The first page, with a centrally aligned sheet, is exclusively reserved for the cover of the work, WITH authorship specification. Two files must be submitted on the specific platform (both in .doc or .docx extension and in accordance with the rules described here): one containing the full text with authorship (for the final version of the event's proceedings) and the other without authorship or any other form of author(s) identification (for paper evaluation). Words in red color should be eliminated or, when applicable, changed to black color in both versions (with and without authorship), except for titles and subtitles (when applicable) of the article.

In the language of the text, titles and subtitles should be written in a centered, single-spaced paragraph, with 18 pt before and 12 pt after, in Arial font, size 18, using **CAPITAL LETTERS, BOLD** for the title, and WITHOUT BOLD for the subtitle, both in blue (composition: red 47, green 84, blue 150). When in a foreign language, they must follow the same pattern, but written in italics and with the size reduced to 14.

**ARTICLE TITLE** (in English)

SUBTITLE (if applicable)

***TÍTULO*** *(in Portuguese)*

*SUBTÍTULO (if applicable)*

***TÍTULO*** *(in Spanish)*

*SUBTÍTULO (if applicable)*

Author's full name

Author's institutional affiliation – contact e-mail

Fill in the above data for each author of the paper

(there is no limit to the number of authors)

In the footnote below, leave only the thematic axis of the work submission in black letters, eliminating the other two.

The section break below should NOT be deleted in either version (with and without authorship).

**ABSTRACT**

Without the inclusion of citations, the abstract should consists of **a minimum of 100 and a maximum of 250 words**, writing in Arial font, size 12, in a single paragraph, with single spacing. It should describe the main aspects of the work, including at least the problem and object of study, general objective, methods adopted, results achieved, and conclusion or final considerations.

**Keywords:**

a minimum of 3 and a maximum of 5 (written in lowercase letters, except in specific cases that require the initial in capital letters), separated by semicolons and ending with a period*.*

***RESUMO***

*Translation of the abstract into Portuguese language.*

***Palavras-chave:***

*Translation of the keywords into Portuguese language.*

***RESUMEN***

*Translation of the abstract into Spanish language.*

***Palabras clave:***

*Translation of the keywords into the Spanish language.*

**1 INITIAL CONSIDERATIONS** (first-level title format)

Preferably, but not necessarily, the article should contain **5,000 to 10,000 words,** including abstracts, notes, figures, tables, charts, and references. The subdivision of the text is free, as long as the introduction (or initial considerations) contains the theme, problem, objective, and, eventually, research question and/or investigative hypothesis. The remaining sections should encompass theoretical foundations, methodological procedures, analytical results, and conclusion (or final considerations), or similar titles.

**2 GENERAL GUIDELINES**

This model serves as the basis for the elaboration of the article, which is why submissions not meeting the requirements established here will not be accepted. The text can be written in English, Portuguese (refer to the provided template), or Spanish (refer to the provided template).

The default page margins are: 3.5 cm top, 3 cm left and right sides, and 2 cm bottom. Normal paragraphs should be written in Arial font, size 12, justified, single-spaced between lines, with 0 pt before and 6 pt after.

2.1 FONTS AND FORMATS (second-level title format)

The fonts, sizes, spaces, and other specifications are as indicated in this document.

**2.1.1 Titles** (third-party title format level)

The section titles of the article must have a maximum of three levels, numbered with the decimal system, written in Arial font, size 12**,** in **UPPERCASE AND** **BOLD** for the first level, in CAPITALIZATION WITHOUT BOLD for the second level and only the initial in **Uppercase and the others in lowercase (except in specific cases that require the initial in uppercase) with all letters in bold** for the third level.

**2.1.2 Footnotes**

Footnotes, with continuous enumeration, must be written in Arial font, size 10, in a single paragraph, with an offset of 1.5 cm, according to the model below. [[1]](#footnote-1)

**2.1.2 Figures, Tables and Charts**

Numbered sequentially in Arabic numerals by typology, elements such as figures (maps, photographs, drawings, graphs, diagrams, and the like), tables (numerical information), and tables (descriptive information) should be referenced in the text (Figure N°, Table N°, Chart N°) and presented as close as possible to this reference, interspersed in the text. Images must have a minimum resolution of approximately 300 dpi.

They should be centered relative to the default page margins without exceeding this alignment. Above and below the figure, table, or chart, the title and the font must be specified, respectively, according to the models below (Arial font, size 10, centered and single-spaced between lines, with 6 pt before only in the first line and 12 pt after in the last line).

Figure N°:

Figure title

Graphical user interface

Auto-generated description with low confidence

Source:

Author (year) or Adapted from Author (year) or Elaborated based on Author (year) (if it corresponds to own elaboration)

Table N°:

Table title

| **ITEM** | **VALUE** |
| --- | --- |
|  |  |

Source:

Author (year) or Adapted from Author (year) or Elaborated based on Author (year) (if it corresponds to own elaboration)

Chart N°:

Chart title

|  |  |
| --- | --- |
| **ITEM** | **DESCRIPTION** |
|  |  |

Source:

Author (year) or Adapted from Author (year) or Elaborated based on Author (year) (if it corresponds to own elaboration)

The words and numbers included in the figures, tables, and charts should be large enough to be properly read.

2.2 CITATIONS

In **indirect citations** (not literal, i.e., expressing the author's ideas in one's own words), the indicative reference to the source should be made in parentheses with authorship and date. Alternatively, when inserted within the context of the sentence, only the date should be placed between these punctuation marks. This should be formatted according to the following examples, adapted from the seventh edition of the American Psychological Association (APA) international standards:

. single authorship: (Author, year) or Author (year);

. dual authorship: (Author & Author, year) or Author and Author (year);

. three or more authors: (Author et al., year) or Author et al. (year);

. multiple citation – in alphabetical order: (Author, year; Author, year; Author, year) or Author (year), Author (year) and Author (year);

. several works by the same author – in chronological order: (Author, year, year, year) or Author (year, year, year);

. two or more works by the same author in the same year: (Author, anoa, anob, anoc) or Author (anoa, anob, anoc);

. institutional authorship – by ABBREVIATION or acronym of the institution: (ABBREVIATION, year) or (Acronym, year) or ABBREVIATION (year) or Acronym (year).

For all **direct citations** (literal, i.e., with reproduction of the author's words), the page number after the year should be included: Author, year, p.N°. In this case, short sentences (maximum of 40 words) should be enclosed in parentheses. . For long sentences (more than 40 words), the following formatting pattern should be applied:

Long direct citation paragraph format: Arial font, size 10, justified, and offset 1.5 cm, single-spaced between lines, with 6 pt before and 12 pt after.

**3 REFERENCES**

All works cited in the text must be included in this specific section, and all references in this final list must have the corresponding citation(s), whether direct or indirect, in the other sections.

References should be listed alphabetically by authorship. In the case of two or more works by the same author, they should be arranged in chronological from ordest to most current). The references should be written in Arial font, size 12, paragraph aligned to the left, with single line spacing, with 6 pt afterwards. In the authorship, all authors must be listed, as follows:

. single authorship: Surname, Initial(s) of Name(s).;

. Dual authorship: Surname, Initial(s) of Name(s)., & Surname, Initial(s) of Name(s).;

. three or more authors: Surname, Initial(s) of Name(s)., Surname, Initial(s) of Name(s)., [other authors], & Surname, Initial(s) of Name(s).;

. institutional authorship: ABBREVIATION of the institution – Full name of the institution or Acronym of the institution – Full name of the institution.

References should follow the examples provided below, adapted from the seventh edition of the American Psychological Association (APA) international standards:

. book – after the title and subtitle, the authorship of the translation (Translation of Full Name) and edition (N°.ed. – only from the second one onwards) must be added in parentheses, when applicable):

Authorship in the corresponding form above. (year of publication). *Title: subtitle.* City of publication, state abbreviation and/or country name: Publisher.

. book chapter – after the title and subtitle, the authorship of the translation (Full Name Translation) and edition (N°.ed. – only from the second one onwards) must be added in parentheses, when applicable, and necessarily the initial and final pages of the chapter (pp.N°-N°):

Authorship in the corresponding form above. Title: Subtitle of the chapter. In Surname, Initial(s) of Name(s). (Ed., Coord. or Org.). *Title: subtitle of the book* (pp.N°-N°). City of publication, state abbreviation and/or country name: Publisher.

. scientific journal article with Digital Object Identifier (DOI):

Authorship in the corresponding form above. (year of publication). Title: subtitle of the article. *Name of the journal*, *volume*(number), N°initial page-N°final page. http://doi.org/...

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Authorship in the corresponding form above. (year of publication). Title: subtitle of the article. *Name of the journal [online],* *volume*(number), N°initial home-N°final page. http://...

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Authorship in the corresponding form above. (year, month). Title. In *Annals of the N° Name of the event* (p. or pp.), city, abbreviation of the state and/or name of the country.

. PhD thesis, master's dissertation or similar:

Surname, Initial(s) of Name(s). (year). *Title* (type). Institution, city, state abbreviation and/or country name.

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. Institutional Document:

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. Laws, decrees and the like:

Country (or State or Municipality). (year). *Type of legal norm (Law, Decree or similar) Federative or similar level (Federal, State or Municipal) N°, of day, month.* Summary. City, state abbreviation, and/or country name. Recovered from http://...

For other references, consult the seventh edition of the international standards of the American Psychological Association (APA).

1. Footnote template. [↑](#footnote-ref-1)