

**GUIDELINES FOR PUBLICATION OF TEXTS IN THE PROCEEDINGS OF THE CONGRESS**

The texts must be sent in their own template, available on the webpage and comply with the following standards

1. Can be written in Portuguese, Spanish, French or English;
2. Should be processed in Microsoft Word for Windows (version 97 or later), Format A4 page, font Times New Roman, font size 12, justified, with top, bottom and side margins of 2.54 cm;
3. The full text may not exceed the 21 pages, not being paginated;
4. The first page should include:
5. **The designation of the thematic panel where the communication is integrated** in capital letters (size 14, bold), centered;

1 space of 1.5 between thematic panel and communication title

1. the **title** in capital letters (size 14, bold), centered;

2 spaces of 1.5 between author's name and title (s)

1. the name (s) of the author (s), size 12, normal, the affiliation / name of the institution and the email address, adjusted to the right;

5. The second page should include:

1. The **abstract** of the communication – which should have a maximum of 300 words and 1.5 spacing between lines;

1 space between the word abstract (centered) and the content of this point, as well as between the end of the abstract and the keywords.

1. the **keywords** (maximum of five) first letter of each keyword in capital letter, (size 12, normal), separated by commas, adjusted to the right

6. The third page should include:

**Abstract** (summary translated to English) - which must have a maximum of 300 words and 1,5 spacing between lines;

1 space between the word Abstract (centered) and the content of this point, as well as between the end of the Abstract and the Keywords.

**Keywords** (maximum of five) First letter of each keyword in capital letter, (size 12, normal), separated by commas, adjusted to the right;

7. The following pages should include the **body of the text** with one and a half space (**1,5**) between lines

1. The **titles** should follow the following formatting

Table 1 Formatting of the titles

| **Level of Heading** | **Format** |
| --- | --- |
| 1 | **Level 1 Headings, Centered, Bold, Title Case (Upper and Lowercase)** |
| 2 | **Level 2 Headings, Flush Left, Bold, Title Case** |
| 3 | **Level 3 Headings, indented, bold, sentence case (the first word is capitalized), ending in a period.** |
| 4 | **Level 4 Headings, indented, bold, italicized, sentence case, ending in a period.** |
| 5 | Level 5 Headings, indented, italicized, sentence case, ending in a period. |

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1. The **citations** up to three lines can be included in the body of the text. Citations with more than three lines should be written using Times New Roman font, size 10, single line spacing, justified alignment, to the left of 3, 5 cm;
2. **Tables** and **graphs**, if any, should be numbered and included in the body of the work as an image, not exceeding six units;
3. **Bibliographical references** should follow the author-date system, APA criteria

Cf <http://libweb.anglia.ac.uk/referencing/harvard.htm>

<http://www.apastyle.org/>

Times New Roman font, size 11 and **single line spacing** between lines. References should be separated between them with a **single space**

1. The bibliographical notes must not be placed in a footnote, but in the body of text of each article, e.g. (Santos, 1990);
2. All foreign terms not translated must be typed in italics without quotes *(e.g. marketing, software).*

*Note: The final texts should be submitted in word format for the purpose of the edition of the proceedings of the congress. The coordination of the event is responsible for the edition of the proceedings of the congress; the content of the texts is the responsibility of the author.*

*Authors who do not comply with the rules of submission of texts will be notified to make changes in a certain period of time.*

The Organizing Committee of the 2nd CIReS