default Microsoft Word document

Size: A4 (21cm x 29.7 cm)

#### MARGINS:

Top: 2.5 cm

Left: 3 cm

Bottom: 2.5 cm

Right: 3 cm

#### FONT SETTINGS:

Font: Times New Roman

Size: 11

#### PARAGRAPH:

Alignment: Justified/Line spacing: 1.5.

#### BULLETS AND NUMBERING:

Bullets: •

Numbering: a, b, c, d (or, if necessary, 1., 2., 3., 4.)

#### FIGURES AND TABLES:

General text font size: 9

Title and legend font size: 10

#### INDEX AND CHAPTERS\* (Titles):

CHAPTER 1 – font size 12

SUB-CHAPTER 1.1 – font size 11

\*Automatic indexes may be requested to DINÂMIA'CET.

#### FOOTNOTES

Font: Tahoma, size 9, justified, simple spacing

#### BIBLIOGRAPHY (Example):

Fontes, M., Sousa, C., Videira, P., (2009), “Redes sociais e empreendedorismo em Biotecnologia: O processo de aglomeração em torno de núcleos de produção de conhecimento”, *Finisterra* VII, Fevereiro, Lisboa, pp. 46-67.

### **Working Paper step-by-step process:**

1. Submissions to [dinamia@iscte.pt](mailto:dinamia@iscte.pt);
2. Papers will be forwarded to referees (this process is co-ordinated by the person in charge of WP publishing);
3. Response and amendments following reviewing (by authors), in Word format;
4. Reception, editing and proofreading by DINÂMIA'CET staff. The paper is then attributed a number in the series when a final version is agreed upon;
5. Public dissemination, upload onto DINÂMIA'CET-IUL website and ISCTE-IUL Repository and e-mailing of pdf copy to the author(s).

### **Report step-by-step process:**

1. Submissions to [dinamia@iscte.pt](mailto:dinamia@iscte.pt);
2. Reports will be forwarded to the reading committee;
3. Response and amendments following the reading committee's opinion (by authors), in Word format;
4. Reception, editing and proofreading by DINÂMIA'CET staff. The Report is then attributed a number in the series when a final version is agreed upon;
5. Public dissemination, upload onto DINÂMIA'CET-IUL website and ISCTE-IUL Repository and e-mailing of pdf copy to the author(s).

### **Referee recommendations:**

1. All DINÂMIA'CET researchers may be requested to review one or several Working Papers;
2. Referees must pronounce upon the paper, mentioning suggestions and necessary changes, which should be sent to the publications co-ordinator in the Board;
3. Referees pronouncement must contain one of the following recommendations:
  - a. Accepted without changes (ready for publishing);
  - b. Accepted with minor changes;
  - c. Accepted with major changes, subject to another referee appraisal;
  - d. Rejected.
4. In any of the abovementioned situations the referee must substantiate his/her decision and provide attainable improvement suggestions;
5. The Working Paper reviewing process **should not exceed one month** starting from the date of the article's reception.