**SECTION TITLE** [not mandatory]

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**ARTICLE TITLE [MAXIMUM 80 CHARACTERS WITH SPACES, UPPERCASE, BOLD, TIMES 12 FONT, FLUSH LEFT, 1.5 SPACING]**

Full Name of Author 1 I [https://orcid.org/0000-0000-0000-0000]

Full Name of Author 2 II [https://orcid.org/0000-0000-0000-0000]

Full Name of Author 3 III [https://orcid.org/0000-0000-0000-0000]

Other authors, if any, and their orcid

I Affiliation of author 1 (institution abbreviation), City-state abbreviation, Country; *e-mail address*

II Affiliation of author 2 (institution abbreviation), City-state abbreviation, Country; *e-mail address*

III Affiliation of author 3 (institution abbreviation), City-state abbreviation, Country; *e-mail address*

**ABSTRACT**

The abstract should have a maximum of 800 characters with spaces and should make explicit the goal, method, results and conclusions of the article. It should not include abbreviations or references. Times 12 font, justified alignment, 1.5 spacing, no indentation.

**KEYWORDS** KEYWORD 1 • KEYWORD 2 • KEYWORD 3 • KEYWORD 4.[[1]](#footnote-1)

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**INTRODUCTION (UPERCASE LETTERS, BOLD, TIMES 12 FONT, FLUSH LEFT)**

Times 12 font, justified alignment, 1.5 spacing throughout the text. Articles, theoretical essays and experience reports cannot exceed 63,300 characters with spaces, including tables, graphs, charts or figures, annexes or appendices, and references. The first paragraph of each section should not be indented. From the second paragraph onwards, paragraphs should have a half-inch indentation from the left margin. Citation and references should follow the American Psychological Association guidelines – 7th edition.

**SECTION 1 (UPPERCASE LETTERS, BOLD, TIMES 12 FONT, FLUSH LEFT)**

Times 12 font, justified alignment, 1.5 spacing throughout the text. The first paragraph of each section should not be indented. From the second paragraph onwards, paragraphs should have a half-inch indentation from the left margin.

Acronyms should be expanded when first mentioned in the article. Example: Ministério da Educação (MEC). Pronounceable acronyms with more than three letters should be title-cased. Example: Exame Nacional do Ensino Médio (Enem). Exceptions are the acronyms of universities, which should be uppercased when formed by up to four letters. Example: Universidade do Estado do Rio de Janeiro (UERJ). When an institution with an acronym is cited, the first occurrence should be as follows: (Instituto Brasileiro de Geografia e Estatística [IBGE], 2018). And in subsequent occurrences: (IBGE, 2018).

Footnotes should be formatted as follows: Times 10 font, flush left, and 1.0 spacing. Footnote reference numbers should be consecutive and placed after all punctuation marks, if any (as in the example).[[2]](#footnote-2)

**Subsection 2: Subtitle (Title case, bold, Times 12 font, flush left)**

The text should be written in Times 12 font, with justified alignment and 1.5 spacing. In subsections 2 and 3, the text should have a half-inch indentation from the left margin, from the first paragraph.

The text’s illustrations should be classified into tables and figures only. Tables comprehend tables and charts, regardless of the nature of the illustrated information (quantitative or qualitative). In turn, figures comprehend images, graphs, maps, etc.

All tables and figures should be placed in the position they are supposed to be published, and cited within the text body (example: according to Table 1).

In addition, they should include a title and source and be formatted according to the examples below. The content of tables should be in Times 11 font.

**TABLE 1 (UPERCASE LETTERS, TIMES 12 FONT, BOLD, FLUSH LEFT, 1.5 SPACING)**

**Title of Table 1 (Title case, Times 12, bold, flush left, 1.5 spacing**)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regions** | **1st author** | **2nd author** | **3rd author** | **4th author** | **5th author** |
| Central-West | 28 | 11 | 5 | 1 | 0 |
| Northeast | 23 | 12 | 6 | 1 | 1 |
| North | 0 | 0 | 2 | 0 | 0 |
| Southeast | 167 | 89 | 49 | 19 | 6 |
| South | 25 | 15 | 4 | 1 | 0 |
| **Total** | **243** | **127** | **66** | **22** | **7** |

Source: Silva et al. (2022). (Times 10, flush left, 1.0 spacing).

**TABLE 2 (UPERCASE LETTERS, TIMES 12 FONT, BOLD, FLUSH LEFT, 1.5 SPACING)**

**Title of Table 2 (Title case, Times 12, bold, flush left, 1.5 spacing)**

|  |  |
| --- | --- |
| **COLUMN 1** | **COLUMN 2** |
| **LINE 1** | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |
| **LINE 2** | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |
| **LINE 3** | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |
| **LINE 4** | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |
| **LINE 5** | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |
| **LINE 6** | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |
| **LINE 7** | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |

Source: Authors’ elaboration with data from the study.

Note: (When there is a note or observation on the content of the table, it should be in Times 10 font, justified and with 1.0 spacing, **below** the source).

The sources of illustration data should be cited with authorship and year as in the bibliographic references. If the authors prepared the illustration, this should also be indicated, according to the example above.

Figures (illustrations, images, maps, photographs, etc.) should have a resolution of at least 300 dpi.

Mathematical expressions and equations should be sequentially numbered, according to the example below:

|  |  |  |
| --- | --- | --- |
|  |  | (1) |

*Subsection 3: Subtitle (Title case, italic, Times 12 font, flush left)*

Times 12 font, justified alignment, 1.5 spacing throughout the text. Paragraphs should have a half-inch indentation from the left margin.

Direct quotations of up to 40 words should remain within the text, in Times 12 font, in quotation marks and with an indication of the quotation’s author, publication year and page in the original, according to the following example: “Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua” (Author, year, p. 7).

Direct quotations with more than 40 words should be formatted in Times 12 font, with 1.5 spacing and a half-inch indentation from the left margin. There should be no blank lines before or after the quoted passage. The quotation’s author, publication year and page in the original should also be indicated:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. (Author, year, p. 7, own translation).

For direct quotations translated from other languages by the author/translator of the article, the expression “own translation” should be added after the page number, as shown in the example above.

Citations without literal quotations are incorporated into the text and do not require indication of page number. Example: According to Verhine (2022), . . . .

Regarding the suppression of passages from direct quotations, an ellipsis should be used with spaces between the periods: **. . .**

In addition, the following rules should be observed:

* Short quotation (within the paragraph): do not use **. . .** either in the beginning or in the end of the quotation.

Example:

It could be concluded that “this form of hiring also impacts the inequalities observed in the number of classes and in the total number of students, which also indicate the volume of teaching work” (Moriconi et al., 2021, p. 31, own translation).

* Long quotation (indented): use **. . .** only in the beginning, when the quotation begins in the middle of a sentence, or in the middle, when a suppression occurs between two passages of the quotation.

Example:

**. . .** in most municipalities, the establishments participate in designing the evaluation, which denotes a smaller degree of externality to the evaluation than that of evaluation designs in which the external subject performs the entire process. We deem it important, for example, that in a considerable part of the municipalities the departments provide guidance to establishments so that their personnel can prepare the evaluation, in an effort to comply with some guidelines and regulations on how to conduct the monitoring and evaluation of children’s development and/or learning, guiding such personnel on how to conduct a more complete assessment of children. (Pimenta, 2017, p. 619, own translation).

That evaluation practice **. . .** it can induce and/or enhance pedagogical actions within institutions, with a focus on training and anticipating schooling processes in early childhood education. (Pimenta, 2017, p. 619, own translation).

* If the suppression in the middle of the quotation is followed by a sentence starting with a capital letter, 4 spaced periods (**. . . .**) should be used. Three periods refer to the ellipsis and one to the full stop which precedes the next sentence.

Example:

The author identified that the implementation of Fundef and Fundeb contributed to expand this form of provision **. . . .** The former, by concentrating resources on primary education and forcing municipalities to seek low-cost alternatives to provide early childhood education. The second, by including the partner institutions in the redistribution of the fund’s resources, transferred to the municipalities. (Pimenta, 2017, p. 593, own translation).

Over the text, in the citations of quotations with 2 authors, the last names should be separated by an ampersand (&). Example: (Mascarello & Cunha, 2022, p. 12). For works by 3 or more authors, the expression et al. (not italicized) can be used. Example: (Moriconi et al., 2021, p. 12).

For quotes of quotes, i.e., mentioning a work by an author which were used in the work of another author, the expression “as cited in” should be used. Example: (Gatti, 2002, as cited in Gimenes, 2009).

If it is a direct quotation, the earlier work’s publication year need not be indicated. Example: “According to Gatti (as cited in Gimenes, 2009), education . . .”.

Only the work which was actually accessed should be included in the list of references.

**ACKNOWLEDGMENTS**

A space for inserting acknowledgments, if any. Times 12 font, justified alignment, 1.5 spacing, no indentation.

**REFERENCES**

The references, restricted only to works cited in the text, should be presented according to the American Psychological Association manual – 7th edition. Highlights (titles of books, dissertations/theses and scientific journals) should be italicized.

They should follow the alphabetical order of the first author’s last name, and authors’ first names should be abbreviated.

References should be formatted in Times 12 font, 1.5 spacing, with no space before or after paragraphs and no blank lines separating entries. In addition, they should be offset 1.27 cm (one-half inch) from the left margin.

References with links for accessing texts should not include “Available at”, “Access on”, or a period after the link. The link to the text should come after the reference’s bibliographic information:

Mascarello, L., & Cunha, M. A. de A. (2022). A escolha da escola e a reprodução das desigualdades sociais [Resenha do *livro Choisir son école: Stratégies familiales et médiations locales*, de A. van Zanten]. *Cadernos de Pesquisa*, *52*, Resenha e09306. <https://doi.org/10.1590/198053149306>

Verhine, R. E. (2022). Garantia de qualidade do ensino superior: O caso dos Estados Unidos. *Estudos em Avaliação Educacional*, *33*, Artigo e09022. <https://doi.org/10.18222/eae.v33.9022>

We present below a few examples of bibliographic references.

**Book:**

Santos, B. S. (2011). *A universidade do século XXI: Para uma reforma democrática e emancipatória* (3a ed). Cortez.

**Translated book:**

Yin, R. K. (2001). *Estudo de caso: Planejamento e métodos* (2a ed., D. Grassi, Trad.). Bookman. (Obra original publicada em 1984).

**Book chapter:**

Bruno, E. B. G., & Christov, L. H. S. (2003). Reuniões na escola: Oportunidades de comunicação e saber. In E. B. G. Bruno, L. R. Almeida, & L. H. S. Christov, *O coordenador pedagógico e a formação docente* (4a ed., pp. 55-62). Loyola.

**Journal article:**

Gimenes, N. A. S. (2007). Estudo metavaliativo do processo de auto-avaliação em uma instituição de educação superior no Brasil. *Estudos em Avaliação Educacional*, *18*(37), 217-243. <https://doi.org/10.18222/eae183720072096>

Silva, V. G. da, Pimenta, C. O., & Rosistolato, R. (2022). Avaliações externas: A institucionalização do debate em 30 anos da revista EAE. *Estudos em Avaliação Educacional*, *33*, Artigo e08734. <https://doi.org/10.18222/eae.v33.8734>

**Dissertations/theses:**

Pimenta, C. O. (2017). *Avaliações municipais da educação infantil: Contribuições para a garantia do direito à educação das crianças brasileiras?* [Doctoral thesis]. Faculdade de Educação, Universidade de São Paulo.

**Publications of works presented in events:**

Gatti, B. A. (2007). Avaliação e qualidade da educação. In *Anais do* *23. Simpósio Brasileiro de Política e Administração da Educação* (pp. 1-11). Secretaria da Educação do Paraná. <http://www.diaadiaeducacao.pr.gov.br/portals/seminariopde/documentos/processo5-para_saber_mais_bernadete_gatti.pdf>

Muniz, R. de F., Braga, A. E., & Muniz, S. M. (2015). Avaliações em larga escala enquanto indutoras de ações: O caso do SAEMJJ. In *Anais do 6. Congresso Internacional em Avaliação Educacional* (pp. 630-647). UFC.

**Oral presentation at events:**

Carvalho, C. H. A. (2005, novembro). Política de ensino superior e renúncia fiscal: Da Reforma Universitária de 1968 ao ProUni. *28. Reunião Anual da Anped*, Caxambu, MG, Brasil.

**Legislation:**

*Lei n. 9.394, de 20 de dezembro de 1996*. (1996). Estabelece as diretrizes e bases da educação nacional. Brasília, DF. <http://www.planalto.gov.br/ccivil_03/leis/l9394.htm>

Lei n. 10.861, de 14 de abril de 2004. (2004, 15 abril). Institui o Sistema Nacional de Avaliação da Educação Superior (Sinaes). *Diário Oficial da União*, (72), 3-4.

*Parecer CNE/CES n. 289, de 6 de novembro de 2003.*(2003). Dispõe sobre as diretrizes curriculares nacionais do curso de graduação em Ciências Contábeis. <http://www.mec.gov.br/cne/pdf/ces0289.pdf>

**Documents by institutional authors:**

Instituto Brasileiro de Geografia e Estatística (IBGE). (2011). *Características étnico-raciais da população: Um estudo das categorias de classificação de cor ou raça 2008*. IBGE. <https://biblioteca.ibge.gov.br/visualizacao/livros/liv49891.pdf>

Instituto Nacional de Estudos e Pesquisas Educacionais Anísio Teixeira (Inep). (2018). *Censo Escolar 2017: Notas técnicas*. Inep. <http://inep.gov.br/censo-escolar>

**Research document/report:**

Moriconi, G. M., Gimenes, N. A. S., & Leme, L. F. (2021). *Volume de trabalho dos professores dos anos finais do ensino fundamental: Uma análise comparativa entre Brasil, Estados Unidos, França e Japão*. Fundação Carlos Chagas; D3E.

Todos pela Educação. (2010). *Equidade entre as escolas das redes municipais: Uma análise com base nos dados de Ideb para municípios e escolas*.

**NOTE:** For articles with 4 or more authors, each author’s contribution to writing the article should be indicated in this note. Times 12, justified alignment, 1.5 spacing.

1. A maximum of 4 keywords (descriptors) from the text’s content can be used, which should be searched from the [Thesaurus Brasileiro da Educação](https://vocabularyserver.com/brased/sobre.php), the [IBE Education Thesaurus](http://www.ibe.unesco.org/en/unesco-ibe-education-thesaurus) (Unesco) or the [Thesaurus Europeu dos Sistemas Educativos](https://www.vocabularyserver.com/eurydice/pt/). Uppercase, Times 12 font, flush left, 1.5 spacing. [↑](#footnote-ref-1)
2. Footnote text should be in Times 10 font, flush left and with 1.0 spacing. Do not use *idem*, *ibidem* or *id*. [↑](#footnote-ref-2)