NORMS FOR THE PRESENTATION OF MANUSCRIPTS

Author's name	The name of the author(s) must figure as the author wishes it to be published.	
Two or more authors	A note must be included at the end of texts with two or more authors, stating the participation of each one in the preparation of the article.	
ORCiD	The ORCiD number of each author must be informed.	
Title	Article's titles and subtitles cannot exceed 80 characters with spaces.	
Abstract	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.	
Keywords	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 <u>Thesaurus Brasileiro de Educação</u> , in the <u>UNESCO – IBE Education Thesaurus</u> or in the <u>European Education Thesaurus</u> .	
Tables, graphs, charts and figures	All tables, graphs, charts and figures should preferably be sent in Excel format, in separate files, numbered with Arabic numerals (1, 2, 3), 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.	
Footnotes	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.	
Acronyms and abbreviations	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).	
Statistical methodology	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: • providing details on experimental units, randomization and sampling procedures; • describing and/or providing access to the research collecting instruments; • indicating all the descriptive and inferential techniques used, providing bibliographic references whenever necessary; • presenting the quantitative results with their respective uncertainty measures (confidence intervals, p-values, etc.); • 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; • using graphic resources and tables whenever these elements can facilitate the organization and synthesis of data and the understanding of the results; • discussing the reasonableness of the obtained results and report possible limitations of the methods used; • defining technical terms, mathematical symbols and acronyms in the article; • specifying the statistical software used.	

In-text citation	Short literal quotations must be integrated into the text, between double quotation marks, followed by parentheses with the author's last name, in upper and lower case, with year of publication and page number. Citations with more than 40 words must be presented in a separate paragraph, with 0.5 inch left indentation, 1.5 line spacing, and font size 12. References without literal quotation must be incorporated into the text, without page information. Do not use <i>idem</i> , <i>ibidem</i> , or <i>op. cit</i> . For further information, see https://apastyle.apa.org/style-grammar-guidelines/citations/quotations	
References	References must be limited to the works cited in the text, be presented at the end of the text, according to the 7 th edition of the <i>Publication manual of the American Psychological Association</i> (APA), and follow the alphabetical order of the first author's last name, with 1.5 line spacing and 0.5 inches hanging indent. For further information, see https://apastyle.apa.org/style-grammar-guidelines/references/examples	
Spacing	Line spacing of 1.5. No spacing (before or after) between paragraphs.	
Margins	3 cm top margin, 3 cm bottom margin, 3 cm left margin and 2 cm right margin.	
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Length of the text	Articles, theoretical essays and experience reports cannot exceed 63,300 characters with spaces, including tables, graphs, charts or figures, attachments or appendices and references. The maximum length of the Review is 14,550 characters with spaces.	
Data availability statement	In the submission process, fill in the <u>Research data availability form</u> indicating whether the research data are or will be available.	

When filling out the submission, it is necessary to include two files: a ".doc" or ".docx" document, with author identification; and a PDF document, without author identification in the body text or footnotes, nor in the file properties.

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