

SUBMISSION GUIDELINES - INSTRUCTIONS TO CONTRIBUTORS

1. If questions arise that are not covered by the guidelines below, manuscripts should conform to the style of *Revista da ANPOLL*, number 20.
2. The papers (articles, reviews, etc.) should be sent in computer disks (*Windows 6.0* or compatible word processing program) and in three printed copies, one of them bearing identification and the other two with no identification. The disk must have a label indicating the author(s) of the paper and the program used; minimum length of 10 pages, maximum, 20.
3. The paper should follow the sequence: title, name(s) of the author(s); abstract; key words; text in English with notes at the bottom of the page; *resumo, palavras-chave*; bibliography.
4. The first page should include the title - centralized, capitalized, with no boldface types or underlining; the name(s) of the author(s) in italics, only the initials capitalized, two lines below the title, flush with the right margin, marked with an asterisk referring the reader to the bottom of page for author's graduate course affiliation (indicating academic qualification; students should indicate the degree to be obtained); abstract (the word *ABSTRACT* in uppercase, in italics, three lines below the author's name, followed by a colon; *abstract* in italics, in a 10-point font) minimum length: 3 lines, maximum, 10 lines; key

words (the words *KEY WORDS* in uppercase, italics, followed by a colon; key words in italics, in a 10-point font).

5. Font: 12-point *Times New Roman*.
6. Spacing: single space between lines and paragraphs; double space between parts, tables, illustrations, etc.
7. Indentation: 1 cm to mark paragraphs.
8. Quotations of verses and parts in prose (exceeding 3 lines) in block quotations and 1 cm indented, with no quotation marks.
9. Tables, illustrations (photographs, drawings, graphics, etc.) and appendices should be in camera-ready copy, set in the general style of the text and in the location indicated by the author(s). In appendices which are texts already published, the complete bibliographical references as well as publishers' permission for reproduction should be included.
10. Subtitles – not indented, in capital letters and numbered in arabic numerals; the introduction, conclusion and bibliography should not be numbered.
11. *RESUMO*: in uppercase, italics 3 lines below the end of the text, followed by a colon; text written in italics, 10-point font, maximum length of 10 lines; *PALAVRAS-CHAVE* two lines below the *abstract*, in uppercase, italics, followed by a colon; *key words* in italics, 10-point font, maximum of 5 words.
12. References within the text: within parentheses, author and date identifying the paper, followed by a colon and the numbers(s) of the page(s) quoted.

13. Notes should be located at the bottom of the page, 10-point font, numbered sequentially throughout the text. Highlighted elements (titles of books, journals and others) in italics.
14. Appendices, if any, should be located before the bibliography, preceded by the word ANNEX, not indented and not numbered.
15. Bibliography: the word BIBLIOGRAPHY in capital letters, not indented, 2 lines before the first entry. The ABNT guidelines should be followed.

FINAL NOTE: Papers not conforming to the guidelines will not be considered. The texts must present the authors' telephone number and email address.

Technical Data

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