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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SUBMISSION OF PAPERS

The author should send 02 files to the e-mail: revistaolhodagua@yahoo.com.br:

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

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FORMAT

Papers should be typed in Word for Windows (or compatible), Times New Roman 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 Times New Roman font 8, 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 utilized 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 Times New Roman font 9.

REFERENCES

Bibliographical references should be placed at the end of the text and organized in alphabetical order according to the first author’s surname. Examples:

Books and other kinds of monographs
AUTHOR, A. Title of book. Name (s) of the translator (s). Number of edition ed.
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