

# POLICY FOR SUBMITTING PAPERS

## GENERAL INFORMATION

**Revista Olho d'água** publishes previously unpublished articles by Brazilian or foreign authors with post-graduate degree (Master in progress, Master, PhD in progress, PhD). Note: **in the case of masters in progress, the participation of the supervisor as co-author is obligatory.**

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.

**Revista Olho d'água** will automatically refuse papers that: a) do not meet publication standards of the journal; b) do not fit in the genre of journal article; c) had serious problems with writing. It is recommended that authors revise their texts before sending them for review by the editorial board.

## SUBMISSION OF PAPERS

The author should send 02 files to [revistaolhodagua@yahoo.com.br](mailto: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 200 words);

**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).

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. Name (s) of the translator (s). Number of edition ed. Place of Publication: Publisher, Year. Number of pages p. X-Y

### Book chapters

AUTHOR, A. Title of chapter. In: AUTHOR, A. Title of book. Name (s) of the translator (s). Number of edition ed. 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). 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).

## ANALYSIS AND APPROVAL

**Revista Olho d'água** employs a double blind review policy (peer-review). The Editorial Board will send submitted papers to at least two members of the Consultative Committee. In case of conflicting reviews, a third member of the Consultative Committee shall issue a new opinion. After the analysis, the authors will be informed of the review's decision. In the case of works accepted for publication, the authors will occasionally be allowed to incorporate modifications in accordance with suggestions made by referees.

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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