



AUTHOR GUIDELINES

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Preliminarily, each work submitted to **arte :lugar :cidade** is evaluated by the Editorial Board for its adherence to the academic scope of the journal, as well as its compliance with scientific standards. If approved in the first stage, the work is sent to at least two (2) reviewers external to the Editorial Board, who issue recommendations for acceptance, rejection or suggested changes to the work. If there are significant disagreements between the reviewers' recommendations, a third reviewer will be asked to collaborate in order to support the final editorial decision.

The Editors assume that the submission of the work for publication in **arte :lugar :cidade** indicates its originality, i.e. that it has not been published or submitted for publication in any other journal. The editors point out the need for authors to indicate their Orcid (orcid.org) in the submission process.

Evaluation of submitted work

The following aspects will be taken into account when evaluating the work:

- (1) suitability for the scope of the journal
- (2) originality of the reflection proposed by the work
- (3) relevance of the issues addressed to the field of study
- (4) up-to-date and relevant bibliographic resources
- (5) objectivity and clarity of expression and use of appropriate academic language

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In the case of work with more than one author submitted to **arte :lugar :cidade**, a brief statement must be included at the end stating that shared authorship is based on the fact that:

- (1) all authors actively participated in the preparation of the work, including discussions around the scope, concepts, eventual results and the elaboration of the work; and (2) all authors reviewed and approved the final version of the work.

Note: The declaration in question will not appear in the final version of the work, in the case of publication in **arte :lugar :cidade**.

Acknowledgement of research funding

arte :lugar :cidade strongly encourages authors to mention and acknowledge the funding agencies that have supported their research, even through partial funding. To this end, it asks that a mention be made at the end of the body of the paper (before the Notes and References) or, alternatively, as the first endnote.

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SUBMISSION CATEGORIES

- (1) Articles - presentation of unpublished work with the results of research carried out in the areas of interest to **arte :lugar :cidade**
- (2) Visual essays - artistic works developed specifically for the journal
- (3) Interviews - with artists, theorists, critics, historians and researchers working in the journal's field of interest
- (4) Reviews - of bibliographical or artistic production (project, action, performances, etc.), converging with the scope and interests of **arte :lugar :cidade**.

STRUCTURE OF THE ARTICLES

General

Papers must be unpublished and written in English, Portuguese, or Spanish. It is suggested that the article be between 4,000 and 6,000 words in length (including abstract, keywords, subtitles, notes and references). They should be submitted in Word 97-2003 or higher (Times New Roman font, 12-point font, 1.5 spacing).

Cover Sheet

All articles submitted must include a cover sheet with information on each of the authors, including: name, title, institutional affiliation and academic status (if applicable), institutional address, institutional telephone number, ORCID and e-mail address.

Title

The title must contain a maximum of 15 (fifteen) words and must be written in English, Portuguese, and Spanish (in order), for papers written in English.

Abstract

Before the beginning of the text, authors must include an Abstract of 800 to 1000 characters (spaces included), written in a clearly and precise manner, briefly indicating the field of study and the problem faced, mentioning the methodologies adopted, consistent with the issues addressed in the development of the article. It should be presented in the form of a single paragraph and written in English, Portuguese, and Spanish (in order), for papers written in English.

Keywords

Just below every version of the Abstract, keywords should be included, in a number that can vary between 3 and 5 (from three to five), in English, Portuguese, and Spanish (in order), for papers written in English.

Images

Images (a maximum of 5), with their respective captions (see example below), must appear in the body of the text. In addition, the images must be sent separately as complementary files in jpg or png format with a resolution of 150 dpi.

Example of a caption:

Fig. 1 - Mel Chin (with Rufus Chaney), Revival Field, 1991, harvest

Pig's Eye Landfill, St. Paul, Minnesota

Photo: courtesy Walker Art Center

Source: Finkelppearl, T. (2001). Interview: Dr. Rufus L. Chaney on Revival Field. In

T. Finkelppearl (Ed.), *Dialogues in Public Art* (pp. 408-417). The MIT Press.

Words in a foreign language

All articles submitted to **arte :lugar :cidade** must be written in English, Portuguese, or Spanish. When using words in a language other than the original language of the manuscript, they must be italicized.

Spelling rules

The Editors assume that all articles submitted to **arte :lugar :cidade** have been checked for spelling rules in English, Portuguese, or Spanish, under the responsibility of their respective authors.

Citations

With regard to citations, articles submitted to **arte :lugar :cidade** should use the style and standards expressed in the 7th edition of the APA - American Psychological Association manual (<http://www.apastyle.org/>).

For long quotations (more than three lines), use the same formatting as the body of the text (font and spacing), including only a different indentation from the rest of the text. In this case, use a 4 cm indentation from the left edge of the page.

Ibid., op. cit., loc. cit. etc.

The **arte :lugar :cidade** does not use *ibid.*, *op. cit.*, *loc. cit.* and so on.

Endnotes

Endnotes should be used for substantive remarks, but not for the purpose of referencing cited sources. Endnotes should appear separate from the body text of the article, preceding the References.

Note: **arte :lugar :cidade** does not use footnotes. Authors are therefore requested to use endnotes only.

References

At the end of the text, immediately after the notes (if there are any), a section entitled References should be included, with a complete list of the references cited in the text, following the style and standards of the 7th edition of the APA - American Psychological Association manual (<http://www.apastyle.org/>).

STRUCTURE OF VISUAL ESSAYS

The Visual Essay must be formatted according to the dimensions of the **arte :lugar :cidade**, i.e. 25 (height) x 20 (width) cm. It must be submitted in pdf format.

The total number of pages of the Visual Essay must be an even number, ranging from 8 to 12 pages. When submitting, in addition to the Visual Essay itself, the author must provide the following information: (a) title in English, Portuguese, and Spanish; (b) biographical data of no more than 10 lines; (c) description or commentary on the Visual Essay (if applicable); (d) captions or general information on the images that make up the Visual Essay (if applicable).

STRUCTURE OF THE INTERVIEWS AND REVIEWS

In addition to the content of the Interviews and Reviews, the author must provide in the submission process: (a) Title, summary and keywords in English, Portuguese, and Spanish.; (b) Detailed information about the Interview (place and date of the interview, information about the participants, etc.) or about the Review (title of the work, place and date of the work/publication, authors/participants, if applicable, as well as other relevant information about the subject of the Review).

Final information: if you have any questions or require further information, please write to arte.lugar.cidade@gmail.com.

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