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Abstract: Introduce the reader to the objectives, methodology, results and conclusions of the paper, so that it can dispense with consulting the original. It shall consist of a sequence of concise and objective sentences, not exceeding 250 words. **Do not use abbreviations, nor citations in the abstract**. Times New Roman font, 12, single space, color black 35% lighter, justified.

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1 Introduction

The articles shall contemplate the introduction (with clear definition of the objectives of the text), methodology, analysis/discussion of the results and conclusions/final considerations. It is considered important to mention the approbation by the Ethics Committee for projects which include methodologies that involve any type of interaction with human beings, such as interviews and observations. For the submission of the manuscript, shall be omitted titles from research projects, thesis and dissertations which may jeopardize the blind review, as well as acknowledgements and references/citations of works by the authors themselves. In case the article is accepted upon required revisions, those information can be included in the file revised by the authors. In case it is directly accepted, the information can be included at the text editing stage.

The text shall be formatted in Times New Roman font, size 12, 1.5 line space, color black 15% lighter, justified. There shall be a line space between the title and the first paragraph. The first paragraph of each section should not present input, according to this model. The size for articles is 7 to 9 thousand words, including abstracts and bibliographical references. Reviews must have up to 1,500 words and interviews up to 5,000 words. Em Questão adopts the following standards of Associação Brasileira de Normas Técnicas:

a) journal article - NBR 6022/2003;

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The standards must be consulted if the necessary example is not found in this model.

Use the full name of all organizations and entities commonly known by its acronym in the first instance, and subsequently just use the acronym. For example, Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq). Numbers from one to ten shall be written in full. Foreign terms, titles / names of works (books, journals, films, programs, for example) must be marked in italics. Only the first word of titles, proper nouns, names of disciplines of knowledge, historical eras and other words that have the use of compulsory capital letter should start with a capital letter. Examples: *The girls, The posthumous memoirs of Bras Cubas*, Dictionary of Library and Documentation, Semiotics, Common Era, Antique.

The notes must be end notes in Times New Roman font, size 10, line space 1,0, color black 15% lighter, justified, as example[[1]](#endnote-1). Foot notes shall not be used.

2 Examples of citations

Each citation (textual reference) shall correspond to a complete reference in the list of bibliographic references in the final of the body text. Check that all the citations are referenced before forwarding the article. Citations shall be in the language of the article. For documents in other languages, the author must translate and indicate in the reference (our translation):

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3 Illustrations, tables and charts

They shall be numbered in Arabic numerals, sequential, written at the top, preceded by the word **Table / Chart / Figure**. Place a title in full, inscribed at the top of the table / chart / figure to indicate the nature and scope of its content. The source must be placed immediately down the table / chart / figure, preceded by the word Source, to indicate the authority of table data and/or information.

Use the expression "Research data." or "Drawn up by the authors." if they are original of this manuscript. In case of use or adaption of other source material, display it in form of citation and place the complete reference in the bibliographic references list at the end of the manuscript. See examples.

**Chart 1** - Data on the movement of certain place in a certain period of time

(Times new roman, size 10, single space, color black 15% lighter).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Data 1** | **Data 2** | **Data 3** |
| One | Etc. | Etc. | Etc. |
| Two | Etc. | Etc. | Etc. |
| Three | Etc. | Etc. | Etc. |

Source: Adapted from Movement Institute (2012).

(Times new roman, size 10, single space).

**Tabela 1** - Avaliação de um periódico de Comunicação

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Critérios** | **Excelente** | **Bom** | **Regular** |  | **Ruim** | **Não conhece** | **Não respondeu** | **Total** |
| Avaliação Geral | 24% | 32% | 11% |  | 6% | 27% | 0% | 100% |
| Prestígio na Comunidade | 32% | 23% | 7% |  | 7% | 27% | 4% | 100% |
| Qualidade artigos | 23% | 28% | 17% |  | 5% | 27% | 0% | 100% |
| Contribuição para Área | 31% | 27% | 7% |  | 8% | 27% | 0% | 100% |
| Rigor na avaliação | 21% | 20% | 17% |  | 10% | 27% | 5% | 100% |
| Regularidade | 23% | 20% | 18% |  | 3% | 27% | 9% | 100% |
| Apresentação Gráfica | 18% | 28% | 18% |  | 9% | 27% | 0% | 100% |
| Distribuição | 24% | 20% | 14% |  | 10% | 27% | 5% | 100% |

Fonte: Stumpf (2003).

In the final references:

STUMPF, Ida Regina Chittó. Avaliação das revistas de Comunicação pela comunidade acadêmica da área. Em Questão, Porto Alegre, v. 9, n. 1, p. 25-38, jan./jun. 2003.

Note that charts contain qualitative data and they are closed on all sides whereas tables contain numeric data and they must have open sides.

Please send tables and diagrammed charts as text (never as images) to enable reading by screen reader software and enhance accessibility. It is suggested that images be described: describe all elements succinctly, providing the necessary elements for a person with visual disabilities to understand them. The description should be provided just below the source, as “Figure X description:”.

**3.1 Supplemental documents**

Besides inserted in the text, tables / charts / figures shall be submitted as supplemental documents by journal submission system in JPG format with a resolution between 200 and 300 dpi. The same must be done with audio files or motion pictures.

**Financing**

Use this space to inform funding agencies. In order to not jeopardize the blind review do not inform the number of the research project or notice of financing in the submission of the article.

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References must be in Times 12, single space, color black 15% lighter, with one line space from each other and aligned to the left, observing specific bold markings in examples that follow. Check carefully that all works cited in the text are referenced in complete form in the reference list. Only works cited on the text must be included in the reference list and vice versa.

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**\* Abbreviations**

Do not use suppressions of the name of repeated authors (\_\_\_\_\_\_\_\_.), nor abbreviations of journals’ titles. The use of abbreviations or the names in full of authors (person) must be standardized: all with surnames in full and abbreviated names, or all names and surnames in full (of all bibliographical references, except for the case of entity author, see below).

**\* Title and subtitle**

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The place shall be referred to in the language of the publication. In the absence of the name of the city, the state or the country can be indicated, as long as it is present in the document.

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The works which a juridical person is responsible for (government agencies, companies, associations, among others) have the entry by the name of the entity in its known form, or how it is shown in the document (in full or abbreviated). Standardize the names for an author when they appear in different ways in different documents.

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Latin names/designations commonly used in bibliographical references must be indicated in italics, as *In*:, [*s.l.*], *et al*., etc. The use of upper or lowercase letters shall respect the place where the element appears in the sentence: if it is in the beginning, it must begin with an uppercase letter, otherwise, lowercase letter.

**\* Apud citations (citation of citation) in the references**

Citations made through another work (in other words, the works to which the researcher did not have direct access, but had it through another publication, “The Guy cited by the Woman”) must have the complete reference of the original work (the first) in an endnote, followed by Apud and citation of the work which was actually consulted. The document which was actually consulted shall be present in the reference list.

In the text: (GONZÁLEZ-TERUEL, 20051 *apud* CUNHA, 2015)

.... González-Teruel (20051, p. 17 *apud* CUNHA, 2015, p. 13).

In the endnote:

1 GONZÁLEZ-TERUEL, A. **Los estúdios de necessidades y usos de información**:fundamentos y perspectivas actuales. Gijón: Trea, 2005. Apud Cunha (2015).

In the reference list:

CUNHA, M. B. da. **Manual de estudo de usuários da informação**. São Paulo: Atlas, 2015.

**Examples of bibliographical references**

**Books with 1 author**

AUTHOR. **Title**. Edition. Place: Publisher, date.

WAINER, Samuel. **Minha razão de viver**: memórias de um repórter. 11. ed. Rio de Janeiro: Record, 1988.

\*In books with title and subtitle, use bold only in the title.

**Books with 2 authors**

AUTHORS separated by semicolons. **Title**. Edition. Place: Publisher, date.

FRANÇA, Junia Lessa; VASCONCELLOS, Ana Cristina de. **Manual para normalização de publicações técnico-científicas**. 7. ed. Belo Horizonte: UFMG, 2004.

**Books with 3 authors**

Entry by the three authors, separated by semicolons. **Title**. Place: Publisher, date.

CUTLIP, Scott; CENTER, Allen; BROOM, Glen. **Effective public relations**. 6. ed. EnglewoodCliffs: Prentice-Hall, 1985.

**Books with more than 3 authors**

It is advisable to indicate all the authors’ names, however, from four authors or more it is allowed to indicate only the first one, followed by the expression *et al*. **Title**. Place: Publisher, date.

FRANÇA, Júnia Lessa *et al*. **Manual para normalização de publicações técnico-científicas**. Belo Horizonte: UFMG, 1990.

**Books with organizers, coordinators**

Use the designation (org.), and (coord.) among other abbreviations which indicate the type of responsability with the work: (Ed.) and (comp.). ORGANIZER or COORDINATOR, etc. (note) **Title.** Place: Publisher, date.

MELO, José Marques de (org.). **Comunicação comparada**: Brasil/Espanha. São Paulo: Loyola, 1990.

**Parts of books with own authorship**

AUTHOR of the referenced part. Title of the referenced part. Publication reference in whole preceded by *In*: Location of part referenced.

ESTEINOU MADRID, Javier. As tecnologias de comunicação e a transformação do estado capitalista. *In*: FADUL, Ana Maria (org.). **Novas tecnologias em comunicação**. São Paulo: Summus, INTERCOM, 1986. p. 123-126.

**Dissertations, theses, completion of course work**

AUTHOR. Title. Date. Document type (dissertation, these, completion of course work), degree in parentheses (MS, PhD, Specialist in...) - academic affiliation, place and date of defense mentioned in the approval sheet if any.

AZEVEDO, Martha Alves d’. **O controle externo da informação como forma de dominação**. 1980. Thesis (Master’s degree in Political Science) - Postgraduate course in Anthropology, Politics and Sociology, Universidade Federal do Rio Grande do Sul, Porto Alegre, 1980.

ACCORSSI, Aline. **Materializações do pensamento social sobre a pobreza.** 2011. Dissertation (Doctoral degree in Psychology) – Faculty of Psychology, Pontifícia Universidade Católica do Rio Grande do Sul, Porto Alegre, 2011.

**Conferences**

NAME OF THE CONFERENCE. Number (if there is one)., year, place (city) where the conference was held. **Document Title**, followed by location data: Publisher, publishing date.

INTERNATIONAL SYMPOSIUM ON CHEMICAL CHANGES DURING FOOD PROCESSING, 2., 1984, Valencia. **Proceedings** [...]. Valencia: Instituto de Agroquímica y Tecnología de Alimentos, 1984.

**Papers from conference**

AUTHOR. Title of paper from conference: subtitle of paper from conference (if any). Publication reference in whole preceded by *In*: Location of the referenced part. Paging of referenced part.

HEINONEN, Marina. Protein oxidation in foods. In: INTERNATIONAL SYMPOSIUM ON CHEMICAL REACTIONS IN FOODS, 8., 2017, Prague. **Proceedings** [...]. Prague: University of Chemistry and Technology, 2017. p. 135-175.

**Papers from journals**

AUTHOR of paper. Title of paper. **Journal title,** city of publication, v. 0, n. 0, p. 0-0, year.

Do not forget the city of publication of the journal.

LOURO, Guacira Lopes. Teoria queer: uma política pós-identitária para a educação. **Revista Estudos Feministas**, Florianópolis, v. 9, n. 2, p. 541-533, 2001. DOI 10.1590/S0104-026X2001000200012.

**Online electronic documents**

Sites must be referenced according to their type (newspaper article, journal article, etc.). Indicate the access link only if it is fundamental for the identification of the work.

AUTHOR. Title. Place, date. Available at: link. Access: abbreviated month. day year.

ALVES, Castro. **Navio negreiro**. [*S.l.*]: Virtua Books, 2000. Available at: http://www.navionegreiro.org.br. Access: Jan. 10th 2002.

**Social Networks, internet forums, etc**

Electronic documents which are not suited as other types of documents, such as social networks, must be referenced as if they were monographs of electronic access, or part of monograph. **Include only stable links in your references.**

ASSOCIAÇÃO BRASILEIRA DE NORMAS TÉCNICAS. **Sistemas de armazenagem.** São Paulo, 11 jan. 2018. Facebook: ABNT Normas Técnicas @ABNTOficial. Disponível em: https://www.facebook.com/ABNTOficial/photos/a.422832704409828/2716298371729905/. Acesso em: 29 jan. 2019.

**Newspaper articles**

AUTHOR of article. Title of article. Title of newspaper, place, date (month, day, year). Section.

CAMPOS, Rogério de. Exposição traz ao Brasil de J. Carlos. **Folha de S. Paulo**, São Paulo, Apr. 10th 1991. Ilustrada, p. 1.

**Motion pictures (videos, films, documentaries, etc.)**

TITLE. Responsible for the work in direct order, preceded by the kind of responsibility with colon (:). Year. Specification of support in physical units (length in minutes), sound, color, width in millimeters.

BLADE Runner. Direction: Ridley Scott. Production: Michael Deeley. Interpreters: Harrison Ford; RutgerHauer; Dean Young; Edward James Olmos *et al*. Los Angeles: Warner Brothers, 1991. 1 DVD (117 min), widescreen, color.

LA NOTTE. Direção: Michelangelo Antonioni. Roteiro: Michelangelo Antonioni e Tonino Guerra. 1961. (122 min), mono, p & b.

**Radio/TV programs**

TITLE. Presenter. Place: Broadcaster, date (day, month and year), time. Duration.

CARA a Cara. Presented by Marília Gabriela. São Paulo: Rede Bandeirantes de Televisão, 21 Apr. 1991, 10 p.m. Duration 60 min.

**Law and Jurisprudence**

JURISDICTION (or header of the entity). Epigraph, transcribed as it was published. **Title**, City, year (and/or issue, volume, number), p. 0-0 (if it exists), publishing date.

BRASIL. Lei n. 10.406, de 10 de janeiro de 2002. Institui o Código Civil. **Diário Oficial da União**: seção 1, Brasília, ano 139, n. 8, p. 1-74, 11 jan. 2002.

BRASIL. Superior Tribunal de Justiça. Súmula n. 333. Cabe mandado de segurança contra ato praticado em licitação promovida por sociedade de economia mista ou empresa pública. **Diário da Justiça**:seção 1, Brasília, ano 82, n. 32, p. 246, 14 fev. 2007.

## Paper title in English *(for texts in Portuguese and Spanish)* or Portuguese *(for texts in English and Spanish)*, Times New Roman 14, color black 15% lighter, bold

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