**Title in the original language [Arial font, size 12, boldface, aligned to the left]**

*Title in Portuguese [Arial, corpo 12, itálico, alinhamento à esquerda]*

First author’s full name[[1]](#footnote-2)

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

Second author’s full name[[2]](#footnote-3)

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

[and so on, if there are any more authors]

**[abstract in the original language]** The abstract should make clear to the reader the topic of the article, the category of the work (whether it is a case study, an analysis, a theoretical discussion), the objectives, the methodology used, the main authors or theoretical aspects adopted in the work and the results obtained. It should be written in a concise and affirmative sequence of sentences, preferably in the direct voice. The abstract should have between 100 and 250 words (this "summary", for example, is 181 words). The font should be Arial, size 12, in justified alignment and single spacing. Keywords should come shortly after the abstract, separated from this by a single line. The article must have from 3 to 5 keywords and they should be separated by a full stop, and with begin with a capital letter. After the abstract and the keywords in the original language, skip a line and put the same content in Portuguese, with their parts reciprocally indicated by abstract and keywords. For more information on the preparation of abstracts and keywords, consult NBR 6028: 2003 - Information and documentation - Abstract - Presentation, elaborated by the Brazilian Association of Technical Standards (ABNT).

**[keywords in the original language]** Keyword one. Keyword two. Keyword three. Keyword four. Keyword five.

**[abstract in portuguese]** Portuguese version of the abstract, written according to the same guidelines.

**[keywords in portuguese]** Keyword one. Keyword two. Keyword three. Keyword four. Keyword five.

Received on: day-month-year.

Approved on: day-month-year. [Information inserted by the journal.]

Introduction

This model presents the format guidelines for scientific articles submitted to 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.

Articles should be between 5,000 and 9,000 words. They should be presented along with title, abstract and keywords in Portuguese and English. If the article is written in any language other than Portuguese and English, title, abstract and keywords should be presented in the following order: in the original language, in Portuguese, and in English.

The content of the article should be organized, in terms of subject, in three parts: introduction, development, and conclusion.

The part of the introduction corresponds to a section; the development part may have one or more sections; the completion part also corresponds to only one section. The titles of each section are at the discretion of authorship (do not use "introduction", "development", "conclusion").

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.

Formatting

The body of 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 formatting 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 the citation is from a work in a foreign language, the authors should place in the body of the text the translation of this citation in Portuguese and a footnote with the original text, followed by the information "our translation" or "my translation".

In order to exemplify this use, we recommend that the mentioned authors, at their first mention at work, have their names fully written, with first and last name, even if, in disagreement with John Morley, they are not so "important":

One of the distinguishing features of academic writing is that it is informed by what is already known, what work has been done before, and/or what ideas and models have already been developed. Thus, academic writers frequently make reference to external sources. In some cases, where the individual author is important, the author’s name will be the main subject of the sentence; [...] The ‘author as subject’ style is less common in the empirical disciplines (sciences) and more commonly used in the humanities (MORLEY, 2014, p. 13)[[3]](#footnote-4).

The citation of a citation should be avoided. Whenever possible, the authors should seek the original work of the quotation. All citation is contextualized, and the citation quotation indicates the use of a citation in a context different from the one in which it was found.

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[[4]](#footnote-5), 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 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.

The Charts, tables, and images are limited to the maximum amount of 04. No appendices or attachments will be allowed.

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.

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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. Last degree obtained by the author 1. Institutional connection of author 1. E-mail of author 1. Footnotes should be typed in Arial size 9, simple-spaced and in justified alignment. [↑](#footnote-ref-2)
2. Last degree obtained by the author 2. Institutional connection of author 2. E-mail of author 2. [↑](#footnote-ref-3)
3. Our translation for: "[insert here the original text]". [↑](#footnote-ref-4)
4. 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-5)