

## Notes for the guidance of contributors to *Revista de Morfologia Urbana*

Submitted papers must be original, written in Portuguese language and cannot be under consideration by any other journal. Authors are reminded that papers are accepted for publication only after favourable review by at least two independent referees. They should preferably not exceed 6000 words with an abstract in less than 200 words and up to five key words. The title, abstract and key words should be in Portuguese and English. Since the authorship of papers is not made known to referees, the name(s) and address(es) of the author(s) should be on a separate page. Viewpoints (also submitted to peer reviewed) should not exceed 1000 words. Papers should be formatted in Word and sent by e-mail to the editor (vitorm@fe.up.pt). Papers should be in single column format with double spacing and wide margins. Authors should not attempt to reproduce the journal's page layout. All measurements should be expressed in the metric system.

Authors alone are responsible for opinions expressed in the *Revista de Morfologia Urbana*. They are also responsible for securing any necessary copyright permissions to reproduce illustrations, extensive quotations, etc.

### References

Authors must use the Harvard system of giving references, in which authors' names (no initials) and dates are given in the body of the text – for instance (Whitehand and Larkham, 1992). References are listed alphabetically at the end of the paper, under the heading 'References', in the following form:

- Conzen, M. P. (2012) 'Urban morphology, ISUF and a view forward', *18th International Seminar on Urban Form*, Montreal, 26-29 August.
- Conzen, M. R. G. (1968) 'The use of town plans in the study of urban history', in Dyos, H. J. (ed.) *The study of urban history* (Edward Arnold, Londres) 113-30.
- Hillier, B. (2008) *Space is the machine* (www.spacesyntax.com) accessed 9 September 2013.
- Kropf, K. S. (1993) 'An inquiry into the definition of built form in urban morphology', unpublished PhD thesis, University of Birmingham, UK.
- Moudon, A. V. (1997) 'Urban morphology as an emerging interdisciplinary field', *Urban Morphology* 1, 3-10.
- Whitehand, J. W. R. and Larkham, P. J. (eds.) (1992) *Urban landscapes, international perspectives* (Routledge, Londres).

In the case of multi-authored publications, all authors should be named in the list of references.

Only cited references should be listed.

### Illustrations and tables

Line drawings and photographs should be the size of the intended reproduction. When designing illustrations account should be taken of the journal's page size. Illustrations should be in black and white (greyscale for photographs) unless colour is essential. They should be numbered consecutively, referred to directly in the text and submitted as JPEG or TIFF files. Pictorial illustrations and line diagrams should be at a resolution of not less than 600 dpi. All illustrations must have captions. A typed list of these should be included after the references, in the following style:

#### **Figure 1. Metrological analysis of Lower Broad Street, Ludlow.**

Particular care should be taken with the layout of tables, each of which should be on a separate page. These should be set out using no vertical rules and as few horizontal rules as possible, and with wide margins on all sides.

### Title page

A separate title page should include the title of the paper, and the name(s), main professional or academic affiliation(s) and full address(es), including e-mail address(es), of the author(s).

### Headings

Only the first letter and proper names are capitalized. Headings are placed against the lefthand margin, primary sub-headings being in bold and secondary sub-headings being in italic.

### Numerals

Numerals should be used for all units of measurement, but in the case of quantities of objects and persons, the figures from one to twenty should be spelt out. For example: 10 days, 10 km, 24 inhabitants, 6400 m; but *ten* people, five maps.

### Proofs

Proofs will normally be sent to authors. Only printer's errors should be corrected at this stage: major changes are not acceptable.