

SUBMISSION GUIDELINES

1. *SOCIOLOGIA ON LINE* publishes original research, of sociological nature, that was not previously published or that is not being considered for publication elsewhere.
2. The Journal accepts different types of texts: **articles** (whether as a result of research in the context of basic/pure research or in the context of applied research, research-action), essays and **book reviews**.
3. These manuscripts may be written in Portuguese, English, French or Spanish.
4. Manuscripts must be submitted to sociologiaonline@aps.pt.
5. All texts are initially evaluated by the Direction of *SOCIOLOGIA ON LINE*. Manuscripts that comply with the Journal's publication standards are independently evaluated by at least two experts. The Journal uses a double-blind peer review system, which means that the identities of the authors are concealed from the reviewers, and vice versa (by creating an anonymized file). The Direction of *SOCIOLOGIA ON LINE* is responsible for the final publication decision.
6. In addition to the complete file with the identification of the authors, an anonymized file must be sent, omitting any reference to the authorship of the text and any projects that may have funded the research. Any reference to authors previous publications, both in the text citations and in the list of references, should be replaced by the word "Author/s".
7. All submissions will be subject to a plagiarism detection system. In case of detection of plagiarism, the work will not be published. Authors will also be barred from submitting other publications for a period of no less than one year, subject to decision by the Editorial Board.
8. Manuscripts proposed to *SOCIOLOGIA ON LINE* must be submitted in a Word file with the text in 12-point Times New Roman and 1,5 line spacing. Authors are responsible for the grammatical and syntactical revision of the articles.
9. **Articles** should not exceed 9000 words, including footnotes and references.
10. **Essays** should not exceed 6000 words, including footnotes and references.
11. **Book reviews** should not exceed 1500 words, including footnotes and references.
12. For **articles** resulting from work developed in the context of **basic/pure research** authors are encouraged to follow the following general structure of papers: Introduction; Theoretical framework; Objectives (general and specific); Methodology; Results; Conclusions; Funding (if applicable); Acknowledgments (if applicable); References.
13. For **articles** related to work produced in the context of **applied research**, action research, the following structure is suggested: Introduction; Contextualization

of the phenomenon studied, Objectives (general and specific), Diagnosis of the intervention context, Methodology; Results; Conclusions; Funding (if applicable); Acknowledgments (if applicable); References. Authors should include a detailed description about innovation components, assessment, and monitoring.

14. For the **essays**, it is suggested that authors follow the following general structure: Introduction; Argument (should include the exposition/contextualization of the case, the author's perspective and theoretical foundation); Conclusions (or final considerations); References.
15. Footnotes should be used sparingly. In addition, they should be presented in 10-point Times New Roman, with continuous numbering, from the beginning to the end of the article.
16. Manuscripts written in Portuguese should include a final note stating whether they follow or not the spelling agreement.
17. Article's non-textual elements should be presented in tables or figures and identified with continuous Arabic numerals. Table titles should be presented in 12-point Times New Roman, bold and centred. There should be a space between the text and the title of the table or figure and a space between the title and the corresponding table or figure. Tables/figures must be kept in one sheet.
18. Non-textual elements should additionally be sent in a separate file in their original format (Excel, SPSS, others) or in the following formats:
 1. EPS (or PDF): Vector drawings;
 2. TIFF (or JPG): Color or grayscale images: 300 dpi minimum resolution.
19. The usage of non-textual elements that are not original and are subject to copyright and/or other rights, requires a permission or the purchase of the corresponding rights;
20. **Articles** must present a title in Portuguese and a title in English: an abstract of up to 250 words in Portuguese and in English (including a brief introduction to the study; a reference to the theoretical and methodological approaches used; the main results; the conclusion and the work's relevance); 4 keywords in Portuguese and 4 keywords in English. Articles written in languages other than the previous ones should also present a title, abstract and keywords in the original language of the text.
21. **Essays** must present a title in Portuguese and in English; a summary of up to 250 words in Portuguese and in English (including the theme, objective or motivation, the main argument of the text and the conclusion); 4 keywords in Portuguese and 4 keywords in English. The essays written in languages other than the previous ones should also present a title, abstract and keywords in the original language of the text.

22. The titles of the texts submitted to *SOCIOLOGIA ON LINE* must be different from the titles of other publications and communications by the authors.
23. Authors must specify the following information regarding their affiliations: institution discriminated at three levels (e.g. University, School, Department or Research Unit); Postal Code; City; Country and e-mail address. All authors must present the digital identifier ORCID. The correspondence author must present the complete institutional address.
24. The authors should indicate, based on the CRediT taxonomy (Contributor Roles Taxonomy – <https://casrai.org/credit/>), the contribution of each author/collaborator. In the case of a single authorship, the same procedure should be followed.
25. Authors must submit a no conflict of interest declaration signed by all.
26. If the manuscripts include a section of “Acknowledgments”, this should be included after the “Conclusions” and before “Notes” and “References”.
27. Citations, references in-text and reference list must comply with the APA 7th Edition.
28. The Associação Portuguesa de Sociologia retains copyright of all published manuscripts.

