

# Rules for Institutional Membership in CESEM

The rules for affiliation and publicising support aim to ensure that there is a reference to CESEM in the outputs of its members, optimising the recognition of the research unit at the national and international levels. The document follows the guidelines established in the FCT's [Normas de Informação e Publicitação de Apoios para Beneficiários](#). This document consists of the following points:

- A. Signature, publication, participation in events and projects**
- B. How to reference support for activities carried out within CESEM's scope**
- C. Use of logos**

**Notes:**

- CESEM membership should be used by:
  - Integrated members of CESEM based at NOVA FCSH, UÉvora, ESML-IPL or ESMAE-P.PORTO, with or without a contractual relationship with these higher education institutions and regardless of the percentage of dedication defined (the minimum being 20 per cent).
  - Doctoral students, with or without a scholarship, supervised by integrated members of CESEM based at NOVA FCSH, UÉvora, ESML-IPL or ESMAE-P.PORTO.
  - Scholarship holders from all study programmes whose host institution is NOVA FCSH, UÉvora, ESML-IPL or ESMAE-P.PORTO.
- CESEM membership is strongly encouraged to be used by:
  - CESEM employees based at NOVA FCSH, UÉvora, ESML-IPL or ESMAE-P.PORTO and, consequently, with a percentage of part-time dedication, whose work to be published has been carried out as part of their activities at the headquarters or centres.
  - Visiting researchers, if the outputs were developed, in whole or in part, during their stay at NOVA FCSH, UÉvora, ESML-IPL or ESMAE-P.PORTO.
- The affiliation can be written in Portuguese or English.
- Each organisational unit defines its name in Portuguese and English, as well as a unique abbreviation for use in Portuguese and another for use in English.
- The official names are indicated in this document.
- The abbreviations CESEM, NOVA FCSH, UÉvora, and IN2PAST apply to affiliations in PT and EN.
- CESEM members must ensure that the affiliations are correct on the platforms where papers are submitted.

## A. Em assinatura, publicação e participação em eventos

### CESEM / NOVA FCSH

#### The constituent parts of membership:

- Name
- Name of research unit
- Department name (if applicable)
- Name of organisational unit (e.g. FCSH)
- Name of NOVA (e.g. NOVA University Lisbon)
- Mention of IN2PAST Associated Laboratory [only in the case of integrated members and integrated members without a doctorate]

#### EN example:

António Maria Neves  
 Centre for Music Studies  
 Department of Musical Sciences (if teaching at FCSH)  
 Faculty of Social Sciences and Humanities  
 NOVA University of Lisbon  
 IN2PAST - Associated Laboratory for Research and Innovation in Heritage, Arts, Sustainability and Territories

#### EN example with abbreviations:

António Maria Neves  
 Musicology Department  
 CESEM / NOVA FCSH, IN2PAST

#### Notes:

- The name NOVA in Universidade NOVA de Lisboa should always be written in Portuguese and using all capital letters.
- There may be cases in which the Higher Education Institution (HEI) defines that the name of the HEI and organic unit appear before the name of the R&D Unit (and not the other way round as indicated here).

### CESEM / PÓLOS

CESEM research hubs must use the same rules as above, with the respective changes for each organisational unit.

#### EN

University of Évora  
 ESML - Lisbon School of Music, IPL – Lisbon Polytechnic  
 ESMAE – Escola Superior de Música e Artes e Espetáculo, Polytechnic Institute of Porto [ou Polytechnic of Porto]

### PT e EN com abreviaturas

UÉvora

ESML - IPL

ESMAE – P.PORTO

**EN example with abbreviations:**

António Maria Neves

CESEM / UÉvora, IN2PAST

António Maria Neves

CESEM / ESML-IPL, IN2PAST

António Maria Neves

CESEM / ESMAE-P.PORTO, IN2PAST

## B. How to refer to support for activities carried out within the framework of CESEM

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All types of outputs carried out within the scope of CESEM, whether they benefit from financial support, must be referenced in order to fulfil the dissemination and publicity obligations stipulated in the FCT funding contract. This applies, for example, to publications, translations/revisions of publications, oral presentations (and respective conference materials, including presentation support), travel, funded projects, CD/DVD editions, among others.

In addition to the type of funding, the respective DOI must be referenced. According to the FCT, DOIs for funding are assigned by Crossref and are already used by other funding agencies, such as the Wellcome Trust and EU-Horizon 2020, as well as by manuscript submission platforms and other scientific platforms. In addition to complying with disclosure and publicity obligations, it is essential that the DOI identifier is included in scientific articles and other related publications, to ensure the correct attribution and visibility of the results arising from the funding awarded by the FCT.

### EN

This work is financed by national funds through FCT - Foundation for Science and Technology, I.P., by project references UID/693/2025 of CESEM – Centre for Music Studies at NOVA FCSH [or University of Évora or ESML-IPL or ESMAE-P.PORTO] with the DOI 10.54499/UID/00693/2025 and LA/P/0132/2020 with the DOI identifier 10.54499/LA/P/0132/2020.

### EN [Grant or CEEC]

The same as above:

(....) and through a Ph.D Grant (PD/BD/XXXXXX/20XX).

(...) and through a CEEC (Ref. XXXXX)

## C. Use of logos

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Whenever there is support from CESEM for publishing, editing, translating, oral communications, travelling, it is mandatory to place the logos of CESEM, NOVA FCSH or Pólos [logo of the corresponding organic unit], IN2PAST Associated Laboratory (in the case of integrated members and non-PhD integrated members) and the Foundation for Science and Technology (FCT).

The logos must be used to publicise events organised or promoted by CESEM, as well as in outputs [books, CD/DVD, magazines, etc.] published through the research unit's funds.

You can find the different logos [here](#).

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