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**Introduction**

It is highly recommended to use the “orthographic check” and “grammar check” functions of your text editor in order to avoid unnecessary deviations. We ask authors to follow the guidelines explained in this example so they can achieve the highest quality possible and the standardized presentation of the journal’s manuscripts.

The authors must be aware that technically inappropriate manuscripts can be rejected, at any moment, by the editors and reviewers.

**Manuscript preparation**

Carefully read the guidelines for authors (made available by the journal at the Submission window) before formatting the manuscript, since it presents important information about ethics, selection criteria, methodology and submission instructions. Thus, this model can guide authors to proper format their manuscripts.

The number of pages in the manuscript must range from 12 and 30, including figures, references and appendices.

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Paper sheets must be A4 sized (210x297 mm). Recommended measures for the documents’ margins are:

Top: 4 cm

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With respect to page layout, the authors must define the vertical lining and footnotes can be inserted.

Text or material outside the margins’ recommendations can have problems with overlay information.

**Title**

Use Arial 17-point font for the title in the original language, line it to the right, use multiple spacing 1.15, bold font, additional spacing of 10 points after, initial lowercase letters. Articles and words such as “is/are”, “or”, “then’, among others, must not be written with capital letter, unless they are the first word in the title.

If Portuguese or Spanish are the original languages of the manuscript, it is necessary adding the title in English. Add the title in English right after the title in the original language. Use Arial 12-point font, lining to the right, multiple-spacing between lines of 1.15, italic font style, additional spacing of 24 points after, and initial uppercase letters. Similar to the title in original language, articles and words such as “is/are”, “or”, “then”, among others, must not be written with capital letters, unless they are the first word in the title.

**Authors’ information**

Use Arial 10-point font for authors’ information, centered lining, single spacing, without additional spacing. Provide the full name of the authors in the first line of authors’ information, your filiation must follow the format in the second line: Institution – City – State – Country; your e-mail address must come in the third line. Subsequently, provide the link to the lattes resume and the *Open Researcher and Contributor ID* (ORCID).

Observe that all information capable of identifying the author must be taken out of the manuscript in the submission phase. However, this information must be added to the meta-data in the submission form and to the final version of the manuscript, in case it is accepted.

**Abstract and keywords**

All articles must have an abstract. The abstract must present justified format, it must have single spacing between lines, without spacing before and after, and be written in Arial 10-point font. The abstract must summarize the manuscript’s content and count on at least 150 words, and on 250, at most. The text must end with a full stop sign. There must be a line with the title “Abstract”, in Arial 12-point font, bold.

The line after the abstract must have the keywords, and the Title “Keywords:”, in Arial 10-point, bold, followed by 3 to 5 keywords lined to the left, with single spacing between lines, without special indentation, without spacing before and with 24-point spacing after. The keywords must be written in Arial 10-point font and have 24-points spacing after. Use a full stop sign to separate the keywords. The keywords must have initial capital letter.

The authors must provide the abstract in the corresponding language before its version in English, if the manuscript was written in Portuguese or in Spanish.

**The Section**

The document is organized in only two columns. The text of the section must be defined in Arial 12-point font, justified, single spaced between lines and 6 points spacing after.

The first paragraph of the section and subsection must not have indentation in the first line; the other paragraphs must have indentation in the first line (0.75 cm).

*Section title*

The header of a section title must be written in bold, size 14, and initial capital letters; it must be lined to the left, with single spacing between lines and additional spacing of 24 points before and 12 points after.

*Subsection title*

The header of a subsection must be written in bold, size 12, initial capital letter, lined to the left, with single spacing between lines and one additional 12-point spacing before and a 6-point one after.

*Subsection Title*

The header of a subsection tile must be in Italic, size 12, with initial capital letter; it must be lined to the left, with single spacing between lines and additional spacing of 12 points before and of 6 points after.

**Tables**

The tables must be mentioned in the text, inserted as close as possible to the excerpt referring to it and standardized based on the 3rd edition of *Tabular presentation standards* (IBGE, 1993). Every table must have numbers written in the cells in order to inform the quantification of an observed given fact. This quantification must be provided in Arabic numerals.

The consulted source must be informed (mandatory element, even if it is elaborated by the author), based on ABNT NBR 10520. The source identifies the responsible entity (person or business) or the one in charge of the numerical data.

Tables (for example, Table 1) must be preferably placed in the upper or lower parts of the page, within the specified margins. Try not to break the table to another page, unless it does not fit in a single page. The tables must be properly centralized and they must always have a title on the top of them.

Titles must be written in lowercase letter, with only one initial capital letter, they must be centralized, in Arial 9-point font, and 12-point spacing before and 6-point after. Tables must also have an image description for screen readers and the table source – they must be placed below the table.

The text in the table must be written in Arial 10-point font, without spacing before and after. It is important highlighting that tables must not have side borders, only the upper and lower ones, as the example: Table 1.

Table 1 – Table 1 Title

|  |  |
| --- | --- |
| Column 1 | Column 2 |
| Data 1 | Data 2 |

Source: where the table was taken from.

Image description: Informative table with the data available.

**Charts**

Charts are elements similar to tables, they are differentiated by the information they hold. Charts have textual information in them. They must be mentioned in the text, inserted as close as possible to the excerpt referring to them and be standardized based on the 3rd edition of *Tabular presentation standards* (IBGE, 1993). Every chart must have textual data in the cells in order to inform an observed specific fact.

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Titles must be written in lowercase letter, only the first letter must be capital, they must be centralized, in Arial 9-point font and 12-point spacing before and 6-point spacing after. Charts must also have image description for screen reader and chart source placed below them.

Chart 1 – Title of Chart 1

|  |  |
| --- | --- |
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| Text 1 | Text 2 |

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Image description: Information chart.

The text in the chart must be defined in Arial 10-point font, without spacing before and after. It is important highlighting that charts, different from tables, must have side borders (left and right), as well as upper and lower borders, as in the example: Chart 1.

**Figures**

Regardless of figure type, it must be preceded by a word to designate it (drawing, scheme, flowchart, picture, graphic, map, chart, blueprint, figure, image, among others); it must be followed by its occurrence number order in the text, in Arabic numerals, dash and the respective title.

Figures must be elaborated to be electronically produced and they must be integrated to the document. Because they can lose quality when they are integrated to the document, it is important assessing whether their resolution is good (we recommend at least 150 dpi). Check on the drawings, the grids and details in the figures, since they must be clearly readable. They cannot have words overlapping one another. It is necessary having in mind 100% visualization and a printed version.

Figures (for example, Figure 1) must also be displayed within the designated margins, they must be centralized and always have a title on the top of them. Titles must be centralized, in font size 9 and words must be written in lowercase letter. Spacing before and after must be 6 and 9 points, respectively.

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Source, order number, title, legend and notes must be within the figure’s margins. The legends, image description and source must be placed below the figure, it must be centralized, in font size 9 points. The authors must pay close attention to the color of the images, mainly in the graphs, in order to make proper data relation/identification to shapes and graphs.

The final sentence of the title, legend and image description must end with a full stop sign.

Map 1 - Brazilian Borders



Source: IBGE (2016)

Image description: Example figure.

If you use the ideas of other people in your study, you must credit them with a citation in the text. Citations in a text must follow the *Associação Brasileira de Normas Técnicas* (ABNT) standards that, briefly, consist in including the authors’ last name and the respective publication year. For further information about how to right citations based on ABNT, check on NBR 10520, from August 2020.

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**Conclusions**

We expect you to take information in this model as useful and that it helps you preparing your manuscript.

If you find any inconsistency, or if you need further information, get in contact with the editor.

**REFERENCES**

We herein provide some examples of references that can be found in standard NBR 6023 2nd edition, from November 14, 2018.

SILVA, Maria do Carmo. **Atlas geográfico**. 8. ed. São Paulo: Faces, 2000. 287 p.

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**NOTES**

**Acknowledgement**

Only add the acknowledgement to the final version of the manuscript, after it is accepted. They must be included after the references section.

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