Technical Standards - ABNT

Sheet: A4 format, vertical position;

Text editor: Microsoft Word;

Margins: Top 3 cm; Left 3 cm; Right 2 cm; Bottom 2 cm;

Paragraph entries: 1.25 cm from the margin;

Alignment: All text should be justified, except for references, which should be on the left;

Spacing: between lines 1.5 cm;

Spacing before and after: 0 pt;

Font: Arial or Times;

Font for introduction, development and conclusion: Arial or Times New Roman, size 12;

Font for illustrations, tables, notes and direct quotes in indentation, footnotes, size 10;

Quotations: Quotations of more than 5 lines, single-spaced, indented 4 cm from the left margin;

Compulsory elements - Text

Title layout: in Portuguese and English;

Text titles: must be written without acronyms or abbreviations, with the reference font in size 12 and single lines;

Title (and subtitle, if there is one): in Portuguese and English, even if the article is written in English or Spanish: title and subtitle must be in bold, centred and in block letters. They should appear on the opening page of the text, separated by a colon;

Titles of tables and illustrations: without acronyms and abbreviations, with the same font used for the table text and single lines;

Abstract: should be in a single paragraph, between 100 and 250 words long, without acronyms or abbreviations and paragraphs. It should contain: a statement of the topic, objectives, justification; methods adopted and main results;

Keywords: represent concepts/categories that express the centrality of the article, i.e. the main subjects dealt with in the text (between 3 and 5 words or expressions); they should appear just below the abstract and separated by semicolons**.**

Abstract: must have the same characteristics as the abstract;

Keywords: must have the same characteristics as the keywords;

Introduction: should be written with objectivity, precision and clarity: (1); concisely state the central theme; (2) present a brief problematizing summary of the theme, in order to clarify which known theses are being refuted, updated or redefined; (3) explain the theoretical basis of the text; (4) explain the research methods and techniques used; (4) set out the main hypotheses of the article; (5) summarize the results that will be explained in the development;

Development: this comprises a consistent presentation of the topic, presenting the national and foreign literature involved with the issue in question. It is expected that the justification for the basic hypotheses will be presented concisely. Present the innovative theses in a consistent manner. It should be subdivided into headings and subheadings to ensure a good understanding of the central themes and related sub-themes. The argumentation and arrangement of ideas should be orderly and focused on the main subject of the text;

Conclusion: this should be written in such a way as to clearly demonstrate why the objectives have been achieved and what conclusions have been reached and the challenges that remain within the scope of the topic covered, in a way that is coherent with the reasoning elaborated in the development, without the use of quotations;

Bibliography: must be consistent with the proposed topic and dialogue with international literature;

List of References: only the references used in the development of the article should be included, as stipulated by ABNT. This list should be ordered alphabetically, aligned to the left margin, using the surname of the author, publisher or journal as a criterion if there is no author. In the case of references by the same author, it is advisable to organize them chronologically;

Footnotes: At the bottom of the pages, the author should place their reference notes and any explanatory notes (where necessary). These notes should be numbered sequentially and presented on the respective pages on which they are cited. Footnotes will be used for explanatory purposes or in the case of translations of texts into other languages, where the submitter wishes to make the original text more explicit;

Citations: must follow the author-date system (NBR 10520), a format that must be followed throughout the article, with their respective correlation in the list of references at the end of the article.

ABNT - General rules

When writing articles, we suggest consulting the following standards: ABNT NBR 6022/2018 - Article in a technical and/or scientific periodical; ABNT NBR 6028/2021, Abstract; ABNT NBR 10520/2023 - Citations; and ABNT NBR 6023/2018 - References;

- References (compulsory element) - ABNT NBR 6023:2018
The text comprising the references must be aligned to the left, single-spaced and the works separated from each other by a single line spacing. Titles should be emphasized in italics.

Note: references with up to 3 authors should include all of them, using semicolons between the names;

Example

VARGAS, João; CUSTÓDIO, Ana; ALMEIDA, João Carlos.

In cases with more than three authors: indicate the first, followed by the expression *et al.*.

Example

ALMEIDA, João Carlos *et al.*

- Book
SURNAME, First name. Title: subtitle. Place: Publisher, year of publication.

Example

CASTRO, R. M. G. *Energias Renováveis e Produção Descentralizada:* introdução à energia eólica. 3. ed. Lisboa: Universidade Técnica de Lisboa, 2007.

- Book chapter

SURNAME, First name. Title of chapter. In: AUTHOR. Title: subtitle. Place: Publisher, year of publication.

Example

BENVENISTE, E. Manuscrits inédits. *In:* MARTIN, Serge. Émile Benveniste: pour vivre langage, Mont-de-Laval, L'Atelier du grand tétras, 2009. p. 13-24.

- E-book

SURNAME, First name. Title: subtitle. Place: Publisher, date of publication. E-book. Available at: www.site.com.br. Accessed on: 5 Feb. 2024.

Example

BAVARESCO, Agemir. *La théorie hégélienne de l'opinion publique.* Porto Alegre: Editora Fundação Fênix, 2024. E-book. Disponível em:

https://www.fundarfenix.com.br/_files/ugd/9b34d5_1af1eab3bb674220a74265301799b92f.pdf. Acesso em: 5 fev. 2024.

- Dissertation/Thesis/Course Final Paper

SURNAME, Name. Title. Year of submission. Number of pages. Thesis/Dissertation/Course Completion Work. Doctorate/Master's Degree/Graduation in Area) - Teaching Unit, Institution, Place, year of defence.

Example

JOÃO AFONSO, Rodrigo Manuel. *As competências de um Relações Públicas na Era Digital.* 2019, 219p. Dissertação (Mestrado em Gestão Estratégia das Relações Públicas). Escola Superior de Comunicação Social, Instituto Politécnico de Lisboa. Lisboa, 2019.

- Dissertation/Thesis/Degree Programme in electronic format

SURNAME, Name. Title. Year of submission. Number of pages. Thesis/Dissertation/Course Conclusion Work (Doctorate/Master's Degree/Graduation in Area) - Teaching Unit, Institution, Place, year of defence. Available at: www.site.com.br. Accessed on: 5 January 2019.

Example

D`OLIVEIRA, R. L. D. *O princípio da integração ambiental e as energias renováveis.*2016, 203p. Dissertação de Mestrado em Ciências Jurídico-Políticas) - Faculdade de Direito da Universidade de Coimbra, Coimbra, 2016.

- Journal

NAME OF JOURNAL. City: Publisher, year founded. ISSN.

Example

Revista Veritas. Porto Alegre: Edipucrs, 1955, 1984-6746

- Journal article

SURNAME, Name. Title of article. Title of journal, City, v. [volume], n. [number], p. [page], months and year.

Example

MORAES, Claudia Herte de. Apontamentos sobre o contexto do ensino superior. *Revista do Conselho de Reitores das Universidades Brasileiras – CRUB*. Brasília-DF, v. 28. n. 56 e 57, p. 13-29, jan./dez. 2006.

- Journal article in electronic format

SURNAME, Name. Title of article. Title of journal, City, v. [volume], n. [number], p. [page], months and year. Available at: www.site.com.br. Accessed on: 5 January 2019.

Example

BARROSO, Luís Roberto. Neoconstitucionalismo e constitucionalização do Direito. O triunfo tardio do Direito Constitucional no Brasil. *Jus Navigandi*, Teresina, v. 9, n. 851, 1º nov. 2005. Disponível em: http://jus2.uol.com.br/doutrina/texto.asp?id=7547. Acesso em: 20 out. 2023.

- Event as a whole

EVENT NAME, n., year, Place (City). Name of the document. Place of publication: Publisher, date of publication.

Example

ENCONTRO DO MINISTÉRIO PÚBLICO DA UNIÃO, 1., 2000, Brasília. *Anais.* Brasília: ESMPU, 2021.

- Part of event in monograph

SURNAME, First name. Title: subtitle. In: NAME OF EVENT, n., year, Place (City). Annals [...] City: Publisher, year.

Example

ESSADO, Tiago Cintra. O poder-dever material de investigação do Ministério Público. In: CONGRESSO DO MINISTÉRIO PÚBLICO DO ESTADO DE SÃO PAULO, 6., 2020. *Anais….* São Paulo: Páginas & Letras, 2020. p. 205-209.

- Quotes – ABNT NBR 10520

a) Direct quotation

In quotations of up to three lines, it should appear in double inverted commas in the body of the text. In quotations longer than three lines, use a 4 cm indentation from the left margin, font size 10, single spacing and no inverted commas.

b) Indirect quotation

In this case, where the author transcribes ideas in his or her own words, without it being verbatim, the author and year of publication are cited;

- Illustrations – ABNT 6023

When referencing tables, slides, plans, photographs, graphs, organisational charts, flowcharts, diagrams, maps, etc...;

+ Above the item that is mentioned above must appear:

- Designating word (table, figure, photograph, etc.);

- Arabic numeral indicating the number of occurrences, followed by a dash;

- title of the illustration;

- After the item mentioned/quoted above, the source consulted must be indicated (obligatory, if it is by the author, or from another source, or even adapted from) and the notes (optional):

- The source must be preceded by the word 'source' followed by a colon;

- year in brackets next to the source, pagination (if any) followed by a full stop;

- optional explanatory notes or even subtitles that contribute to understanding;

- Note: Scanned images must have a minimum resolution of 300 dpi.

- Tables

These contain only statistically treated figures and information, in accordance with the guidelines of the Brazilian Institute of Geography and Statistics (IBGE/2020).

The following must appear at the back:

- Table and Arabic numeral followed by a dash;

- Table title (stating what the table is about);

- At the bottom: Indicate the source;

- The source must be preceded by the word 'source' followed by a colon;

- year in brackets next to the source, pagination (if any) followed by a full stop.