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**PALMARES, Zumbi dos(1); MAHIN, Luiza(2)**

Authors, UPPERCASE LAST NAME, bold, Georgia 10

**Authors must be identified according to the indication below, Georgia 8, the data must be complete and the Orcid valid, with the 16 digits as indicated below.**

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**Introduction (lowercase, bold, Georgia 11 font, left-aligned, unnumbered)**

The Introduction must contextualize the proposal of the manuscript, justification and objectives.

Georgia 11 font, black, 1.5 line spacing for the entire article. Indent the first line of paragraphs by 1.27 cm. The text must follow the ***American Psychological Association (APA)*** standards.

**Citations throughout the manuscript**

Direct quotes of less than 40 words must be incorporated in the text paragraph, in double quotes. E.g.: “Thus, the school left over for the poor, characterized by its assistance and welcoming missions, becomes a caricature of social inclusion” (Libâneo, 2012, p. 23).

Direct quotes **with more than 40 words** must appear without quotation marks in a paragraph in block format, indented 2.54 cm from the left margin, justified, font 11, single spacing. E.g.:

Transcripts longer than 40 words must be presented with an indentation of 2.54 cm from the left margin, line spacing 1.5, Georgia font 11. The separation of the transcribed passage from the rest of the text is done using only one line of space. (Author, year, p. x or p. y - x).

pp. 12 - just one page

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pp. 12 and 10 - if they are discontinuous pages.

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| **Citation type** | **First citation in the text** | **Quotes****subsequent in****text** | **Format between****parentheses, first****quote in text** | **Format between****parentheses, quotes****subsequent in****text** |
| **Work of the author** | Santos (2010) | Santos (2010) | (Santos, 2010) | (Santos, 2010) |
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| **Work by three or more authors** | Ford et al. (2003) | Ford et al. (2003) | (Ford et al., 2002) | (Ford et al., 2002) |
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**Note 1:** Do not use the terms **apud, op. cit, id. ibid.**, and others. They are not part of the APA standards

**Note 2:** Including elements in a direct quote

|  |  |
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| [ ] | Interpolations (explanation), additions or comments.Ex.: There were also prostitutes. . . [who] after cutting the men with whom they had slept with a razor, but who refused to pay for the program, [they ended up being sentenced to internment in an asylum] (Arbex, 2013, p. 30). |
| . . .With spacing between points | Allows you to omit words from the text. Do not use at the beginning or end of sentences.Ex.: There were also prostitutes. . . [who] after cutting the men with whom they had slept with a razor, but who refused to pay for the program, [they ended up sentenced to internment in an asylum] (Arbex, 2013, p. 30) |
| [Sic] | Indicates error in the original text. |

**Note 3:** Other cases

|  |  |
| --- | --- |
| **Different authors with the same surnames.**Include the authors' initials in all citations in the text, even if the year of publication is different. | (C. Barbosa, 1958)(O. Barbosa, 1980) |
| **Different authors with the same surnames and initials.**Include all names in all citations, even if the year of publication is different. | (Petter Janet, 1976)(Pierre Janet, 1906) |
| **Publication by the same author with the same date.** | (Santos, 2010a) (Santos, 2010b) (Almeida & Santos, 2018a) (Almeida & Santos, 2018b)(Calazans, s.d.-a, s.d.-b) |
| **Several documents by the same author, different dates.** Organizing in chronological order by separating the dates with a comma. | (Pereira, 1989, 1991, 1995) Pereira (1989, 1991, 1995) |
| **Several authors cited simultaneously.** Organizing in alphabetical order. | (Santos et al., 2011; Figueira, 2002; Rocha & Linton, 2000) Santos et al. (2011), Figueira (2002) e Rocha e Linton (2000) |

Throughout the manuscript, tables, graphs, maps, figures and visual resources in general must be presented centralized, indicated in the body of the text, numbered, with title above (Georgia 11) and font, placed as a note (Georgia 8 - in italics). Images must have a minimum resolution of 300X300, size between 6 x12 cm, in PNG or JPG format.

Examples:

**Figure 1**.

 *Activities developed at X School*

*Note:*

**Table 1**.

*Analysis of samples x collected in the laboratory*

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 *Note:*

Same format for charts, graphs, maps and other visual resources.

All notes must be formatted as footnotes. It is advisable to avoid them, only use when explanation is necessary.

# Development

The development is a fundamental part of the manuscript, it is important that the exposition of the text in an argumentative set is presented in a detailed and orderly manner. Thus, it is suggested that it be divided into topic and subtopics.

The development of the work, the fundamental discussions, methodological procedures must be presented (it must present in detail how the study was carried out, the type of study, the identification of the main characteristics of the research) and the results. Considering the requirements of different scientific areas.

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**Topics (lowercase, bold, Georgia 11 font, left-aligned, unnumbered)**

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Do not number topics

**Subtopics (lowercase, bold italics, Georgia 11 font, left-aligned, unnumbered)**

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# Final considerations/ Conclusions (lowercase, bold, Georgia 11 font, left-aligned, unnumbered)

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**Funding agency**

State whether the work was supported by any funding agency (if not, this section can be disregarded).

**REFERENCES**

**(Uppercase, bold, Georgia 11 font, centralized, unnumbered)**

References must follow the rules of the **American Psychological Association (APA).** Single spacing and a space between references. Georgia font 10.

**Only** references that have been cited throughout the text should be inserted. References must be indicated in alphabetical order by the authors' surname, according to APA rules and formatting indicated below.

Recurring problems such as: cited and unlisted references, and their inverse; incomplete; using a format other than the one indicated will be returned to the authors.

Follow the reference organization model indicated below.

For situations not approached here, see updated APA manuals.

**REFERENCE MODELS - GENERAL RULES**

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| **Left alignment** | Suruagy, D. C., Ayastuy, A. C., Almeida, J. P. (2020). A utilização do jogo eletrônico nas aulas de Geografia: relatos de experiência. *Diversitas Journal*, 5(3), 2026-2038, jul./set.2020. https://periodicos.ifal.edu.br/diversitas\_journal/article/view/1219.  |
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| **Highlight of titles or journal is italicized** |
| **Indentation of subsequent lines is 1.27cm** |
| **Single space between lines** |
| **et al is not used in the references,** it is necessary to cite all the authors. | Two (2) to twenty (20) authors | Surname and initials of all authors. Indicate all authors up to 20. |
| The last author is preceded by &. |
| Neves, L., Coelho, L. S., Esteves, A., Barbosa, A., Madeira, E., Oliveira, J., Cardoso, J., Gonçalves, T., & Barbosa, G. |
| Twenty-one (21) or more authors | Author's Surname and Initials 1 through Author's Surname and Initials 19, … (ellipsis) Last Author's Surname and Initials. |
| Kalney, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, K., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. |
| If there is no reference to the date of publication in the work, the abbreviation n.d. is used (means no date, without date) | Peres, A. (s.d.). Normas da APA. https://sites.google.com/site/alexandreperes/normas-daapa |
| Complete bookData relating to the edition are presented as they appear in the source and are only mentioned from the 2nd edition onwards.You must use the superscript optionDoes not include editing location | Luck, H. (2010). *Liderança em gestão escolar*. (4a ed.). Vozes.Ornelas, M. M. G. (2000). *Perícia contábil* (3a ed.). Atlas. |
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| **Government Institution** | Ministério da Saúde. (2014). Guia alimentar para a população brasileira (2ª ed.). Secretaria de Atenção à Saúde, Departamento de Atenção Básica. https://bvsms.saude.gov.br/bvs/publicacoes/guia\_alimentar\_po pulacao\_brasileira\_2ed.pdf |
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| **Blog** | Sobrenome, X. K. (Ano, Mês Dia). Título do post. Nome do blogue [itálico]. https://... |
| **Legislation**Law / Decree-Law / Order / Ordinance | Portaria nº 517/2008 do Ministério da Economia e da Inovação. (2018). Diário da República: I Série, nº 121/08. https//…In text (Portaria n. 516, 2008). |

Note: For the structuring of the guidelines based on the APA, the following references were consulted:

Pontifícia Universidade Católica de Minas Gerais - Sistema Integrado de Biblioteca (2020). *Aplicabilidade das Normas de APA para Formatação de Artigos Científicos de acordo com atualizações da 7ª edição*. [file:///C:/Users/cirle/Downloads/treinamento-apa-2020%20(2).pdf](file:///C%3A/Users/cirle/Downloads/treinamento-apa-2020%20%282%29.pdf)

Bibliotecas do Politécnico de Leiria (s.d.). *Guia para elaboração de citações e referências bibliográficas – Normas APA 7ª edição.* [file:///C:/Users/cirle/Downloads/Guia\_APA\_7%C2%AAEd.\_v1.pdf](file:///C%3A/Users/cirle/Downloads/Guia_APA_7%C2%AAEd._v1.pdf)

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