



**O Arquivo Vivo**  
**The Living Archive**

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**Publishing Guidelines**  
**on Living Libraries**  
**english**

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## Guidelines for Publishing on Living Libraries

### **Purpose of publishing format**

The purpose of our publishing format is to increase the readership of your written work. For that reason, we follow a format not unlike a book, where the reader is immediately drawn from the title and author to the content.

As we do not attempt to emulate the practices of similar publication platforms, and are informational in character, additional references or information are included in such a way as deemed vital to encourage further research and readership of the published content in this or other platforms.

Authors are encouraged to submit high quality, original work. **Prior to submission, authors should determine whether their work corresponds to the platform's purpose — that is, to publish discourse that nurtures and reflects ancestral and contemporary Angolan, African and Diasporic arts, languages, thinking, stories, beliefs and customs.**

At this stage of our project, we accept published or unpublished essays, short papers, conversations or interviews, as well as associated images, videos or audio recordings.

### **To consider before submitting**

Please consult our [definitions\\*](#) (page 5) of what qualifies as an essay, short paper, conversation or interview before submission.

### **Published material**

If your essay, short paper, conversation or interview has been published previously, please obtain the consent of your prior publisher(s) and approval of all co-authors, if any, before submitting it to our platform.

### **Unpublished material**

If your essay, short paper, conversation or interview has not been published previously, please verify that it is not under consideration for publication elsewhere (if yes, obtain the consent of your potential publishers and co-authors, if any) before submitting it to our platform.

### **Author Rights**

The author, project title and area (field of knowledge) are mentioned on the website. The name of the PDF for free download makes reference to the author's intellectual property as ©**Author**. For more information, please consult our take on Author Rights.

**Luganzi — The Living Archive**, will not be held legally responsible should there be any arising legal dispute or claims for compensation.

### **Guidelines for submitting texts**

Submit your documents in MS Word, single-column format, unjustified text, no additional formatting required.

You will be required to submit 2 documents:

- (1) Your essay, short paper, conversation or interview (can include highlighted citations and references in footnotes);
- (2) On a separate document, provide all author names, affiliations, the contact information and biography of the corresponding author(s).

Hyperlinks will be considered per submission and up to The Living Archive's editors' discretion.

For more information, please see our examples of essay, short paper, conversation or interview.

**NOTE:** your **essay or short paper** can be published with a brief critical review of your work, preferably shorter than the leading document. Should you desire to publish in this manner, please submit such a review following the same steps as for your essay or short paper.

Please send your files to [bibliotecasvivas@luganzi.net](mailto:bibliotecasvivas@luganzi.net)

### **Structure of essay, short paper, conversation or interview**

#### **Essay**

- (1) Title of essay
- (2) Subtitle of essay (if available)
- (3) Keywords (up to 5 words)
- (4) Text (can include highlighted citations and references in footnotes)

On a separate document, please provide:

- (5) Author name, title and affiliation
- (6) Author biography (up to 100 words per author)
- (7) Author contact information

#### **Short Paper**

- (1) Title of paper
- (2) Subtitle of paper (if available)
- (3) Abstract (up to 300 words)
- (4) Keywords (up to 5 words)
- (5) Text (can include highlighted citations and references in footnotes)

On a separate document, please provide:

- (6) Author name, title and affiliation
- (7) Author biography (up to 100 words per author)
- (8) Author contact information

### Conversation

- (1) Title of conversation
- (2) Subtitle or context of conversation (if available)
- (3) Initiator's name, title and affiliation
- (4) Participants' names, titles and affiliations
- (5) Text (can include highlighted citations and references in footnotes)

On a separate document, please provide:

- (6) Initiator and participants' names, titles and affiliations
- (7) Initiator and participants' biographies (up to 100 words per biography)
- (8) Initiator and participants' contact information

### Interview

- (1) Title of interview
- (2) Subtitle of interview (if available)
- (3) Interviewer's name, title and affiliation
- (4) Interviewee's name, title and affiliations
- (5) Text (can include highlighted citations and references in footnotes)

On a separate document, please provide:

- (6) Interviewer and interviewee's names, titles and affiliations
- (7) Interviewer and interviewee's biographies (up to 100 words per biography)
- (8) Interviewer and interviewee's contact information

### Guidelines for submitting associated images, videos or audio recordings

Images, videos or audio recordings associated to your document must be submitted in separate files. Please send your files via [wetransfer.com](https://www.wetransfer.com) to [bibliotecasvivas@luganzi.net](mailto:bibliotecasvivas@luganzi.net)

#### Accepted image format

**specifications:** 1080 x 720 px or bigger / 300 dpi / JPG, TIFF, EPS

**NOTE:** Your images must be accompanied by captions (send in MS Word document, single-column format, unjustified text, no additional formatting required) corresponding to the JPG, TIFF, EPS files sent.

Please send your **captions** according to the guidelines for submitting texts, preferably in the same e-mail as the other texts requested.

Example:

**Caption of the image: L1001565.JPG,**  
street performance *Kuthaka Mahamba* at Fuckin' Globo 2020,  
© Cláudio Chocolate, 9Films



L1001565.JPG



### **Videos or audio recordings**

Where possible, your publication can be supported by video or audio recordings.

### **Accepted video formats**

MP3, MP4, content and length subject to editing.

### **Accepted audio formats**

MP3, content and length subject to editing.

**NOTE:** Audio recordings must be transcribed (send in MS Word document, single-column format, unjustified text, no additional formatting required) prior to submission.

Please send your transcriptions according to the guidelines for submitting texts, preferably in the same e-mail as the other texts requested.

We look forward to receiving your essay, short paper, conversation or interview at [bibliotecasvivas@luganzi.net](mailto:bibliotecasvivas@luganzi.net)

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### \* Definition

**essay:** An essay is an extended piece of writing that presents and supports a thesis or proposition. It makes a case for the validity of a particular point of view, analysis, interpretation or set of facts or procedures. It aims to present and defend a topic and a stance to the reader. Essays rely not only on the validity of the facts they communicate but also on the selection, critical evaluation, organization, and presentation of these facts.

**paper:** Also known as a research or original article, is one of the main ways new knowledge and discoveries are communicated to a creative, academic or scientific community. It is a full-length document on original research. It generally consists of the background of a research topic, its study design and methodology, the results of the study, and then its conclusion. The scholarly articles or publications used to inform the research are listed at the end of the article as its references or works cited.

**interview:** An interview is essentially a structured conversation where one participant asks questions, and the other provides answers. It is a one-on-one conversation between an interviewer and an interviewee.

**conversation:** A written or recorded (and transcribed) meaningful discussion between two or more thinkers that has evolved from prior debates or seminars on a particular topic.