POLICY FOR SUBMITTING PAPERS

GENERAL INFORMATION

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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.

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

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The author should send 02 files to revistaolhodagua@yahoo.com.br:

a) Article (full text with no identification of the author);

b) Identification (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 e-mail addresses).

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 organized as follows:

TITLE (centralized upper case);

ABSTRACT (should not exceed 780 characters with spaces);

KEYWORDS (4 to 6 words organized in alphabetical order), 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).
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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.

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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). Available at (insert link).

Articles in journals

AUTHOR, A. Title of article. Journal name, Place of publication, v. volume, n. number, p. X-Y, Year. Available at (insert link).

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. Available at (insert link).

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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.

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