

Title of your contrapor2006 paper

Please follow the instructions given below

(leave a blank line, 14 points)

Name of 1st author

1st author's place of work
e-mail address

Name of 2nd author

2nd author's place of work
e-mail address

(leave a space of 3 lines, 11 points)

Abstract

(leave a space of 1 line, 11 points)

These specifications and instructions aim at standardising the layout of papers presented at **contrapor2006 – 1st Portuguese Translation Conference** - to be held on 11 and 12 September 2006, at the Science and Technology Faculty, Universidade Nova de Lisboa, Monte de Caparica - Portugal.

(leave a space of 1 line, 11 points)

Key words: Give three keywords indicating the subject of your paper.

(leave a space of 1 line, 11 points)

First section subheading

(thereafter, always leave a space of 1 line, 11 points)

Your paper should be sent by e-mail in a Word file annex to the following address:
contrapor2006@atelp.org.

Original versions will be published in book form where all layouts will conform to this standard. For this reason, original files SHOULD NOT be sent in PDF format.

Second section subheading

Your paper should be no longer than 10 pages of A4 size paper (210 – 297 mm), single space in Arial letter type, 15 cm x 24 cm printed area (margins: 30 mm, top and bottom / 28,5 mm, left and right). The following example indicates the font specifications.

Third section subheading

The page layout should conform to:

- Heading: centred, Arial 20, in upper and lower cases
- Author's name: centred, Arial 14
- Work place e address: centred, Arial 9
- Abstract and section sub-headings: left margin, Arial 12
- Key words: left margin, Arial 9
- Body of the text: Arial 11, 1 cm paragraph indentation on the first line, with proceeding lines within the specified margins without indentations, continuous lines with no mid-text blank lines.
- Between sections: an 11-point space between the lines except in cases indicated below

- Footnotes: Arial 9, personalised enumeration as from the number 1; in the text body, leaving a space between the number of the footnote and the previous word, like this ¹.
- Page numbers: in the centre at the foot of the page in Arial 11.

Last section heading

All figures should have a heading, Arial 9, situated underneath the figure, according to the following layout: Figure 1 – Heading.

Tables should always have a heading, Arial 9, situated underneath the figure, according to the following layout: Figure 1 – Heading.

(leave a space of 3 lines, 11 points)

Acknowledgements

If you wish to make any acknowledgements, write them in Arial 11. See the following example about bibliographical references.

(leave a space of 2 lines, 11 points)

References

[1] 1st Author, 2nd Author, «Name of the article between inverted commas», *Name of the Magazine in Italics*, City where published, Month Year, p. Begin-End.

[2] Author, *Name of book in Italics*, name of Publishing House, City where published, Year, p. Begin-End.

Biographical note:

[100 – 150 words, Arial 10, single space. Include your biographical note here.]

Note to authors: please send us an updated photograph (passport format), which will be included in your biographical note. Image should be in JPG format, with the highest resolution possible. You may send colour images, but they will be printed in black and white.

¹ Leave a space between the number of the footnote and the previous word. Should the text continue into other lines, keep them within the margins until such a time as they may be aligned with the main text. Check to see whether the separation between the footnote and the main body of the text is 3 text-lines high.

The following is not part of the specifications and instructions for submitting final papers for the contrapor2006 conference proceedings, but should, nevertheless, be taken into consideration by authors.

General Text Requirements:

1. All papers must be prepared in **Portuguese** or **English (UK spelling)** and **free of grammatical, spelling and/or punctuation errors**. Please make sure your paper is **thoroughly edited and proof read** before submission.
2. All papers must be the original work not yet submitted to any other journals or publications prior to the conference. Following the conference, authors are free to submit the paper for publication in any journals.
3. The conference proceedings will be professionally reproduced as a book. Final copies of all papers prepared based on the previous specifications must be submitted **on or before 17th of July, 2006**. **Papers submitted after this date may be presented at the conference BUT WILL NOT APPEAR in the proceedings book.**