

## POLICY FOR SUBMITTING PAPERS

### GENERAL INFORMATION

**Revista Olho d'água** publishes previously unpublished articles by Brazilian or foreign authors. As the issues are thematic, only papers that are pertinent to the established themes will be considered.

Papers may be written in any of the following languages: Portuguese, English, French, Italian, German or Spanish. The Editorial Board may decide to publish an article in the original language or to translate it into Portuguese, with the author's consent.

Should the work be accepted for publication, its copyright will automatically be transferred to **Revista Olho d'água**.

### SUBMISSION OF PAPERS

Papers should be sent in CD-Rom together with three non-identified printed copies. A separate sheet should also be enclosed in the envelope with the following information: Title of the paper; Author(s) (in full, with just the surname in capital letters); the Author's institutional status (Department – Institution or Faculty – University – University acronym – postal code – City or Town – State – Country – postal and electronic addresses).

Contributors residing abroad may send papers by e-mail. In addition to the file containing the article, another file should be sent with the identification of the paper and the author.

**FORMAT.** Papers should be typed in Word for Windows (or compatible) Verdana 11 (except for quotations or footnotes), single line spacing and paragraphs, double line spacing between parts of the text. Pages should be formatted in A4, unnumbered, with 3 cm upper and left margins and 2 cm lower and right margins.

**LENGTH.** After being formatted according to the instructions above, the paper should be a maximum of 25 pages long.

**ORGANISATION.** Papers should be organised as follows: TITLE (centralised upper case); ABSTRACT (should not exceed 200 words) and KEYWORDS (up to 6 words), written in the language of the paper; Text; Acknowledgements; ABSTRACT and KEYWORDS in English; REFERENCES (only those works cited in the paper); abstract and keywords should be typed in Verdana 11. Footnotes. Footnotes should be kept to a minimum and placed at the bottom of the page, according to Word for Windows resources, typed in Verdana font 08, numbered according to order of appearance.

## REFERENCES

Bibliographical and other references should follow the guidelines of the Associação Brasileira de Normas Técnicas (ABNT, NBR 6023, August 2002).

**QUOTATIONS WITHIN THE BODY OF THE TEXT:** the author's surname should be quoted in brackets, upper case, separated by a comma from the publication year (SILVA, 2000). If the author's name has been previously quoted in the text, only the date should be cited in brackets "Silva (2000) points out that...". When necessary, the page number should follow the year, separated by a comma and preceded by "p." (SILVA, 2000, p. 100). A lower case letter placed after the date without spacing should be utilised to identify quotations from different works by the same author published in the same year (SILVA, 2000a). If a work has two or three authors, all of them should be cited, separated by a semicolon (SILVA; SOUZA; SANTOS, 2000); if a work has more than three authors, only the first is cited, followed by et al. (SILVA et al., 1960).

**SEPARATE QUOTATIONS.** First-hand quotations of three or more lines should be separated from the body of the text, with a 2 cm indentation in the left margin, no inverted commas and typed in Verdana font 8,5.

**REFERENCES.** Bibliographical references should be placed at the end of the text and organised in alphabetical order according to the first author's surname. Examples: books and other kinds of monographs (AUTHOR, A. Title of book. Number of edition ed. Place of Publication: Publisher, Year. Number of pages p.); book chapters (AUTHOR, A. Title of chapter. In: AUTHOR, A. Title of book. Place of Publication: Publisher, Year. p. X-Y); dissertations and theses (AUTHOR, A. Title of dissertation/thesis: nonitalicised subtitle. Number of pages p. Year. Dissertation/thesis (MA/BA/MSc/PhD) Institute/Faculty, University, City, Year); articles in journals (AUTHOR, A. Title of article. Journal name, Place of publication, v. volume, n. number, p. X-Y, Year); works published in annals of scientific meetings or equivalent (AUTHOR, A. Title of work. In: TITLE OF MEETING, Ordinal number of meeting, Year. Annals of... Place of publication: Institution. p. X-Y).

## ANALYSIS AND APPROVAL

The Editorial Board will send submitted papers to at least two members of the Consultative Committee. After analysis, a copy of the decision will be sent to the author(s). In the case of works accepted for publication, the authors will occasionally be allowed to incorporate modifications in accordance with suggestions made by referees.

Since Revista de Letras UNESP has a limited number of articles (15) per issue, the best-qualified papers will be selected, according to their relevance, originality and contribution to the discussion of the proposed theme, at the Consultative Board's discretion.

## ADDRESS

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