




NORMS FOR PUBLICATION OF THE ACADEMIC JOURNAL EM TESE IN ENGLISH

Title in Portuguese or Spanish Title in Portuguese or Spanish Title in Portuguese or Spanish

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More information of the paper by the end of the article 

RESUMO/RESUMEN

Include the translation of the abstract into Portuguese or Spanish.

PALAVRAS-CHAVE/PALABRAS-CLAVE: Include the translation of the keywords into Portuguese or Spanish.

ABSTRACT

This text aims to bring the synthesis of the rules of the journal *Em Tese*, together with the standards of the University Library of the Federal University of Santa Catarina (UFSC). Here are some examples on how to adapt articles, reviews, interviews and translations to our standards, which are available on the journal's website and in templates. The abstract is a brief summary of the article. It should be a complete and synthetic description of the article content, which summarizes the purposes, method and conclusions of the paper. The information should be presented in a paragraph, containing the introduction (central theme of the study and objectives), the development (approach of the theme and sources used) and the conclusions (or main hypotheses). Technical instructions for preparation of the abstract: it must be written in Arial font, size 9, with simple line spacing, justified alignment and no hyphenation. It must be presented in a single paragraph and without bibliographic references, containing up to 10 lines. Remember, the abstract is a showcase for readers, and it is from this that researchers make the decision to read it or include it in their researches.

KEYWORDS: Use the keywords field to synthesize your research into 3 to 5 keywords that identify the content of the article. If other people tried to find your study what would they look for? Avoid mini sentences and compound words, except when they are meaningful. Keywords must be separated by a period and finished by a period, as shown below: Accessibility. Research. Quality.

1 INTRODUCTION

Em Tese is a semiannual digital journal of the Post-Graduate Program in Sociology and Political Science (PPGSP) of the Federal University of Santa Catarina (UFSC). Its scope covers the publication of unpublished texts - articles, essays, reviews, interviews and translations - from postgraduates (*stricto sensu*), masters, doctors and researchers of Sociology, Political Science and related fields. We receive manuscripts for regular editions and thematic dossiers.

In order to broaden the scope of *Em Tese* we have published these guidelines translated into English and Spanish. In this template, the authors may have access to the Publishing Guidelines contained in the journal's website, which are in accordance with the norms of the Brazilian Association of Standards and Techniques - ABNT (NBR 6023/2018), as well as the correct files for the submission of your text.

The journal *Em Tese* uses as its policy the double-blind peer evaluation, in which the reviewers are not aware of the names of the authors, as well as the other way around, for it is of utmost importance to ensure the fairness of the evaluation process. In this sense, it is necessary that the authors remove all information that may reveal their identification.

From May 2019, *Em Tese* changed its standards and guidelines for the submission of manuscripts. This way, we provide templates for [articles](#), [reviews](#) and [interviews](#) so that the texts might be submitted in the correct layout¹. Similarly, we also make it available the "[authors' notes](#)". All information referring to the authors - such as their names, degrees, place of work, Orcid, among others - must be inserted in this document. All texts submitted to an evaluation of the present journal must have the "authors' notes" filled and submitted as a "supplementary document" on the submission page.

Authors must fill in all fields of their registration on the journal page, including authors' [Orcid](#), such information are mandatory for the publication of articles in this journal.

Also in this model, you will have access to examples of how to make direct and indirect citations, formatting the document and font use, as well as how to make

¹ By clicking on the hyperlinks for "articles", "reviews" and "interviews" as well as the "author notes" you will download the correct template. Note that the template will be filled with a series of information that is already entered in this template. This is to assist you in filling and publishing the text according to our standards.

bibliographic references according to ABNT standards, helping you to submit the text in accordance to all of our guidelines.

2 NORMS FOR SUBMISSIONS

These norms aim to help authors interested in publishing in the journal *Em Tese*. They are available in Portuguese, Spanish and English for the purpose of encouraging the publication of texts produced not only in the native language of this journal, but also for the internationalization of *Em Tese* with articles written in other languages.

Below we provide several information that are part of both the guidelines for authors and templates. The purpose of having them in a translated archive is to encourage publications by researchers from other countries. In addition, this file seeks to synthesize the rules, making them easier to read and providing examples of how and what should be filled in the versions submitted to the authors. Therefore, here below are the rules for publishing in *Em Tese*:

1. All files (articles, interviews, translations and reviews) must follow the norms of the journal, as well as the “authors’ notes” (templates in Portuguese are available in the introduction of this text), and they must be saved as .doc. The official language of the journal is Portuguese, nevertheless, productions written in Spanish or in English will also be accepted.

2. All manuscripts must be original, unpublished, and they cannot be on evaluation in other academic journals. Any divergent information must be justified in the “Conflict of interest Policy” field. Exclude any information that might reveal the authorship of the work.

3. All submissions must have a minimum of twelve (12) pages and a maximum of twenty-five (25), excluding the bibliographic references. The abstract must have utmost ten (10) lines, as well as its translation to Portuguese or Spanish. It must also contain from three (3) to (5) keyword/palavras-chave/palabras-clave.

4. All types of fundings must be displayed in the document “authors’ notes”, as well as the information presented in this document, which shall be included in the system through the field “supplementary document”.

5. The journal *Em Tese* accepts publications of **book reviews** that were recent published, having its publication date no longer than three (3) years. This type of submission must have a minimum of five (5) and a maximum of ten (10) pages.

6. The journal *Em Tese* accepts publications of **translations** of texts as long as it is published alongside its original. The authorization letter for translating and republishing the text by the original author or the person who has the copyrights of the text must be presented.

7. The journal *Em Tese* accepts publications of **interviews** as long as they are relevant for the academic discussion within the scope of Social Sciences and correlated areas. It must have a minimum of twelve (12) and a maximum of twenty-five (25) pages. They must contain an introductory text about the interviewee, the title in the language that it is written in and translated into Portuguese or Spanish as well. Finally, it must have three key-words in both languages.

8. All interviews must include an authorization letter written by the interviewee, in the sense that the production of the document is made between the interviewer and the interviewee. This must be submitted in the “supplementary document” field.

9. It is the authors’ responsibility the necessary care of the images and their copyrights, as well as (in case of copyrights) the upload of the authorization of image that was used in the “supplementary document” field.

10. All acronyms must be spelled in their full form in their first appearance in the text, except for the titles and subtitles of the sections.

11. The articles submitted to the journal can have, in maximum, three authors. Book reviews can only have one single author.

12. It is necessary that the author of the submission, for both articles and reviews, have the minimum title of a Master degree. Undergraduate students can submit their articles together with a researcher that has, at least, the title of Master.

13. It is the authors’ fully responsibility the revision of the ABNT (NBR 6023/2018) norms, according to its last update of November 14, 2018, as well as the spelling and grammatical review of the texts following the formal English Grammar.

14. Submissions must be in accordance with the journal’s norms, otherwise they might be returned to the authors for the necessary corrections even before being designated to the evaluators.

15. When submitting an article to the journal *Em Tese* (UFSC), the structure below must be followed:

- Title;
- Abstract in Portuguese or Spanish;

- Abstract in English;
- Development of the text (introduction, development and conclusion, for example);
- Bibliographic References; and
- Attachments, if necessary.

Articles must use the A4 page size format, with one simple column, and have at least 12 and a maximum of 25 pages, excluding the bibliographic references. Do not change the pagination. *Foreign words must be in Italic.*

The size of the **margins** must be: bottom 3cm – the rest 2cm.

The **title of the article** should be concise, avoiding excessive words, in Portuguese/Spanish and English, using *Arial Black* font, size 16, black, all in capital letters and bold. The title and subtitle (if there is any) must be separated by a colon (:). Title: *Arial Black* font, size 16, black, left-aligned without hyphenation. The Portuguese/Spanish title must be in font 10 and bold.

The **spacing** of the body text must be 1.5 between lines, no paragraph spacing, and with a 1.25cm indent at the beginning of each paragraph.

The font of the **body text** must be Arial, size 12, with justified-alignment. Use the Word style feature to standardize the text, in this template there are some models created according to the characteristic of the text, i.e. citation with more than three lines, footnote, titles, etc.

With the exception of **footnotes**², use Arial font in size 11 to indicate the source (authorship) and the contents of figures, tables and their legends.

References at the end of the paper must be prepared based on ABNT (NBR 6023/2018). The font of the **references** must be Arial, size 12, single line spacing, left margin aligned, no indentation, single paragraph spacing and ordered alphabetically by the authors' last name.

Section and subsection titles must be written in Arial font, size 12, bold, left margin aligned, with 1.5 line spacing.

The acronyms should be used in a standardized way, being restricted only to those used conventionally or sanctioned by the use, accompanied by their meaning written in full, when the first citation is made in the text.

² Example of explanatory footnote. Do not use it to make bibliographic references, those must be listed in section "bibliographic references". Use font size 10 for footnotes.

3 PRIMARY TITLE

For the content of figures, tables and frames use font size 11 in single spacing.

Frame 1 – Acronyms of some months

Portuguese		English	
Janeiro	jan.	January	Jan.
Fevereiro	fev.	February	Feb.
Março	mar.	March	Mar.

Source: ABNT NBR-6023 (2003).

Table 1 – Template of table according to the IBGE norms

FOOD	NUTRITION FACTS					
	%U	Calcium (g)	Proteins (g)	Total Fat (g)	Sugars (g)	Ash (g)
(A) RAW POTATO	79,8	76	2,1	0,1	17,1	0,9
(B) FRENCH FRIES	46,9	268	4,0	14,2	32,6	2,3

Source: Instituto Brasileiro de Geografia e Estatística – IBGE (2018).

The table must be as closer as possible of the paragraph that refers to it, i.e.: (Table 1), according to Frame 1. It must be centralized in the page.

3.1 Secondary Title

Only the sources that were consulted and cited along the manuscript must be on the bibliographic references section.

3.1.1 Tertiary Title

For citations, the format author/year based on ABNT NBR 10520/2002 must be used. Do not use the footnote citation system.

Direct citations (literal) that are short, up to three (3) lines, must be quoted within the body text, without italics (or any other highlight), followed by the authorship in parentheses (AUTHOR'S LAST NAME, year, page with a space between the period and

the page number). Example: “Artigo científico é parte de uma publicação com autoria declarada, que apresenta e discute ideias, métodos, técnicas, processos e resultados nas diversas áreas do conhecimento.” (ABNT, 2003, p. 2)³. If the author's identification is in the “body of the text”, the correct use is like the following example: For Barros and Lehfeld (2000, p. 107), “as citações ou transcrições de documentos bibliográficos servem para fortalecer e apoiar a tese do pesquisador ou para documentar sua interpretação.”⁴

The **direct citations** (literal) that are longer than three (3) lines must be in a highlighted paragraph, with a 4cm-left indentation, justified-alignment, single line spacing, with a paragraph spacing size 6 before and after it. The font must be Arial, size 11, without quote marks, without italic (or any other highlight), followed by the authorship in parenthesis (AUTHOR'S LAST NAME, year, page with a space between the period and the page number), and finishing with a period after the parenthesis.

Example:

A língua, então, não é mais apenas o lugar onde os indivíduos se encontram; ela impõe também, a esse encontro, formas bem determinadas. Não é mais somente uma condição da vida social, mas um modo de vida social. Ela perde sua inocência. Deixar-se-á, portanto, de definir a língua, à moda de Saussure, como um código, isto é, como um instrumento de comunicação. Mas ela será considerada como um jogo, ou melhor, como o estabelecimento das regras de um jogo, e de um jogo que se confunde amplamente com a existência cotidiana (DUCROT, 1977, p. 12)⁵.

The indirect citation is, on the other hand, a paraphrase, built from an idea or an opinion of an author in a previous consulted work. In this case, it shall be identified only by the last name of the author and the year that the work was published, using the same font of the body text (Arial, size 12). It is not necessary to put the page number.

Examples:

(a) In the body text: only the first letter of the authors last name in capital letter, with the year in parenthesis, without putting the page number.

- In the opinion of Souza and Faria (2000) [...].

³ “A scientific article is part of a publication with a declared authorship, that presents and discusses ideas, methods, technics, processes and results in the myriad areas of knowledge” (ABNT, 2003, p. 2, our translation).

⁴ “Citations or transcriptions of bibliographic documents are used to strengthen and support the author's thesis or to document their interpretations” (BARROS; LEHFELD, 2000, p. 107, our translation).

⁵ “Language, then, is no longer just the place where individuals meet; it also imposes well determined forms on this encounter. It is no longer just a condition of social life, but a social way of life. She loses her innocence. It will therefore no longer be defined, as Saussure suggests, as a code, that is, as a communication tool. But it will be regarded as a game, or rather as the establishment of the rules of a game, and of a game that is largely confused with the everyday existence” (DUCROT, 1977, p. 12, our translation).

- Following his ideas, Lopes (2008) [...].

(b) By the end of the indirect citation: last name of the authors all in capital letter.

... (SOUZA; FARIA, 2000).

... (LOPES, 2008).

The reference list exemplifies the indication of the book, journal, legislation, data, among others, following the norm NBR 6023/2018.

Note: it is the author's sole responsibility to review the ABNT rules (NBR 6023/2018) as last updated on November 14, 2018, as well as the spelling revision in accordance with the formal English Grammar.

1. Authors must be highlighted in the body of the text, in capital letters, following the guidelines: (AUTHOR'S LAST NAME, year) for indirect citation or (AUTHORS' LAST NAME, year, page) for direct citation. Example: (REIS, 1989) or (REIS, 1989, p. 64). Different work of the same author published in the same year shall be identified by a letter after the year. Example: (DINIZ, 2003a), (DINIZ, 2003b). Figures, maps, tables, etc. must be attached in the body of the text. Figures and/or pictures must be sent in the format ".jpeg", resolution 300 dpi. The responsibility of the copyrights of the image reproduction is the authors' fully.

2. The bibliographic references used must be cited by the end of the text, listed first in alphabetic order and, in the event of more than one work of the same author, organized by the year. It shall obey the following criteria:

Book: LAST NAME, Name. **Title in bold**, followed by its subtitle (in case there is any). Number of the edition (in case it is not the first one). Place: Publisher name, year.

Chapter in a book: LAST NAME, Name. Title of the chapter, *In*: LAST NAME, Name (the name might be in abbreviation or not – choose and follow a pattern) of the organizers (orgs.). **Title of the book**. Number of the edition (in case it is not the first one). Place: Publisher name, year.

Article from a journal: LAST NAME, Name. Title of the article. **Name of the journal in bold**, volume and number of the edition, pages of the article, year.

Dissertations and Thesis (Masters and Ph.D.): LAST NAME, Name. **Title of the dissertation or thesis in bold**. Dissertation (masters) or Thesis (doctorate) in [put the area of expertise]. Place: Institution that it was presented, year.

Internet (electronic documents): LAST NAME, Name. Title. **Name of the magazine or other source.** Available in: indicate URL. Access in: date of access, year.

Legislation: LEGISLATION or ENTITY, **Title or short description as it appears,** publication data. Example: BRASIL. [Constituição (1988)]. **Constituição da República Federativa do Brasil de 1988.** Brasília, DF: Presidência da República, [2016]. Available in: http://www.planalto.gov.br/ccivil_03/Constituicao/Constituicao.htm. Access in: 1 jan. 2017.

Note: according to the update of ABNT (NBR 6023/2018), it is mandatory to include the system “available in:/access in:” in all documents accessed by an electronic means. (Example: Available in: <https://periodicos.ufsc.br/index.php/emtese/article/view/1806-5023.2018v15n1p1>. Access in: 14 dez. 2018). It is no longer necessary to include the hyperlink between the signs “< >”. There is also the possibility of using a software to shorten the hyperlink. This is not a mandatory procedure, but once it is used, it must be used throughout the whole document, in a standardized way.

1. As already mentioned, submissions must be in accordance to the journal’s norms otherwise they might be returned to the authors for the necessary corrections even before being designated to the evaluators.

2. It is the authors’ sole responsibility the spelling and grammar review of the texts sent to the journal *Em Tese* since its first submission.

ENDNOTES

TÍTULO OF THE WORK

Norms for publication of the academic journal Em Tese in English

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