



## **GUIDELINES FOR AUTHORS**

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## **APCs (ARTICLE PROCESSING RATE) AND SUBMISSION RATE**

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## **INSTRUCTIONS FOR SUBMISSION OF ARTICLES**

### **1 GENERAL GUIDELINES**

1.1 Submission of the Manuscript: In order to submit the manuscript, the author responsible for communicating with the journal must register through this site. It is suggested that the maximum attention be paid to filling in the item "Authors Submission Metadata", which includes mandatory elements such as: full name of authors, last title and respective institutional affiliation updated. After making the registration, the author should select the option "Start new submission" and fill in the requested fields.

1.2 The journal emphasizes to the author (s) that seek professional linguistic advice (proofreaders and / or translators certified in Portuguese and English) before submitting manuscripts that may contain morphological and syntactic errors and / or inadequacies, Idiomatic or style. They should also avoid using the first person because of the impersonality required in the scientific text.

1.3 Languages for submission: Works written in Portuguese, English or Spanish will be accepted. Papers in other languages may be accepted through editorial consultation. (Summary and keywords



are required; abstract and keywords in any language of the article).

1.4 For submission of manuscripts only in the English and Spanish language, must be passed by reviewers and/or certified translators in the foreign language indicated by A Barriguda: Revista Científica.

1.5 Authorship: The manuscript to be submitted can NOT contain any author identification. We suggest you read the Peer Review process carefully.

1.6 Manuscripts will only begin the process of processing if they comply with the Graphic Standards. Otherwise, they will be returned to the authors for possible corrections as described, if necessary.

1.7 will not be accept manuscripts in which:

- a) The field experiments do not include data from two years or from several locations within the same year;
- b) The analysis of data obtained from controlled environments is limited to only one experiment or bioassay, without replications during the period;
- c) The experiments refer only to tests on the activity of chemical or biological products against biotic agents or physiological stresses;
- d) Experiments with in vitro culture are limited to the improvement of standardized culture protocols or those that do not provide new information in the field;
- e) Its objectives are limited to recording the first occurrence of a harmful organism to the eco-farming system or a basic study of the biological parameters of the organism without a



definite indication of how such knowledge could improve pest management in the local or regional context.

## **2 PROCEDURES FOR ACCEPTANCE OF ARTICLES**

2.1 FIRST STEP: All manuscripts will only begin the process of processing if they comply with the Guidelines for Authors, Graphic Standards, ABNT Rules and Absence of authorship identification (essential for ensuring an unbiased and safe evaluation). Otherwise, they will be returned to conform to the standards.

2.1.1 If the article is out of only one item quoted above, the authors will be notified by e-mail for correction and transfer of the corrected article in the submitted submission; If the article is completely out of the above items, the authors will be informed by e-mail (in the system) that the article was submitted inappropriately, identifying the missing points and requesting the correction and a new submission. Only after this first evaluation will the article enter the evaluation queue.

2.2 SECOND STEP: Selection of articles according to editorial criteria.

2.3 THIRD STEP: This stage will involve the sending of the manuscript to at least two ad hoc evaluators selected by the Editorial Policy Committee and with recognized competence in the topic addressed in the article. The evaluators may return the work to the authors to provide the indicated changes. Opinions have five possibilities:

- a) Accept.
- b) Compulsory corrections.
- c) Submit again for evaluation.
- d) Send to another magazine.
- e) Reject.

2.4 The work being approved in the second and third stages will be published in the first issue of the journal with available space.



- 2.5 The journal does not have as exclusive publication criteria the chronological order in which it receives the texts, but its acceptance in the steps described above.
- 2.6 The Editorial Policy Committee does not undertake to return the submitted and non-approved originals.
- 2.7 The Copyright of the published articles belong to A Barriguda: Revista Científica.
- 2.8 Authors may NOT submit their originals to other national journals simultaneously until they are effectively published or rejected.
- 2.9 Once accepted, articles will undergo revision as to form, such as orthographic, grammatical, normalization and adequacy to the format of the Journal, but not in relation to its content. The originals will be published in Portuguese and, eventually, in a modern foreign language.
- 2.10 The Editorial Board will not accept original outside these norms, reserving the final decision, as to the publication of them. The opinions and concepts contained in the articles are the sole responsibility of the author (s). The editor in charge of the Journal is not responsible for the writing or the concepts issued by its collaborators.

### **3 SECTION POLICIES**

The originals should follow one of the following sections:

3.1 ORIGINAL ARTICLES: Minimum of 12 pages and maximum of 20 pages. They generally present theoretical or practical research and development studies that have achieved significant conclusive results. Scientific articles on experimental research should contain all the necessary information that will allow the reader to repeat the experiments and / or evaluate the author's conclusions and the following topics: Title (Portuguese and English), Abstract and keywords; Abstract and keywords (in another language); introduction; Material and methods; Results; Discussion and Conclusions separately;



acknowledgment; Suppliers, when available and Bibliographic References

3.2 RESOURCES: Minimum of 2 pages and maximum of 4 pages. The reviews should be composed of: 1. Header (author, title, edition, city, publisher, year, volume, total number of pages). 2. Text (general information about the author of the work, description of the content, highlighting relevant points of the work); 3. Critical comments (to highlight positive and negative aspects of the work, analyze the methodology, the contribution in the scientific field of the law area, to point out some characteristic feature of the work).

3.3 ANALYSIS OF JUDICIAL DECISION: Minimum of 5 pages and maximum of 10 pages. It must first, include the summary of the jurist that comes to comment it. Your name. The contents and the entire contents of the judgment mentioned. The facts of the judgment. The grounds and controversies of the Judgment. The question of the merits of the judgment. Possible criticisms of the decision in higher jurisdiction. The conclusion. The references, in case of founding criticism in doctrine.

3.4 REVIEW ARTICLES: Minimum of 12 pages and maximum of 20 pages. Works that analyze and discuss works by other authors. It should involve relevant topics within the scope of the journal. The number of review articles per issue is limited and authors may only submit articles of interest to the journal by invitation of members of the editorial board of the Journal. In the case of spontaneous sending of the author (s), it is necessary to include relevant results of the own or the group involved in the article, with bibliographical references, demonstrating experience and knowledge on the subject. Review article should contain the following topics: Title (Portuguese and English); Abstract with Key words; Abstract with Key words (in another language); Development of the proposed theme (with subdivisions in topics or not); Conclusions or Final Considerations; Acknowledgments (if any) and References.



3.5 INTERVIEWS: minimum of 2 pages and maximum of 4 pages. The interviews should cover relevant topics within the scope of the journal. Respondents should be recognized names in their research areas. The structure is as follows: 1. Header (title). 2. Interviewee's biography (general information highlighting relevant points of the personal trajectory). 3. Text (Questions and Answers).

3.6 SCIENTIFIC NOTES: minimum of 10 pages and maximum of 15 pages. A concise but full description of an ongoing research, with bibliographic documentation and complete methodologies, such as a regular scientific paper. It should contain the following topics: Title (Portuguese and English); Abstract with Key words; Abstract with Key words (in another language); Text of the work without division of topics, but following the sequence - introduction, methodology, results and discussion (tables and figures can be included), conclusion and references.

#### **4 GRAPHIC STANDARDS**

A Barriguda adopts the documentation standards of the Brazilian Association of Technical Standards (ABNT) and the tabular presentation standard of the Brazilian Institute of Geography and Statistics (IBGE).

4.1 RULES: The journal accepts articles in the norms NBR 10.520/2002 - Citations in documents - Presentation - in the SYSTEM NOTES OF FOOTWEAR as Notes of references; NBR 6024/2012 - Progressive numbering of sections of a document; NBR 6023/2002 - References - Preparation; NBR 6028/2003 - Abstracts; NBR 6022/2003 - Article in printed scientific periodical - Presentation; Tabular Presentation Rules IBGE, 1993, for tables and tables.

#### 4.2 FORMATING THE MANUSCRIPT:

- a) MS-Word format 97/2000 / XP or higher in the Windows Editor;
- b) Paper configuration layout: top and left 3.0 cm, right and bottom 2.0 cm;
- c) Source: Times New Roman, size 12, normal;



- d) Spacing: between the lines 1.5 cm in all text, except for the abstract that must have simple and justified spacing and citations greater than 3 (three) lines, which should have a font 10, with a 4 cm indent and between the lines simple;
- e) Paragraph: justified with a decrease of 1.25 in the first line.
- f) Title: font 14, bold and centralized (in Portuguese); Font 12, italic and centered.

#### 4.3 INSTRUCTIONS FOR PREPARING THE MANUSCRIPTS:

- a) Title: It should be clear, concise and reflect the essence of the article, written in capital letters, bold, centralized and source 14, in Portuguese; Capital letters, italicized, centered, and font 12, in English, after the title in the vernacular. Present in Portuguese and English.
  
- b) Authorship / Affiliation: To ensure the integrity of authors' anonymity and to guarantee the blind peer review process, all authorship / affiliation information should NOT be included in the article or any other hidden information that may identify them. This information should be filled when submitting the article in Step 2 (Submission Metadata - Indexing). Must complete full name, e-mail, institution and brief biography containing: last academic degree, course / department / institution to which it belongs. Submission to the inclusion of authors' names that were not completed in the Metadados step will not be accepted later.

How to remove authoring data in Microsoft Office documents: Author ID must be removed from document properties (from the File> Properties menu), starting with File, on the main menu, and clicking the sequence: File> Save As .. > Tools (or Options on Mac)> Security Options ...> Remove personal information from the file by saving> OK> Save.

- c) Abstract: Text of the word ABSTRACT followed by a colon (:) in capital letters and bold followed by a colon (:); Ex:



ABSTRACT: The importance of interdisciplinarity in the construction of knowledge ... (it follows the text) with a maximum of 200 words.

d) Key words: KEYWORD text followed by a colon (:) in capital letters and bold followed by a colon (:), the words must be separated by a semicolon (;) and capitalize each word initial. EX: KEYWORDS: Law; Power; History of Brazil; Sociology of Education. Between four and six keywords should be added at the end of both the abstract and the abstract, which are not mentioned in the title.

e) Abstract (in another language): Text in English (follow the instructions in the abstract in Portuguese).

f) Keywords: Follow the instructions of the keywords in Portuguese.

g) Introduction.

h) Text.

i) Citations: must be made according to ABNT norms (NBR 10520 - Information and Documentation - Citations in documents - Presentation/Aug. 2002), adopting the Footnote System as Reference Notes.

j) Final Considerations.

l) Financing: Authors must declare all sources of funding or support - institutional or private - for the study in the field and cite the number of the respective processes. This information must appear at the time of submission in Step 3 "Submission Metadata (Indexation) in Contributors and Development Agencies.



m) **References:** According to ABNT NBR 6023/2002, reference only what was quoted in the text at the end of the article in alphabetical order. The content and accuracy of the references of the works published in this journal will be the sole and exclusive responsibility of the author (s).

n) The notes shall be numbered in footnotes.

o) **Sections titles:** They must have progressive numbering in accordance with ABNT NBR 6024/2003 and alignment to the left margin, without using a period, hyphen, dash or any other sign after the section code or its title. The Introduction section will be counted as one (1), but not numbered.

Example of section / title formatting:

- PRIMARY SECTION: CAPITAL LETTER and Bold
- SECONDARY SECTION: CAPITAL LETTER and without bold
- TERTIARY SECTION: In bold with the beginning of the words in capital letters.

Highlights of elaborate text (e.g., of a term) should be done using bold. Quotations of the text of other authors up to 3 (three) lines in quotes, without use of italics or bold.

## **5 ETHICS IN RESEARCH**

Observance of the ethical precepts regarding conduction as well as the reporting of the research are the sole responsibility of the authors, respecting the ethical recommendations made in the Declaration of Helsinki (1964, restated in 1975, 1983, 1989, 2000 and 2008) of the World Medical Association. For researches that present results involving human beings in Brazil, the authors must observe, in full, the norms contained in CNS Resolution No. 466 of December 12, 2012, of the National Health Council. The ethical procedures adopted in the research must be described in the last paragraph of the "Methodology" section, that the subjects' consent was obtained and the indication that the study was approved by the



Research Ethics Committee involving Human Subjects, as well as citing the opinion number or approval protocol.

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- articles containing data acquisition or analysis and interpretation of data from other publications should explicitly refer to them;

- in the writing of articles that contain a critical review of the intellectual content of other authors, they should be duly cited;

- all authors must meet the criteria of unpublished authorship of the article and none of the researchers involved in the research may be omitted from the list of authors;

- final approval of the article will be made by editors and editorial board.

3 In order to meet the criteria, the following procedures will be carried out:

a) The editors will evaluate the manuscripts with the CrossCheck system soon after the submission. Firstly, the textual content



of the scientific articles will be evaluated, trying to identify plagiarism, duplicate submissions, already published manuscripts and possible frauds in research;

b) With the results, it is up to the editors and editorial board to decide whether the manuscript will be submitted for peer review that will also carry out evaluations;

c) After acceptance and prior to publication, articles may be reassessed.

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## **8 REFERENCE MODEL**

Congress proceedings:

SIMPÓSIO BRASILEIRO DE ENGENHARIA DE SOFTWARE, 14, 2000, João Pessoa. Anais... João Pessoa: CEFET-PB, 2000. 190p.

Daily Journal Article:

FRANCO, Gustavo H. B. O que aconteceu com as reformas em 1999. *Jornal do Brasil*, Rio de Janeiro, 26 dez. 1999. Economia, p.4, Caderno 6.



Journal Article:

SIMONS, Robert. Qual é o nível de risco de sua empresa? HSM Management, São Paulo, v.3, n. 16, p. 122-130, set./out. 1999.

Institutional Journal Article:

MELLO, S; C.; LEÃO, A. L.M. de S.; SOUZA NETO, A. F. de. Que valores estão na moda? - Achados muito além do efêmero. Revista de Administração Mackenzie: Revista da Universidade Presbiteriana Mackenzie, São Paulo, v.1, n.1, p. 117-134, 2000.

Book:

SEVERINO, Antônio Joaquim. Metodologia do trabalho científico. 22.ed.ver. e ampl. São Paulo: Cortez, 2002. ISBN 85-249-0050-4.

Book chapter:

FRIGOTTO, Gaudêncio. Os delírios da razão: crise do capital e metamorfose conceitual no campo educacional. In: GENTILI, A. H. Pedagogia da exclusão: crítica ao neoliberalismo em educação. Petrópolis, RJ: Vozes, 1995. p.77-108.

Dictionary:

DUCROT, Oswald. Dicionário enciclopédico das ciências da linguagem. 2.ed. São Paulo: Perspectivca, 1998. 339p.

Legislation:

BRASIL. Lei n.º 9.887, de 7 de dezembro de 1999. Altera a legislação tributária federal. Diário Oficial [da] República Federativa do Brasil, Brasília, DF, 8 dez. 1999.

Manual:

PARANÁ (Estado). Universidade Estadual de Maringá - Departamento de Administração. Manual do Estágio de Administração da UEM. Maringá, DAD Publicações, 2002, 158p.

Lecture or Conference:

RAMOS, Paulo. A avaliação em Santa Catarina. Palestra Proferida na Pós-graduação, Papanduva - SC, 22 fev. 2002.



Abstract of Presenting Work in Congress:

VENDRAMETTO, M. C.; VICENTE, J. G.; CAMPESATO-MELLA, E. Avaliação do conhecimento e uso de medicamentos genéricos por acadêmicos de uma Instituição de Ensino Superior. In: ENCONTRO DE PRODUÇÃO CIENTÍFICA DO UNICESUMAR , 2., 2001, Maringá. Livro de resumos... Maringá: Centro Universitário de Maringá, 2001. p.124.

Abstract of Congress in event as a whole:

ENCONTRO DE PRODUÇÃO CIENTÍFICA DO UNICESUMAR , 2., 2001, Maringá. Livro de resumos... Maringá: Centro Universitário de Maringá, 2001. 565p.

Thesis/Dissertation/Monograph/Course completion work:

FREITAS JÚNIOR, O. de G. Um modelo de sistema de gestão do conhecimento para grupos de pesquisa e desenvolvimento. 2003. 292f. Tese (Doutorado em Engenharia de Produção) - Universidade Federal de Santa Catarina, Florianópolis, 2003.

Full paper published in Annals of Congress:

SOUZA, L. S.; Borges, A. L.; Rezende, J. Influência da correção e do preparo do solo sobre algumas propriedades químicas do solo cultivado com bananeiras. In: REUNIÃO BRASILEIRA DE FERTILIDADE DO SOLO E NUTRIÇÃO DE PLANTAS, 21., 1994, Petrolina. Anais... Petrolina: Embrapa, CPATSA, 1994. p.3-4.

File on CD-ROM:

MICROSOFT Project for Windows 95. Version 4.1. [S.l.]: Microsoft Corporation, 1995. 1 CD-ROM.

Scientific Journal Article:

KELLY, R. Eletronic publishing at APS: its not just online journalism. APS News Online, Los Angeles, Nov. 1996. Disponível em: . Acesso em: 25 nov. 1998.

Journal article:

SILVA, M. M. L. Crimes da era digital. Net, Rio de Janeiro, nov. 1998. Seção Ponto de Vista. Disponível em: . Acesso em: 28 nov. 1998.



E-mail:

ALMEIDA, M. P. S. Fichas para MARC [mensagem pessoal]. Mensagem recebida por em 12 jan. 2002.

Part of Monograph:

SÃO PAULO (Estado). Secretaria do Meio Ambiente. Tratados e organizações ambientais em matéria de meio ambiente. In:\_\_\_\_. Entendendo o meio ambiente. São Paulo, 1999. Disponível em: . Acesso em: 8 mar. 1999.

Program (Software):

MICROSOFT Project for Windows 95, version 4.1: project planning software.[S.I.]: Microsoft Corporation, 1995. Conjunto de programas. 1 CD-ROM.

Congress Work:

SILVA, R. N.; OLIVEIRA, R. Os limites pedagógicos do paradigma da qualidade total na educação In: CONGRESSO DE INICIAÇÃO CIENTÍFICA DA UFPe, 4., 1996, Recife. Anais eletrônicos... Recife, UFPe, 1996. Disponível em: . Acesso em: 21 jan. 1997.

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