

PROCEEDINGS GUIDELINES

To ensure that high quality proceedings are published, authors are urged to take special care in preparing their papers.

Papers which are submitted in technically unsuitable form cannot be published in the conference proceedings.

Please use this checklist to ensure that guidelines are followed:

1. Page Size must be A4: 21 x 29.7 mm
2. Margins must be 2.5 cm (top and down), 3.0 cm (left and right)
3. Font Face must be Times New Roman
4. Font Size must be 12 point (except paper Title is 14 pt and Footnotes is 10 pt)
5. Do NOT include PAGE NUMBERS
6. Do NOT include HEADERS or FOOTER
7. Do not start a new page for new sections (chapters) or subsections.

We have created a [Microsoft Word Template](#). To use this template, download it to your computer.

STRUCTURE OF THE PAPERS

Title/Subtitle block

Title (aligned left; all caps; 16 pt; bold; no period)

Subtitle (aligned left; under Title; all caps; 16 pt; bold; no full stop)

Two interval spaces (12 pt)

Author/Affiliation/Email block

Author Name (aligned right; only capitalized on the first letter of each word; 14 pt)

Affiliation (aligned right; under Author; only capitalized on the first letter of each word; 14 pt)

Email (aligned right; under Affiliation)

Two interval spaces (12 pt)

Abstract/Keywords/Resumo/Palavras-chave block

Start with “Abstract” (justified; 10 pt; between 100 and 150 words)

An interval space (10pt)

Start with “Keywords” (justified; 10 pt; between 4 and 6 words, separated by a semicolon)

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Start with “Resumo” (Portugês; justified; 10 pt; between 100 and 150 words)

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Start with “Palavras-chave” (Portugês; justified; between 4 and 6 words, separated by semicolons)

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Text/Images/Footnotes block

Maximum of 3 levels

1. Title (aligned left; 12 pt; bold)

1.1. Title (aligned left; 12 pt; bold)

1.1.1. Title (aligned left; 12 pt; bold)

Images, charts, graphics, schemes (centered; lower caption; 12 pt)

Footnotes (justified; 10 pt; cardinal numbered)

Citations/References block

Citation

Source	Citation integrated into the sentence	Citation not integrated into the sentence
1 author	Author (date)	(Author, date)
2 authors	Author 1 and Author 2 (date)	(Author 1 & Author 2, date)
3 or more authors	Author 1 <i>et al.</i> (date)	(Author 1 <i>et al.</i> , date)

References

Start with “References”

An interval space (12 pt)

List of references according to the APA system, 7th edition

Only references actually existing in the text should be part of the list

Acknowledgments block

Placed at the end of the article, four spaces after the References (begin with “Acknowledgements”; justified; 10 pt)