**Title[[1]](#footnote-1)**

Full name of the author of the original text

**Translated by**: Full name of the translator[[2]](#footnote-2)

ORCID: https://orcid.org/0000-0000-0000-0000

This model presents the formatting guidelines for translations to be published in dObra[s].

The article should be presented in A4 format. Upper and left margins should be 3 cm, and lower and right margins should be 2 cm.

Each section should have a title, typed in Arial 12, boldfaced, single-spaced, and aligned to the left. If you need to divide a section into more parts, the titles of the subsections should also be in Arial 12, but in italics, single-spaced and alignment to the left.

There should be a one-line interval between headings and texts that come before and after them. Section and subsection titles should not be numbered.

For references and citations, the information of the original work should be preserved. However, formatting should comply with the following standards.

Formatting

The body of the text must be written in Arial font, size 12, in justified alignment and single-spaced. At the beginning of each paragraph, there should be a 1.25-centimeter indentation.

All these formattings are already applied in this model, so just write (or paste) the text of the article over this text. The formatting of each part of the article (titles, abstract, section and subsection titles, footnotes, quotes, references) are organized in Word styles, also linked to this document.

Formatting of other elements

According to the Brazilian Association of Technical Standards (ABNT), a citation is the "mention of information extracted from another source" (ABNT, 2002a, p.1). Quotations can be direct, when there is a "textual transcription of part of the work of the author consulted" (ABNT, 2002a, p.2), or indirect, when the author of the article quotes another author but elaborates a proper text to do this citation (ABNT, 2002a). There is also the citation of a citation when the author of the article quotes an author who was quoted by another author.

Direct quotes of up to 3 lines must be enclosed in double quotation marks. If there is a quotation within the quotation, it must be enclosed in single quotation marks. Indirect quotes are placed without quotation marks.

The direct citations should mention the author, the year of the work and the page (except in cases of documents without pagination). The call of indirect citation should have only the author and the year of the work.

Regarding formatting,

Direct citations with more than three lines in the text should be highlighted with a 4-cm indentation on the left margin, with a smaller letter than the text used and without the quotation marks (ABNT, 2002a, p. 2, our highlight).

We used this ABNT citation to exemplify the type and format of the citation. Also, leave the space of an empty line between the quotation and the texts that come before and after it.

Use brackets [...] to suppress a part of the citation or when you want to include a comment that is not part of the original work.

As for the highlights of an excerpt from a quotation, they may already be present in the original work or may have been placed by the authorship of the article.

In the first case, after the citation call, the expression "author's highlight" should be included. In the second case, one must include the expression "our highlight" or "my highlight". In both cases, the formatting of the highlighted part must be in italics.

Note that even with the consecutive citation of several excerpts from the same work, one must always use the complete call (author, date, and page, when applicable); do not use expressions like idem or ibidem.

When there is a need to use a citation of a citation

it should be transcribed as follows: last name of the author of the original document, date, followed by the expression *quoted by* [...], last name of the author of the work consulted, date (AMADEU et al., 2015, p.85, our highlight) .

The complete reference of the original document should be placed in a footnote, and the reference of the work consulted should go to the list of references.

For example, a research project "is a scientific work that organizes the various stages of a theoretical proposal, to be formulated about a certain subject" (GUERRA, CASTRO[[3]](#footnote-3), 2002, p.5, cited by AMADEU et al., 2015, 21). The reference to the work of Guerra e Castro (2002), which contains the original citation, is in the footnote. The reference to Amadeu (2015) will be placed on the list of references. Note also the agreement of the expression "quoted by" to the genre and the number of authors (feminine and plural).

We, therefore, reinforce that the bibliographic references are listed at the end of the article. The insertion of reference in a footnote is exclusive for cases of citations of a citation.

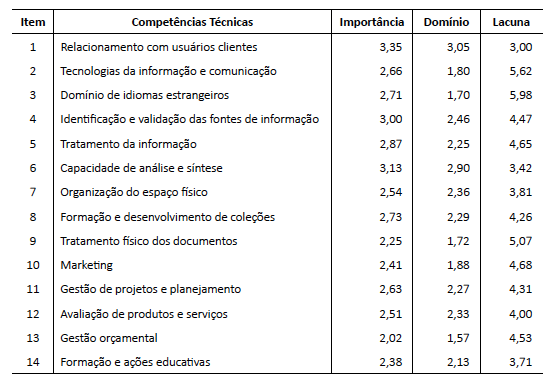
Charts, tables, and images

Tables, charts, pictures, and images should be inserted in the body of the text with resolution sufficient to be read. They should also be sent separately, when submitting the article, via submission system, in high resolution in .TIFF or .JPG formats.

For the formatting of tables and charts, authors should follow the guidelines of the Tabular Presentation Rules of the Brazilian Institute of Geography and Statistics (IBGE) (1993).

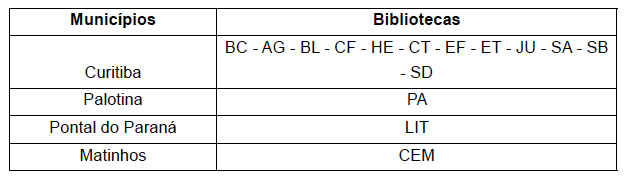
The tables are used to display statistical data or cross-data (as shown in Image 1). The charts, on the other hand, present descriptive information, without statistical relation (as shown in Image 2).

IMAGE 1 – EXAMPLE OF TABLE



SOURCE: AMADEU, Maria Simone Utida dos Santos et al. **Manual de normalização de documentos científicos de acordo com as normas da ABNT**. Curitiba: Editora da UFPR, 2015. p. 200. Image obtained through document print screen.

IMAGE 2 – EXAMPLE OF CHART



SOURCE: AMADEU, Maria Simone Utida dos Santos et al. **Manual de normalização de documentos científicos de acordo com as normas da ABNT**. Curitiba: Editora da UFPR, 2015. p. 299. Image obtained through document print screen.

Both the tables and charts, as well as the graphics, photographs, and illustrations should be inserted near the place of the text where they are mentioned. In the text, the reference to the element must be close to the information which it refers to.

These elements must be preceded by a title and a caption. The caption should describe the object and present its source.

Every chart, table, photo, image or graphic must have a source, even if it was elaborated by the own author of the article. To know how to reference these elements, check NBR 6023 (ABNT, 2018b). The complete reference of charts, tables, photos, and figures should be placed in the legend. See, for example, Images 1 and 2 already mentioned.

The title of the chart, table, image or graphic should be in Arial font in uppercase, size 10, single-spaced and center-aligned. The caption should be typed in the same styling, with the word "source" in capital letters, and the description in uppercase and lowercase letters. The image, chart, table or graph must be centralized.

Other guidelines

In order to maintain the standardization of the articles, we ask that the author also follows other formatting guidelines.

If it is necessary to list items, use lowercase letters followed by parentheses. Markers should be aligned with the paragraph indentation (1.25 cm margin). For example, we present the other guidelines as a list of items:

1. in bibliographical references, only the works actually mentioned in the article should be listed;
2. in the references, the authorship of the work must appear with the full name or the first and last name in full, and names and middle names with initials. When choosing one of these options, standardize it on all references;
3. translated works should mention the translator;
4. for works with up to 3 authors, mention the three. From 4 authors onwards, it is up to the author to mention all or mention the first and then use the expression "et al.";
5. for works that are available online (articles, e-books, theses, and dissertations, etc.), put the access link;
6. if the work has a Digital Object Identifier (DOI) enter this address as an access link. It is assigned to an article by the journal in which the article was published. See, for example, the description of the Bonadio; Baggio (2018) reference in the list of references;
7. the title of the work should be highlighted in bold;
8. the references should be typed in Arial font, size 11, single-spaced and aligned to the left, with one line interval between each entry;
9. works by the same author and from the same year should be differentiated by the placement of lower case letters after the year. For example, in this article, we refer to two ABNT documents from the same year (ABNT, 2018a, 2018b).

Dobras adopts NBR 6023 (ABNT, 2018b) as the standard of references presentation. For guidance on how to cite documents, refer to NBR 10520 (ABNT, 2002a); on the general presentation of an article in a scientific journal, Dobras follows the recommendations of NBR 6022 (ABNT, 2018a).

Finally, by way of complementation, the authors may find useful the article " Como citar no texto acadêmico as entrevistas oriundas de pesquisas qualitativas?" (BIBLIOTECA, 2017) and the *Manual de normalização de documentos científicos de acordo com as normas da ABNT*, published by the Federal University of Paraná (AMADEU et al., 2015).

References should be placed shortly after the last section of text (after "conclusion" or "final considerations"). If the author wishes to thank anyone (counselors, collections, development agencies), these should come after the references, as recommended by NBR 6022 (ABNT, 2018a).

References

ABNT. **ABNT NBR 10520**: informação e documentação: citações em documentos – apresentação. Rio de Janeiro: Associação Brasileira de Normas Técnicas, 2002a.

ABNT. **ABNT** **NBR 6022**: informação e documentação: artigo em publicação periódica técnica e/ou científica – apresentação. Rio de Janeiro: Associação Brasileira de Normas Técnicas, 2018a.

ABNT. **ABNT** **NBR 6023**: informação e documentação: referências – elaboração. Rio de Janeiro: Associação Brasileira de Normas Técnicas, 2018b.

AMADEU, Maria Simone Utida dos Santos et al. **Manual de normalização de documentos científicos de acordo com as normas da ABNT**. Curitiba: Editora da UFPR, 2015.

BIBLIOTECA DA ESCOLA DE ADMINISTRAÇÃO. **Como citar no texto acadêmico as entrevistas oriundas de pesquisas qualitativas?** Porto Alegre: Universidade Federal do Rio Grande do Sul, 2017. Available at: <https://www.ufrgs.br/escoladeadministracao/wp-content/uploads/2017/07/como-citar-entrevistas.pdf>. Last visited: 19 oct. 2018.

BONADIO, Maria Claudia; BAGGIO, Adriana Tulio. Apresentação. **Dobras**, v. 11, n. 23, p. 4-5, may 2018. Available at: <http://dx.doi.org/10.26563/dobras.v11i23.706>. Last visited: 20 oct. 2018.

INSTITUTO BRASILEIRO DE GEOGRAFIA E ESTATÍSTICA. **Normas de apresentação tabular**. 3. ed. Rio de Janeiro: IBGE, Centro de Documentação e Disseminação de Informações, 1993. Available at: <https://biblioteca.ibge.gov.br/visualizacao/livros/liv23907.pdf>. Last visited: 19 oct. 2018.

MORLEY, John. **Academic Phrasebank**: a compendium of commonly used phrasal elements in academic English in PDF format. Manchester: University of Manchester, 2014.

Thanks

If the authors wish to thank people, collections or institutions, they can do it in this part of the article.

1. Information on the work in which the text was originally published. [↑](#footnote-ref-1)
2. Last degree obtained by the translator. Institutional connection. E-mail. [↑](#footnote-ref-2)
3. GUERRA, Martha de Oliveira; CASTRO, Nancy Campi de. **Como fazer um projeto de pesquisa**. 5. ed. rev. atual. Juiz de Fora: EDUFJF, 2002. [↑](#footnote-ref-3)