

## NORMS FOR THE PRESENTATION OF MANUSCRIPT

<b>Author's name</b>	The name of the author(s) must figure as the author wishes it to be published.
<b>Four or more authors</b>	A note must be included at the end of texts with four or more authors, stating the participation of each one in the preparation of the article.
<b>Length of the title and subtitle</b>	Article's titles and subtitles cannot exceed 80 characters with spaces.
<b>Length of the abstract</b>	All texts, except reviews, must be accompanied by an abstract in English containing a maximum of 800 characters with spaces, with objective, method, results and conclusions of the article. The spacing must be simple between the lines and without spaces between paragraphs, not containing abbreviations or references and bringing the title of the paper at the beginning.
<b>Keywords</b>	At the end of the abstracts, a maximum of four keywords (descriptors) of the text content should be indicated, which must be searched in the <a href="#">Thesaurus Brasileiro de Educação</a> , in the <a href="#">UNESCO – IBE Education Thesaurus</a> or in the <a href="#">European Education Thesaurus</a> .
<b>Tables, graphs, charts and figures</b>	All tables, graphs, charts and figures should preferably be sent in Excel format, in separate files, numbered with Arabic numerals, with title (positioned above) standardized as to the format and terms used. Below these, the source of the data (referring to the bibliographic references) must be indicated, with authorship and year, even if it is the authors' own preparation. The figures (illustrations, images, maps, photos etc.) must have a resolution of at least 300 DPIs. In the PDF file, tables, graphs, charts and figures must be inserted in the position where they will be published.
<b>Footnotes</b>	The footnotes must be avoided and only used when strictly necessary, preferably without exceeding three lines. Consecutive numbering of the footnotes will be used within the text. Do not use <i>idem</i> , <i>ibidem</i> or <i>id</i> .
<b>Acronyms and abbreviations</b>	The acronyms should be extended when first mentioned in the article. E.g.: Ministério da Educação (MEC). Pronounceable acronyms with more than three letters must be written in upper and lower case. E.g.: Exame Nacional do Ensino Médio (Enem).
<b>Statistical methodology</b>	The statistical methodology used must be described in a level of detail that allows the results to be replicated by a reader with experience in the subject who has access to the original data. On the other hand, the use of an excessively technical language must be avoided, in order to present the methodological description with sufficient clarity so that a non-specialized reader can also understand it. These recommendations are mainly translated into measures such as: <ul style="list-style-type: none"> <li>• providing details on experimental units, randomization and sampling procedures;</li> <li>• describing and/or providing access to the research collecting instruments;</li> <li>• indicating all the descriptive and inferential techniques used, providing bibliographic references whenever necessary;</li> <li>• presenting the quantitative results with their respective uncertainty measures (confidence intervals, p-values, etc.);</li> <li>• adopting a level of precision in the presentation of data and results (e.g. number of decimal places) that is standardized and consistent with the possibilities of the research;</li> <li>• using graphic resources and tables whenever these elements can facilitate the organization and synthesis of data and the understanding of the results;</li> <li>• discussing the reasonableness of the obtained results and report possible limitations of the methods used;</li> <li>• defining technical terms, mathematical symbols and acronyms in the article;</li> <li>• specifying the statistical software used.</li> </ul>

<b>Citation in the text</b>	<p>The short literal citations are integrated into the text, with quotation marks, followed by parentheses with the author's last name in capital letters, year of publication and page number. Citations with three or more lines should be highlighted in the text with indentation of 4 cm, in size 10, with the indication: (AUTHOR, year, p.).</p> <p>References without literal quotation are incorporated into the text, with no need to inform the page. E.g.: According to Fonseca (1986).</p>
<b>References</b>	<p>References, restricted only to the papers cited in the text, must come at the end of the text and be guided by the ABNT norms (NBR 6023, 2018), with the title of the works in italics. The alphabetical order of the last name of the first author must be obeyed and, when possible, the full first name of the authors should be included. In references with more than two authors, all names must be separated by semicolons, even those with more than three authors, eliminating the use of <i>et al.</i></p>
<b>Spacing</b>	<p>Line spacing of 1.5. No spacing (before or after) between paragraphs.</p>
<b>Margins</b>	<p>3 cm top margin, 3 cm bottom margin, 3 cm left margin and 2 cm right margin.</p>
<b>Font size</b>	<p>Size 12</p>
<b>Font</b>	<p>Times New Roman</p>
<b>Sheet size</b>	<p>A4</p>
<b>Length of the article</b>	<p>Articles, theoretical essays and experience reports cannot exceed 63,300 characters with spaces, including tables, graphs, charts or figures, attachments or appendices and references.</p> <p>The maximum length of the Review is 14,550 characters with spaces; the Editorial Highlight, 4,250 characters with spaces.</p>

**Updated on:** February 9, 2020.