

Guidelines for Submission

0. **Cover Page:** Please include in the following order:

Title of Paper

Name of author(s), institutional affiliation, title, e-mail and postal address

Short biography of 150 words in length.

1. **Formatting.** Papers should be submitted unformatted, except for:

Title (on page following cover page) should be centered. Use capitalized initials for every content word.

Subtitles or headings are flush with left margin, numbered and only first letter should be capitalized. (Ex: 1. Introduction). Skip one line before each heading or subtitle.

2. **Papers should not exceed 7000 words including references.**

3. **Abstract.** Abstracts are to be submitted in English, when the paper is written in English and should be included at the end of the paper, after References, introduced by the word **Abstract**. It should not exceed 200 words. Below the abstract, include 4 key-words in English.

4. **Resumo.** If possible include a Portuguese version of the abstract, following the word **Resumo**. Also include four key words in Portuguese. Alternatively, an abstract (plus key words) in German will be accepted. If that is the case, please provide the abstract in German following the word **Zusammenfassung**.

5. **Footnotes.** Number the footnotes starting from 1. Footnotes to titles should be asterisked and not numbered. Do not use footnotes for bibliographical references.

6. **Appendix.** When included, appendixes should be positioned after the References section and should be titled as Appendix. Please include Appendix(es) before the Abstract.

7. **References and quotes.**

In general, *Cadernos* follows the guidelines established by the *Associação Brasileira de Normas Técnicas* for manuscript preparation.

Examples:

FITCHEON, Pamela. *A theory of the impossible. The translation of twentieth century poetry*. New York/London, Routledge & Kegan Paul 1995.

LÜMMEL, Roman. "Kamele und Krokodile". In: BIRKIG, Bernd A. (Hg.): *Tiere in der deutschen Literatur des 18. Jahrhunderts*, Berlin/New York, Peter Lang 1993, p. 350-377.

SILVA, Widerson P. "A procriação dos verbos modais". In: *Cadernos Vernáculos* 1/1996, p. 111-133.

HESS, Hans Werner. "Online Learning Systems as Mediation between Cyberspace and Learner: Why (and how) teachers (and not primarily students) should become 'autonomous'". In: *German as a foreign language* 1/2001. Available at: <http://www.gfl-journal.de/1-2001/hess.html>. Access on 20.2.2007.

Also:

Write the references of quotes in the body of the paper in upper case letters, followed by the year (e.g. TRIEFENBACH 1979: 65);
Use quotation marks for quotes up to 3 lines (Longer extracts should come in a separate paragraph. See instruction # 8);
Use apostrophes for quotes that are embedded in other quotations.

8. Spacing and Layout

Margins: 2,5 cm on all sides (top, bottom, left, right);

Font Size and Type: 12-pt. Times New Roman, double-space throughout;

Quotes longer than 3 lines should be included in a separate paragraph in font-size 10-pt.

Use *italics* for foreign words or neologisms;

Use **boldface** for highlighting, as in technical terms;

Avoid underlining;

Avoid BLOCK LETTERS.