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## Publication guidelines for collaborators

### 1. Types of contribution

The manuscripts should be attach without any information to identify their authors, such as name and institutional information, acknowledgment or some information that link the article to research projects or universities institutions. References in the body of the text to previously published papers should also be delete to ensure anonymity during the evaluation process. This is a version for others researches evaluate, and all this information can be add after the evaluation process, if the article is approve. The doubts about this regard should sent an e-mail to revistaemtese@gmail.com.

The article title should contain up to 100 characters with spaces. Each footnote must contain a maximum of 400 characters with spaces. These are necessary constraints to the journal's graphic design, so exceptions will not be tolerate.

**Articles** - They should be write in Times New Roman, size 12, space 1.5. The minimum size for the article must be at least 12 pages, with bibliography. The maximum size of the articles should be 25 pages, added to the bibliography. The articles must contain:

- a) Abstract in Portuguese and English (maximum 10 lines), that synthesizes the purposes, methods and conclusions of the work.
- b) 3 to 5 keywords that identifies the content of the article.

**Reviews** - It will be accept the reviews that assay the books published in the last three years, having a minimum of 5 and a maximum of 10 pages in Times New Roman font, size 12, space 1.5.

### 2. Languages

It is possible to submit articles and reviews in Portuguese, English and Spanish, if approve will be publish in the original language. Submissions in English could receive reviews in the same language or in Spanish. Submissions in Spanish and Portuguese could receive reviews in the three languages. When the article is submit, the author agree in receive in the three languages.

### 3. Numbers of authors

The article submitted to the journal can have, maximum, three authors. Reviews submitted to the journal can have only one author.

### 4. Degrees of the authors

It is necessary that the author of the submission, for articles or reviews, is, at least, master's degree student. Undergraduates may submit article together with a researcher who already has at least the title of master.

### 5. Article's structure

The article, when submitted to the Em Tese Journal (UFSC), must satisfy the following order of structuring:

- Title
- Abstract in the maternal language
- Title in a second language
- Abstract in a second language
- Content (introduction, development and conclusion, for example)
- Bibliography and
- Annex, if necessary

## 6. Patterns to the bibliography

The author(s) should be highlight in the text, according to the following guidance:

(Last Name of the author, date) or (Last Name of the author, date, page). Ex.: (REIS, 1989) or (REIS, 1989, page 64). A letter after the date will identify different titles of the same author published in the same year. Ex .: (DINIZ, 2003a), (DINIZ, 2003b).

Tables, maps, tables etc. should be send in the body of the text. Images and / or figures must be submit in jpeg format, 300 dpi resolution. The responsibility for reproduction copyright will be in charge of the author.

The used references should be cites at the end of the text, in alphabetical order, according to the following criteria:

**Book:** LAST NAME, Name. Title e subtitle in italic. Number of edition, if not the first. Local of the publication: name of the publishing company, year.

**Chapter in Collection or Handbook:** LAST NAME, Name. “Title of the chapter between quotes”, in LAST NAME, Name (Abbreviated) of the organizer (s).

Title of the collection in italics. Edition number, if not the first. Place of publication: name of the publishing company, year.

**Article in Journal:** LAST NAME, Name. “Title between quotes”. Name of the journal in italic, volume and number of the journal, interval of pages, year.

**Dissertation and thesis:** LAST NAME, Name. Title of the dissertation/ thesis in italic. Dissertation (master degree) or Thesis (PhD. Degree) in (indication of knowledge area). Local: Institution where was presented, year.

**Internet (electronic documents):** LAST NAME, Name. Title in italic (online). Indication of URL. Access in (date of access) , year.

## 7. Evaluation for publication:

- The original articles, essays and reviews submitted to the journal are first read by the publishers, if considered they are in line with the journal's editorial policy and satisfy the necessary academic requirements, they will be sent for evaluation of at least two experts in the field, ensuring the anonymity of authors and reviewers;
- In the evaluation, the reviewers should take into account the content, relevance and quality of the contributions, considering writing, originality of the text, quality of the argument and the bibliography, pertinence and adequacy of the methodology applied. The result of the evaluation may be a) accept, b) accept with reviews and c) refuse.

## 8. Doubts

Any doubts about the process of submitting or evaluating articles can be elucidate by email: revistaemtese@gmail.com.