Title of the article with a maximum of three lines in length, centered, size 14, bold and Times New Roman font

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**Abstract**: Summarize the key points of the article with 150 to 300 words for Full Articles, Review Articles or Case Study; 100 to 250 words for Short Communications, or Review. Summary Font: Times New Roman, 8 pts, Normal, Justified. Content: Summarize the key points of the article: objectives, methodology, main results and main conclusions. Do not use references, images or tables in the summary! Before the summary leave 6 points and after the summary leave 4 points of space. After the keywords leave 8 points.

**Keywords:** Three to five eords, separated by commas.

**Resumo:** Add the abstract translated to Portuguese language.

**Keywords:** Add the keywords in Portuguese

# FORMATTING AND TEXTUAL ELEMENTS

The paper must have the following obligatory sections:

*Introduction*

*Materials and methods*

*Results and discussion* (the authors can split this section in two separate sections if deemed necessary)

*Conclusion*

*References*

Subsections may be used as the authors see the necessity of using them.

## File formatting

The A4 paper page configuration (210 x 297 mm), in Portrait mode.

The page **margins** must be narrow, that is, 1.27 cm on all margins (right, left, bottom and top).

The **size of the article** is related to the type of publication. Full articles, teaching cases and case studies should be 5 to 10 pages, short communications should be 2 to 4 pages, and review articles should be at least 8 pages. Articles outside these limits will be returned to authors.

Articles must follow this **two-column template** .

## Textual elements

For the **text,** use Times New Roman font, normal, size 10. Paragraphs must be spaced 6pt before. The spacing is simple and the first line must be indented by 0.8 cm.

Words in a foreign language and scientific names of taxa (genus group and species) must be written in italics.

**Direct quotations** of up to 3 (three) lines must be enclosed in double quotation marks, with the same formatting as the body of the text. In the case of a direct quote with more than 3 (three) lines, do not use quotation marks and follow the following formatting:

Direct quotations with more than three lines must be formatted with: Times New Roman font, size 10, justified, text indentation 2 cm, single line spacing, space before and after the paragraph (12 points).

In both cases, the citation must be accompanied by a reference. If the author's identification appears outside the parentheses, the entry must be written as follows: Author's surname [1]. If it appears inside parentheses, it must be presented in this way: [1]. Find more information in the References section

Footnotes can be inserted using the Footnotes feature in Microsoft Word (**Menu** References - Insert Footnote)[[1]](#footnote-1). It is suggested that links to internet pages be inserted as footnotes.

# SPECIAL ELEMENTS

## Figures

The figures must be aligned with the text. The automatic text wrapping of figures must be configured as: aligned with the text (select the figure and then click on Menu Picture Tools > Format > Automatic Text Wrapping > Aligned with Text). Figures must be numbered sequentially starting from number 1 and must be called by their number in the body of the text and not as “the figure below”.



Figure 1 . To insert captions with automatic numbering, click on the Figure and click on insert caption. Figure captions must be positioned below the element.

Source: Revista Rica (2021).

## Tables

Tables must be called by their numbering in the body of the text and not as “the table/table below” and the description of the content of the table or table must come immediately below with formatting similar to figure captions.

Tables are used to present data and results, normally with statistical treatment. Occasionally, are used to present text. They are presented in Times New Roman font, size 9, with internal lines only in the header. The top and bottom borders of the table must remain and the side borders must not be displayed.

Table 1 . Table Example. To insert captions with automatic numbering, click on the Figure and click on insert caption. Table and table captions must be positioned on top of the element.

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 |
| xxx | 0.1 | 0.2 | 0.3 |
| xxx | 0.1 | 0.2 | 0.3 |
| xxx | 0.1 | 0.2 | 0.3 |

Source: Authors (2021)

## Equations

Editing equations is often problematic. Therefore, it is better not to format them as text. Insert the equations with the Word equation tool, or as images.

|  |  |
| --- | --- |
| $$a^{2}+b^{2}=c^{2}$$ | (1) |

Do not forget to number the formulas to indicate them in the text, for example: “According to Equation 1”.

## Codes

Lines of programming code must follow a format similar to tables. Here we treat the code as a frame with a single cell. The code caption that must accompany the numbering of the figures in the article (Ex.: Figure 2).

To format the code text, use the Courier New font, size 8, aligned to the left. See Figure 2 as an example of a figure containing code.

|  |
| --- |
| #!/ usr/bin/env python#-\*- coding: utf-8 -\*-def depth\_search (graph, start ):#initialization of variables stack\_list =[] stack\_list.append ( start ) size\_graph = len (graph) visited\_list = []# initialize the list of visitedfor i in range (0,size\_graph): list\_visitados.append (False) |

Figure 2 . Example source code

Source: Authors (2021)

# REFERENCES

References are made up of documents cited in the text. Indirect citation references must be called in the text using ascending Arabic numerals in square brackets. References must be numbered according to the order in which they appear in the text. The format for the citation must be APA format. See formatting examples from different scientific publications.

In relation to authors, regardless of the type of work, enter the surname, followed by a comma and the author's initials. To separate authors, use commas. Use a space between the authors' initials. Place the & (ampersand) before the last author.

Additional information can be found on the *American Psychological page Association*[[2]](#footnote-2)*.*

## Book

Surname, Initials of full name. (year of publication). Title: Subtitle (if any) (additional information - if any). Place of Publication: Publisher.

[1] Carvalho, ACPL, FACELI, K., LORENA, AC & GAMA, J. (2011) *Artificial intelligence: a machine learning approach.* Rio de Janeiro: LTC.

## Complete book with editors

Surname, Initials of full name. (Ed. OU Coord. OR Org.). (year of publication). Title: Subtitle, if any (additional information, if any). Place of Publication: Publisher.

[2] Grinberg, K. & Salles, R. ( Eds .). (2009). *Imperial Brazil.* Rio de Janeiro: Brazilian Civilization.

## Part of book (chapter, preface, presentation, afterword, front page, back cover):

Surname, Initials of full name. (year of publication). Chapter title. In Abbreviated full name Surname (Ed. OR Coord. OR Org.), Book title: Subtitle (additional information if any, chapter pages). Place of publication: Publisher.

Example:

[3] Gagliardi, F. (2005). The EGEE European grid infrastructure project . In: M. DAYDÉ et al. (Ed.), *High performance computing for computational science* . (pp. 194-203). Berlin, Heidelberg: Springer Berlin Heidelberg.

## Articles in periodicals

Author surname, Initials of full name (Year). Article title. *Title of the periodical* , v (no.), pages. DOI or URL

[4] Korf, I. (2004). Gene finding in novel genomes. BMC bioinformatics, *BioMed Central* , 5(1), 59. https://doi.org/10.1186/1471-2105-5-59

[5] Dewa, L.H., Lavelle, M., Pickles, K., Kalorkoti, C., Jaques, J., Pappa, S., & Aylin, P. (2019). Young adults' perceptions of using wearables, social media and other technologies to detect worsening mental health: A qualitative study. PloS one, 14(9), e0222655. https://doi.org/10.1371/journal.pone.0222655

## Newspaper articles or other electronic documents

Surname, X. (Year, day month). Article title. Title of the newspaper in italics, v.(n.), pages. Taken from URL.

Author, A. A (year). Title. Taken from URL.

youtube profile ]. (year month day). Video title [typology]. Retrieved from [URL].

Author, AA (year, month day). Title [typology]. Retrieved from [URL]

[6] Veríssimo, LF (2010, August 12). A taste for irony. Zero Hora, 47(16,414), 2.

[7] American Nurses Association. (2006). Mercury in vaccines [Position statement]. Retrieved from <http://nursingworld.org/MainMenuCategories/Policy-Advocacy/Positions-and-Resolutions/ANAPositionStatements/Archives/Mercury-in-Vaccines.html>

[8] Apsolon , M. [ markapsolon ]. (2011, September 9). Real ghost girl caught on Video Tape 14 [Video file]. Retrieved from <http://www.youtube.com/watch?v=6nyGCbxD848>

[9] Mathis, T. (2015, August 12). What is human systems integration? [blog post]. Retrieved from <http://blog.apabooks.org/2015/08/12/what-is-human-systems-integration/>

## Theses, Dissertations and Course Conclusion Papers

Author, AA (Year). Title (Doctoral Thesis or Master’s Dissertation, Institution, Location). Retrieved from http://www.xxx

[10] Dall'Alba , G. (2017). *Characterization of Escherichia coli promoter sequences to improve the BacPP tool* . (Course Completion Work, University of Caxias do Sul, Caxias do Sul).

## Legislation and Government Documents

Title (or the entire title if it is short), the date of publication, the synopsis (if any), the place of publication and state abbreviation or the name of the country.

[11] Law No. 8,666, of June 21, 1993. (1993, July 6). Regulates art.37, item XXI, of the Federal Constitution, establishes rules for public administration tenders and contracts and provides other measures. Presidency of the Republic.

[12] Law no. 9,784, of January 29, 1999. (1999). Regulates the administrative process within the scope of federal public administration. Brasilia DF. Recovered from [www.planalto.gov.br/ccivil\_03/leis/L9784.htm](http://www.planalto.gov.br/ccivil_03/leis/L9784.htm) .

## Works presented at events

Published conference proceedings can be cited as chapters in edited books (first example) or as journal articles (second example). This will depend on whether the publication is treated as a series (e.g. it has an ISBN and a publisher) or as a periodical (i.e. it is published annually).

[13] Bedenel , A.-L., Jourdan , L., & Biernacki , C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti , M. Brunato , I. Kotsireas , & P. Pardalos (Eds *.), Lecture notes in computer science* : Vol. 11353. Learning and intelligent optimization (pp. 225–240). Springer. <https://doi.org/10.1007/978-3-030-05348-2_21>

[ 14] Duckworth, A.L., Quirk, A., Gallop, R., Hoyle, R.H., Kelly, D.R., & Matthews, M.D. (2019). Cognitive and noncognitive predictors of success. *Annals of the National Academy of Sciences* , USA, 116(47), 23499–23504. <https://doi.org/10.1073/pnas.1910510116>

Surname, Initials of full name. (Year, day month). *Title* . [Type of contribution: poster session, oral presentation of work]. Event name, Location. URL or DOI.

[15] Bodnar , M. (2016, May 30-June 2). Problems as possibilities: A Topic Generation Portal to help instructors write assignment topics efficiently [poster presentation]. WILU Conference 2016, Vancouver, BC, Canada .

## Entries

Author, AA, & Author, BB (Year). Title of the entry. In A. Editor & B. Editor (Eds.), Dictionary/encyclopedia title (pp. xx-xx ). City, State/Country: Publisher.

Author, AA, & Author, BB (Year). Title of the entry. In A. Editor & B. Editor (Eds.), Dictionary/encyclopedia title. Retrieved from <http://www.xxxx.xxx>

Title of the entry. (Year). In A. Editor & B. Editor (Eds.), Dictionary/encyclopedia title (pp. xx-xx ). City, State/Country: Publisher or website address.

[16] Foulkes , H., & Cartwright, R. (1999). Sleep. In Encyclopedia Britannica Online. Retrieved from http://www.britannica.com/bcom/eb/articles

[17] Death drive. (2010). In *American Psychological* Dictionary of Psychology *Association* (p.770). Porto Alegre, RS: Artmed.

1. Times New Roman, size 8, 6pt spacing, single leading [↑](#footnote-ref-1)
2. <https://apastyle.apa.org/style-grammar-guidelines/references> [↑](#footnote-ref-2)