**Editorial Guidelines\_PORTUS**

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**Image format/type:**

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Image size max: width 664 pixels x heigh 354 pixels

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**Captions**

ORIGINAL LANGUAGE

ENGLISH (Translation of author)

**IMPORTANT:**

**Do not insert the image references (example: FIG.1) in the text, but you have to indicate the exact position of the photo / image / table / video, with this sentence (Photo\_01) or (Image\_01) or (Table\_01) or (Video\_01) in the article text (see file attached: FORMAT 3 - Article & Translation)**

**2. Indicate any copyright, source, website, etc.**

**References**

EXAMPLES OF DIFFERENT ITEMS FORMATTED FOR A REFERENCE LIST:

**BOOKS**

The title of a book should be in *italics*, and sentence casing (only the first word is capitalised, except for proper nouns and acronyms).

Provide enough information to enable identification of the place of publication.

Abbreviations may be used as long as their meaning will be clear to your readership.

**Standard format**

Author/editor AA Year, *Title: subtitle*, Edition (if not the first), Publisher, Place of publication.

**Single author or editor**

Singer, MC 1990, *Human resource management*, PWS-Kent Pub. Co., Boston.

Chang, P (ed.) 2007, *Tourism management in the 21st century,* Nova Science Publishers, New York.

**Two or more authors or editors**

Degryse, H, Kim, MD & Ongena, ST 2009, *Microeconometrics of banking: methods, applications, and results*, Oxford University Press, Oxford.

Fahim Khan, M & Porzio, M (eds) 2010, *Islamic banking and finance in the European Union: a challenge*, Edward Elgar, Cheltenham, UK.

**No author**

*A dictionary of business and management* 2009, 5th edn, Oxford University Press, Oxford.

**Edition other than first**

Burton, M, Nesiba, R & Brown, B 2010, *An introduction to financial markets and institutions*, 2nd edn, M.E. Sharpe, Armonk, NY.

**Multiple volumes**

Koed Madsen, T (ed.) 1996, *Advances in international marketing*, vol. 8, JAI Press, Greenwich, Connecticut.

**Series**

Hashimoto, K 2010, *Casino marketing: theories and applications*, Casino management essentials series, Prentice Hall, Boston.

**Corporate author (ie: a company or organisation)**

Harvard Business School Press 2007, *Managing change*, The lessons learned series, Harvard Business School Press, Boston.

**Conference (complete conference proceedings)**

Referenced as per a book, however additional information about the conference may be included after the title as follows:

Barry, C, Conboy, K, Lang, M, Wojtkowski, G & Wojtkowski, W (eds) 2009, *Information systems development: challenges in practice, theory, and education*, Proceedings of the Sixteenth International Conference on Information Systems Development (ISD 2007), Springer, New York.

**Government publication**

Australian Bureau of Statistics 2006, *A picture of the nation: the statistician's report on the 2006 census*, cat. no. 2070.0, Australian Bureau of Statistics, Belconnen, ACT.

Department of the Treasury 1992, *Australia's foreign investment policy: a guide for investors*, Australian Government Publishing Service, Canberra.

**Scientific / Technical report**

Referenced as per a book, however additional information about the report (such as the report number) may be included after the title as follows:

McCarthy, KF, Peterson, DJ, Sastry, N & Pollard, M 2006, *The repopulation of New Orleans after Hurricane Katrina*, Technical report TR-369, RAND Corporation, Santa

Monica, California.

World Health Organization 2007, *The scientific basis of tobacco product regulation: report of a WHO study group*, WHO technical report series, Technical report 945,World Health Organization, Geneva.

**Thesis or dissertation**

Loebnitz, N 2009, 'The impact of country-of-origin on liability-of-foreignness', PhD thesis, Bond University, Gold Coast, Qld.

**PARTS OF A BOOK**

Parts of a book should be referenced when the book is a compilation of works by different authors. If the chapters/parts of the book do not have individually attributed authors, the whole book should be referenced as per the 'Books' section above.

**Standard format**

Author(s) of chapter AA Year, ‘Chapter/article title’, in Editors(s) of book (eds), *Book title: subtitle*, Edition (if not the first), Publisher, Place of publication, chapter/article pages.

**Chapter/article in a book**

Heath, SB 1989, ‘The learner as culture member’, in ML Rice & RL Schiefelbusch (eds), *The teachability of language*, Paul H Brookes, Toronto, pp. 333-50.

**Conference or Seminar Paper**

Paris, CM 2009, 'The virtualization of backpacker culture', *Information and communication technologies in tourism 2009: proceedings of the International conference in Amsterdam, the Netherlands*, 2009, Springer-Verlag/Wien, Wien,Netherlands, pp. 25-36.

**JOURNAL ARTICLES**

Capitalise only the first word of an article title, except for proper nouns or acronyms.

Journal names should be in *italics*, and the major words should be capitalised, ie. minor words such as 'of' and 'and' should not be capitalised.

**Standard format**

Author(s) AA Year, ‘Title of the article’, *Journal Name*, volume, issue, article pages.

**Single author**

Doyle, W 1977, ‘Learning the classroom environment: an ecological analysis’, *Journal of Teacher Education*, vol. 28, no. 4, pp. 51-5.

**Multiple authors**

Giabardo, P, Zugno, M, Pinson, P & Madsen, H 2010, 'Feedback, competition and stochasticity in a day ahead electricity market', *Energy Economics*, vol. 32, no. 2, pp. 292-301.

**Organization as author**

Systemonic Inc. 2002, 'Flexible DSP solution to high speed WLAN growth', *Wireless Design and Development*, vol. 10, no. 4, pp. 18-19.

**No author given**

'Supply management contribution to channel performance: a top management perspective' 2008, *Management Research News*, vol. 31, no. 3, pp. 152-168.

**Article is in a supplement to a volume**

Geraud, G, Spierings, EL & Keywood, C 2002, 'Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan', *Headache*, vol. 42, suppl. 2, pp. 93-99.

**Article is in a supplement to an issue**

Glauser, TA 2002, 'Integrating clinical trial data into clinical practice', *Neurology*, vol. 58, iss. 12, suppl. 7, pp. s6-12.

**Issue with part**

Kamel, IR & Bluemke, DA 2002, 'Imaging evaluation of hepatocellular carcinoma', *Journal of Vascular and Interventional Radiology*, vol. 13, iss. 9, pt. 2, pp. s173-s183.

**Issue with no volume**

Degadt, J 2003, 'Business family and family business', *Journal of Enterprising Culture*, no. 174, pp. 379-97.

**Newspaper article**

Main, A 2010, 'Stay in the know, directors advised', *Australian*, 30 July, p. 24.

If the authorship of a newspaper article is not evident provide the details of the article in the in-text citation as follows, and there is no need for an entry in the reference list.

'...as reported in the *Sydney Morning Herald* (24 January 2000, p. 12)...'

'...the board meeting was held on Tuesday 1 January 2001 (*Financial Review* 27

March 2001, editorial)...'

**E-BOOKS**

**Standard format**

Author/editor AA Year, *Title: subtitle*, Edition (if not the first), Publisher, Place of publication, date of viewing, Name of Database.

**Whole book**

Steinmetz, W 2008, *Wicked cool PHP*, No Starch Press Inc., San Francisco, viewed 2 August 2010, Ebrary.

**Article/chapter from an electronic book**

Wright, JR, Vesonder, GT & Dasu, T 2007, 'Management of data-streams for large scale data mining', in L Al-Hakim (ed.), *Challenges of managing information quality* *in service organizations*, Idea Group Publishing, Hershey, Pennsylvania, viewed 1 August 2010, Books24x7.

**E-JOURNALS**

**Standard format**

Author(s) AA Year, ‘Title of the article’, *Journal Name*, volume, issue, article pages, date of viewing, <URL> or Name of Database.

**Journal article from online full-text database**

Badot, O & Cova, B 2008, ‘The myopia of new marketing panaceas: the case for rebuilding our discipline’, *Journal of Marketing Management*, vol. 24, no. 1/2, pp. 205-219, viewed 28 July 2010, Business Source Complete.

**Journal article in a scholarly journal (published free of charge on the internet)**

Clark, P 2001, ‘Recruitment and selection practices in a selected organisation’, *Journal of Management Practice*, vol. 4, no. 1, pp. 166-177, viewed 28 July 2010,

<http://www.usq.edu.au/business/research/jmp/articles>.

**Newspaper article from online database**

Yeates, C 2010, 'Energy developers welcome new target', *West Australian*, 25 June, viewed 1 August 2010, Factiva.

**Newspaper article from the Internet**

Koutsoukis, J 2010, ‘Edict lifted for female smokers’, *Sydney Morning Herald*, 29 July, viewed 5 August 2010,

<http://www.smh.com.au/world/edict-lifted-forfemale-smokers-20100728-10w2c.html>.

**INTERNET/WEB SITES**

If no author or authoring body is ascertainable, cite the work by title in both the text and the reference list (also see reference list example below):

'...reports of toulene in Kingaroy bore water (*Latest tests clear bore water* 2010)...'

Care should be taken using sources for which the authorship/responsibility is not

known. Similarly if the update or copyright date is not ascertainable:

'...offers free website hosting for members (Toastmasters International n.d.)...'

**Standard format**

Author(s) Date – last update or copyright date, *Page title*, description of document (if applicable), name of the sponsor of the page (if applicable), date of viewing, <URL>.

**Professional Internet site/page (corporate or organisational author)**

National Library of Australia 2009, *Picture Australia*, National Library of Australia, viewed 9 July 2010, <http://www.pictureaustralia.org/>.

**Personal Internet site/page**

De Bono, E 2007, *Setting up a thinking club*, viewed 1 August 2010, <http://www.edwarddebono.com/thinking0.htm>.

**Document within a web site**

International Narcotics Control Board 1999, *Report of the International Narcotics Control Board for 1998*, United Nations, Vienna, viewed 9 June 2010,

<http://www.incb.org/incb/en/annual\_report\_1998.html>.

**Web site/page with no author**

*Latest tests clear bore water* 2010, viewed 2 August 2010,

<http://money.ninemsn.com.au/article.aspx?id=7939024&rf=true>.

**Web site/page with no date**

Toastmasters International n.d., *FreeToastHost*, Toastmasters International, viewed 2 August 2010, <http://www.freetoasthost.org/>.

**Podcasts**

*Importance of bystander mouth-to-mouth* 2010, podcast, Health Report program, Radio National, Australian Broadcasting Corporation, accessed 2 August 2010,

<http://www.abc.net.au/rn/healthreport/stories/2010/2970531.htm>.

**Abbreviations**

The following abbreviations may be used in your citations:

edn (edition)

et al. (and others)

no. (number)

p., pp. (page/s)

para., paras (paragraph/s)

pt, pts (part/s)

rev. (revised)

suppl. (supplement)

vol., vols (volume/s)

**Related Events (max. 1.000/1.500 characters)**

IN ENGLISH

**Short mention of events, reports or publications related with the article**

**Box (max. 1/2 for article, max. 500 characters)**

ARTICLE LANGUAGE

**Short texts for clarifications and details related with the article**

**Multimedia Files (Size max. 60 MG)**

**Video files to display from PC or Mac**

**Link to You Tube or other sites that display the video mentioned**

EXAMPLE

<http://www.cinemovies.fr/film/l-eternite-et-un-jour_e67807/videos/1/m195290>

<http://en.wikipedia.org/wiki/Death_for_Sale>

<https://itunes.apple.com/us/movie/id491522730>

**Site Map**

**The exact address of the port or of the part of city that you describe in the article**

**(to view with Google Maps/satellite at the end of your article’s page)**

EXAMPLE

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