**The title should be written in uppercase and lowercase letters and in bold: the subtitle follows the pattern of the title**



**The title should be written in uppercase and lowercase letters and in bold: the subtitle follows the pattern of the title**

**Abstract**

The abstract (in the text language) must contain a minimum of 200 and a maximum of 250 words, separated in 4 sections, composed and highlighted by the following elements: **Objective(s):** Objetive(s) of the article. **Method:** Methods used for the development of the article. **Results** or **Discussion:** Results achieved or discussion about the article. **Contributions:** Contributions that the article proposes.

**Keywords**: Keyword 1. Keyword 2. Maximum Five Keywords. Use Controlled Vocabulary.

**O título deverá ser escrito com letras maiúsculas e minúsculas e em negrito: o subtítulo segue o padrão do título**

**Resumo**

The *resumo* (abstract in Portuguese) follows the same rules as the abstract, followed by three to five keywords. Do not use italics.

**Palavras-chave**: Palavra-Chave 1. Palavra-Chave 2. Palavra-Chave 3.

**El título debe escribirse en mayúsculas, minúsculas y en negrita: el subtítulo sigue el patrón del título**

**Resumen**

The *resumen* (abstract in Spanish) follows the same rules as the abstract, followed by three to five keywords. Do not use italics.

**Palabra clave:** Palabra Clave 1. Palabra Clave 2. Palabra Clave 3.

**Introduction**

This document is written according to the template indicated for the article; thus, it can be used as a reference and, at the same time, it comments the various aspects of the format. Please observe the instructions and format your file according to this standard.

Pages of the article must be properly numbered in the top left corner, with extension .doc or .docx, A4 format, single-spacing, Times New Roman, size 12, paragraph entrance 1.25; margins 2,54 cm.

Citations and references must follow APA’s (American Psychological Association), norms, considering that references must be listed at the end of the text, reviewed, alphabetically, font size 12, with single-spacing and with a blank line between them.

This article is divided in the following sections: in the next, general article formatting is presented; in the third section formatting of tables, charts and figures are presented; in the fourth citation formats are described, and in the last section the final considerations of this article.

Structural Organization

Scientifically articles have the same structure of other scientifical works, i.e.: pretext, text and post text elements.

An article must present pretext parts (title, authorship, abstract, keywords), text parts (introduction, theorical review, development and final considerations presenting study conclusion) and post text parts, which, in this format, is restricted to bibliographical references (of works quoted throughout the text) following APA’s (*American Psychological Association*) norms. This model presents each one of these parts.

Regarding body text formatting: the text must be immediately started under the titles of the sections. The body uses Times New Roman font, size 12, justified to the right and left, with single space between lines.

***Text Elements***

Article theme, objectives, rationale, and the problematic in which it fits, must be presented in the introduction. Also, how the study was made (methodology) must be presented, for discussion of theme-problem. At the end of the introduction, what will present in each section of the article must be listed.

In the theorical review, the fundamentals in which the authors based themselves to perform the work must be presented. Also, some works that correlate and relate to the present work must be presented.

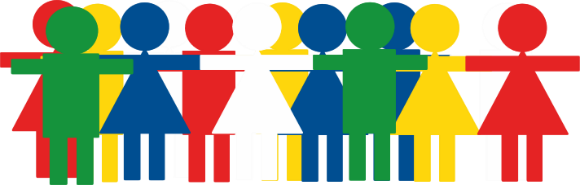
The development elaborates on the issue involved in the theme, resorting to theorical references raised throughout the study.

Final considerations address theme closure, even if recognizing the limits of the own article to point to solutions, it can also point to the need for new investigations.

**Figures and tables.** APA Style figures have these basic components: **Number:** The figure number (e.g., Figure 1) appears above the figure title and image in bold font. Number figures in the order in which they are mentioned in your paper. **Title:** The figure title appears one double-spaced line below the figure number. Give each figure a brief but descriptive title, and [capitalize the figure title in italic title case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case). **Image:** The image portion of the figure is the graph, chart, photograph, drawing, or other illustration itself. If text appears in the image of the figure (e.g., axis labels), [use a sans serif font between 8 and 14 points](https://apastyle.apa.org/style-grammar-guidelines/paper-format/font). **Legend:** A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image. [Capitalize words in the figure legend in title case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case). **Note:** Three types of notes (general, specific, and probability) can appear below the figure to describe contents of the figure that cannot be understood from the figure title, image, and/or legend alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks use to indicate *p* values). Include figure notes only as needed. Figure 1 shows the recommended formatting.

**Figure 1**

*Figure title in capital letters and italics*



*Note. Insert the note here aligned with the width of the figure.*

Table must be size 10, single spacing between lines. Lines of tables and charts titles must be distinguished from the rest of the lines, it is recommended to use text size 10, bold, all capital letters, with gray background color 15%. Table 1 uses recommended formatting.

**Table 1**

*Table title*

|  |  |  |
| --- | --- | --- |
| ISSUE | 1992 MEAN | 1999 MEAN |
| 1 How it considers... | 3.4 | 3.7 |
| 2 How it elaborates... | 2.7 | 3.4 |
| 3 How... | 3.9 | 3.6 |

Footnotes. Footnotes are not recommended, however, in case they are necessary, they must follow the following formatting[[1]](#footnote-1): justified size 10 and with single spacing.

References

References must be listed alphabetically, font size 12, with single spacing and with a blank line between them. There should be an offset of 0.75 cm from the second line of each reference.

**Examples of references:**

**An author**

Last name, AA

**Two authors**

Last Name, AA, & Last Name, BB

**Three to twenty authors**

List by surnames and initials; commas separate author names, while the author's last name is preceded by an ampersand ("and").

Last Name, AA, Last Name, BB, Last Name, CC, Last Name, DD, Last Name, EE, Last Name, FF, & Last Name, GG

**More than twenty authors**

List by surnames and initials; commas separate the authors' names. After the first 19 author names, use an ellipsis in place of the remaining author names. Then end with the final author's name (don't put an ampersand before it). There should be no more than twenty names in the citation in total.

Last name, AA, Last name, BB, Last name, CC, Last name, DD, Last name, EE, Last name, FF, Last name, GG, ..., Last name ZZ

**Group of authors (corporations, organizations, etc.)**

Organization name. (year). In Material Name . Organization name.

When a work has multiple layers of group authorship, list the most specific agency as the author and the parent agency as the publisher.

**Unknown author**

When the work does not have an author, move the title of the work to the beginning of the references and follow with the date of publication. Use "Anonymous" only if the author is the work signed "Anonymous".

Title of work (edition). (Year). Short name.

When your work includes quotations in parentheses from sources with no named author, use an abbreviated version of the source title instead of the author's name. Use quotes and italics as appropriate. ( Short name , year)

**Two or more works by the same author**

Use the author's name on all works and list works by year (oldest first, most recent last).

**Two or more works by the same author in the same year**

Works that are only one year old should be listed before those with a more specific date. List specific dates chronologically. If two papers have the same publication date, arrange them in the reference list alphabetically by article or chapter title. If references with the same date are identified as parts of a series (eg, Part 1 and Part 2), list them in order of their place in the series. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your list of references, for example: “So-and-so (2004a) claims that …”

Fulano, A. (2019a). Article title. Place where it was published, vol (nº), range of pages.

Fulano, A. (2019b). Article title. Place where it was published, vol (nº), range of pages.

**Introduction, Preface and Afterword**

Cite the publication information about a book as usual, but cite the Introduction, Preface, or Afterword (whichever title applies) as the book's chapter.

Last name, P. (year). Introduction. In G. Surname, JM Surname, & JA Surname (Eds.), Book Name (pp. xx). Publishing company.

**Articles published in journals - Articles with DOI**

Last name, AA (year). Title. Journal name, volume (number), initial\_page-final\_page. link\_do\_doi

Peres, AJS, & Laros, JA (2016). Factor structure of the Personality Schema and Beliefs Questionnaire. Psychological Assessment , 15 (2), 141-150. https://doi.org/10.15689/ap.2016.1502.02.

**Articles published in journals - Articles without DOI**

Last name, AA (year). Title. Journal name, volume (number), initial\_page-final\_page. url.

Oliveira, AMC, Oliveira, ML, Peres, AJS, & Silva Filho, GA (2015). Equalization of salaries of public school teachers to other professionals with equivalent education: an analysis of regional inequalities. Fineduca , 5 (3), 1-15. [https://seer.ufrgs.br/fineduca/article/download/68054/38742](https://www.google.com/url?q=https%3A%2F%2Fseer.ufrgs.br%2Ffineduca%2Farticle%2Fdownload%2F68054%2F38742&sa=D&sntz=1&usg=AOvVaw1Ei-qv0QZDA5Z_6fr-yNqH)

**Magazine article**

Last name, J. (Year, Month). Article name. Journal name, volume (number), page number.

**Newspaper article**

Last name, S. (Year, Month). Article Name, Journal Name, 1A (example).

**Entire books with the same authors in every chapter**

Last name, AA (year). Title of the book: Capital letter also in the subtitle. Publishing company.

Pasquali, L. (2008). The science of the mind: Psychology in search of the object. ICP.

**Entire books organized by one author, but with different authors in the chapters**

Pasquali, L. (Org.). (2010). Psychological instrumentation: Fundamentals and practices. Artmed.

**book chapters**

Last name, AA, & Last name, BB (year). Chapter title. In AA Organizer & BB Organizer (Orgs.), Book Title (Chapter Pages). Publishing company.

Laros, JA (2012). The use of Factor Analysis: Some guidelines for researchers. In L. Pasquali (Org.) Factor analysis for researchers (141-162). LabPAM Knowledge and Technology.

**Multi-volume work**

Surname, AA (Year of publication). Title of work: Capital letter also for subtitle (Vol. #) . Publishing company.

**Electronic books (eg, Kindle)**

No need to note whether you used an eBook or audiobook when the content is the same as a physical book. However, you must distinguish between the eBook or audiobook and the print version if the content is different or shortened or if you want to quote the narrator of an audiobook.

Last name, FM (Year). Book title. Editor. url

Last name, FM (Year). Title of book [eBook edition]. Editor. url

Last name, FM (Year). Book title (N. Narrator, Narr.) [Audiobook]. Editor. URL (if applicable)

**Translated books**

The name of the translator is placed after the title of the book, in parentheses written with the initials before the last name (eg, II Tradutor) followed by a comma and the abbreviation of the translator (ie, Trad.).

Surname, FM (Year of publication). Book title ( I. I . Tradu tor, Trad.) . Publisher (year of publication of the original) . DOI (if any)

**Dictionary, encyclopedia with group of authors**

The reference will be based on the chapter or the searched word, both with similar format.

Name of institution or organization. (Year). Searched word or chapter name. In title of the work (edition, number of pages). Publisher name.

**Dictionary, encyclopedia with only one author**

Last name, FM (Year). Searched word or chapter name. In FM Surname (Org.), Title of work (edition, number of pages). Publishing company.

**Work discussed in secondary source**

Please provide the source in which the original work was referenced:

Surname, T. (year). Job name. Name of magazine/newspaper in which it was published , vol (nº), range of pages where it can be found. url

Provide the secondary source in the list of references; in the text, name the original work and cite the secondary source. For example, if Fulano e Sicrano's work is cited in Beltrano and you have not read the original work, list Beltrano's reference in the references. In the text, use the following citation:

Fulano & Sicrano’s concept of such a thing (as quoted in Beltrano, 2017)…

**Dissertation Summary**

The 7th edition of the APA manual does not provide specific guidance on how to cite dissertation abstracts. Therefore, this citation models that of a newspaper article, with a similar format.

Last name, FM (Year). Dissertation title. Dissertation Abstract , Vol., Page.

**Master's Dissertation or Doctoral Thesis, published**

Last name, FM (Year). Dissertation/thesis title (Publication number) [Master's dissertation/Doctoral thesis, Name of institution that awarded the degree]. Database or File Name.

If the dissertation or thesis is not published in a database, include the URL of the website where the document is located.

**Master's Dissertation or Doctoral Thesis, unpublished**

Last name, FM (Year). Dissertation/thesis title [Unpublished doctoral thesis / Unpublished master's dissertation]. Name of the institution that awarded the degree.

**Federal or State Statute**

Name of the Act, Public Law No. (Year). url.

**Report from a government agency or other organization**

Organization name. (Year). Report title. url.

**Individual authors report from government agencies or other organizations**

Last Name, FM, & Last Name, FM (Year). Report title . Organization name. url.

**Conference Proceedings**

Last Name, FM, & Last Name, FM (Orgs.). (Year). Event name . Editor. URL (if applicable)

**Web page or part of the online content**

If the page is signed by an author, cite the name first.

Last name, FC (day of the month of the year). Page title . Website name. url

If the text is written by a group or organization, use the name of the group/organization as the author. Also, if the author and site name are the same, omit the site name in the citation.

Group's name. (day of the month of the year). Page title . Website name. url

If the page author's name is not available, use the page title instead. Also, include the access date when the page is likely to change over time (such as a page that can be publicly edited).

Page title . (day of the month of the year). Website name. (day of month of year), URL.

If the date is not available, use the abbreviation (nd).

Author or group name. (nd) Page title . Website name (if applicable). url

**Wikipedia article**

APA 7 treats Wikipedia articles as special instances of research in reference works. So there are some differences between referencing pages on Wikipedia and referencing generic pages.

Article title. (day of the month of the year). On Wikipedia. URL of the archived version of the page.

Wikipedia articles are usually updated frequently. For this reason, the date refers to the date the quoted version of the page was published. Also note that the manual recommends linking to the archived version of the page rather than the current version of the page on the website, as the latter may change over time. Access the archived version by clicking "View History" and then the date/timestamp of the version you wish to cite.

**Online academic journal article: Citing DOIs**

Last Name, FM, & Last Name, FM (Year). Article title. Journal title, vol. ( Edition), page numbers. IT HURTS

**Article from an online journal with no DOI assigned**

If an online academic journal article does not have a DOI and is published on a website, include the URL. If an online scholarly article does not have a DOI and is published in a database, do not include a URL and any database information. The only exception is for databases that publish articles that are in limited circulation (such as ERIC) or that are only available on that specific database (such as UpToDate). You must also include the date you accessed the article.

Last name, FM (Year). Article title. Database name . Retrieved in day of month of year, in URL.

**Online Newspaper Article**

Last name, FM (day of the month of the year). Article title. Journal name. url.

**Review**

Last name, RF (year). Review title [Book review Title of book/text , surname, sa]. Magazine in which the review was published, volume (nº), range of pages where it is found.

**Dissertation/Thesis on a Database**

Last name, FM (Year). Dissertation or thesis title (Publication number) [Doctoral thesis or master's thesis, Name of awarded institution]. Database name.

**A group's online dictionary or online encyclopedia**

A dictionary, thesaurus, or online encyclopedia may be continually updated and therefore does not include a publication date (as in the example below). If that's the case, use "nd" for the date and include the recovery date in the citation.

Name of institution or organization. (Year). Searched word. In the name of the referring site . url

**An individual author's online dictionary or online encyclopedia**

Last name, FM (Year). Entry title. In FM Surname (Org.), Title of reference work (edition). Editor. URL or DOI

**Data set**

Last Name, FM or Group Name (Year). Dataset title (Version #) [Dataset]. Editor. DOI or URL

**Graphic data (eg interactive maps, infographics and other graphical representations of data)**

The name of the organization or individual followed by the date and title. If there is no title, in square brackets you should provide a brief explanation of what kind of data is there and in what form it appears. Include URL and retrieval date if no publication date.

Name of organization or individual. (Year). Title [data type]. Site. url

Name of organization or individual (nd) [type of data and how it appears] Retrieved on day of month of year, in URL.

**Qualitative data and online interviews**

If an interview cannot be retrieved in audio or print format, cite it only in the text (not in the reference list) and provide the month, day and year in the text. If the interview transcript is published in an online journal, such as a magazine, cite the interview in the same way you would cite the media in which it is published, as shown below:

Last name, M. (day of the month of the year). Subject name. Media name. url

If it is a file or audio transcript posted to a database, credit the respondent as the author and use the following template:

Respondent's last name, P. (day of the month of the year). Interview with the name of the interviewee [Interview]. Database name file; Where the file is. url

**Online forum**

Last name, FM or group name [username]. (day of the month of the year). Title of post [Online forum]. Editor. url

**Email**

Emails are not included in the reference list, although you must cite them in parentheses in your main text.

(E. Last name, personal communication, day of the month of the year).

**Tweet**

Last name, FM or group name [@username]. (day of the month of the year). Post content up to the first 20 words [Tweet]. Website name. url

If the tweet includes images, videos or links to other sources, indicate this information in square brackets after the content description. Also try to replicate emojis if possible.

**twitter profile**

Last name, FM or group name [@username]. (sd). Tweets [Twitter profile]. Retrieved in day of month of year, in URL.

**Facebook post**

Last Name, FM or Group Name. (day of the month of the year). Post content up to the first 20 words [Post Type]. Website name. url

If the Facebook post includes images, videos or links to other sources, indicate this information in square brackets after the content description. Also try to replicate emojis if possible.

**Facebook page**

Last Name, FM or Group Name. (sd). Homepage [Facebook page]. Website name. Retrieved in day of month of year, in URL.

**Instagram photo or video**

Last name, FM or group name [@username]. (Year, Date of Month). Post content up to the first 20 words [Post Type]. Website name. url

**blog post**

Last name, FM (day of the month of the year). Post title. Blog name . url

**Youtube or other streaming video**

Last Name, FM [User Name]. (day of the month of the year). Video title [Video]. Streaming Service. url

The person or group that uploaded the video is considered the author. If the author's name is the same as the username, you can omit the [Username].

**Ted Talk**

Last name, AA (day of the month of the year). Lecture title [Video]. TED. url

If it's on Youtube:

Username. (day of the month of the year). Lecture title [Video]. Youtube. url

**Podcast episodes**

Host, AA (Host). (day of the month of the year). Episode title (#, if provided) [Audio podcast episode]. In Podcast name . Editor. url

**Film or Video**

Director, DD (Director). (Date of publication). Movie title [Movie]. Production company.

**Film or video in another language**

Director, DD (Director). (Date of publication). Movie title in original language [Translated title] [Movie]. Production company.

**TV series**

Executive Producer, PP (Executive Producer). (Release period). Series title [TV series]. Production company(ies).

**TV series episode**

Writer, WW (Writer) and Director, DD (Director). (Original air date). Episode Title (Season Number, Episode Number) [TV Series Episode]. In P. Executive Producer (Executive Producer), Series Title . Production company(ies).

**Youtube video**

Person or group who uploaded the video. (Date of publication). Video title [Video]. Website name. url.

**Music album**

Recording artist (year of release). Album title [Album]. Record company.

**Single song or track**

Recording artist (year of release). Song title [Music]. In Album Title [Album]. Record company.

If the song is a classical music piece, you can list the composer instead of the artist. And if the song doesn't have an associated album, omit the section with the album.

**Podcast**

Executive Producer, EP (Executive Producer). (Publication range). Podcast title [Audio podcast]. Production company. url.

In place of the executive producer, you can also list the podcast host. If you did not access the podcast from an online source (eg if you used a podcast application), omit the URL.

**Podcast Single Episode**

Executive Producer, EP (Executive Producer). (Date of publication). Podcast episode title (episode number) [Audio podcast episode]. In the title of the podcast . Production company. url.

In place of the executive producer, you can also list the podcast host. If you did not access the podcast from an online source (eg if you used a podcast application), omit the URL.

**Works of art in a museum or on a museum site**

Last name of the artist, A. (Year of release). Title of artwork [type of art, eg painting]. Museum name, City, State, Country. Museum URL.

If the artwork is available on a museum website, cite the website at the end of the citation. If there is no associated website, simply omit the URL. If the artwork does not have a title, briefly describe the artwork and enclose it in square brackets.

**Photography (not associated with a museum)**

Photographer's last name, P. (Year of publication). Photo title [Photo]. Source . url.

If the photo does not have a title, describe the photo and enclose it in square brackets.

**Presentation without an online source**

Contributor Last Name, AA, Contributor Last Name, BB, Contributor Last Name, CC, & Contributor Last Name, DD (day of month of year). Contribution title [Contribution description]. Symposium/Conference Title, Location.

**Presentation with online source**

Contributor Last Name, AA, Contributor Last Name, BB, Contributor Last Name, CC, & Contributor Last Name, DD (day of month of year). Contribution title [Contribution description]. Title of Symposium / Conference, Location. url

**Individual presentation in Symposium/Panel**

Contributor Last Name, AA, Contributor Last Name, BB, Contributor Last Name, CC, & Contributor Last Name, DD (day of month of year). Contribution title. In EE Event Chair's Last Name & EE Event Chair's Last Name (Chairs), Title of Symposium/Panel [Description of Symposium/Panel] Title of Symposium/Conference, Location. URL (if available).

**unpublished works**

You can cite a dissertation or a manuscript that has not yet been formally published. To correctly classify the work, describe the work and enclose it in square brackets. Make sure the date you list is the year the work was completed, whether it's the final version or not.

**unpublished manuscript**

Last name, S., Last name, M., & Last name, P. (year). Title of work [unpublished manuscript]. Department, University.

**Manuscript in preparation**

Surname, A. (year). Title of work [Manuscript in preparation]. Department, University.

**Manuscript Submitted for Preparation**

Surname, R. (year). Title of work [Manuscript sent for publication]. Department, University.

**Personal Communication**

Any communication that cannot be retrieved directly by a reader is considered "personal communication". Emails, phone conversations, text messages and social media messages are all examples of personal communication. You do not include personal communication in your list of references; instead, cite the communicator's name, the phrase "personal communication" and the date of the communication in parentheses only in the main text.

(E. Last name, personal communication, day of the month of the year).

If you reference the personal communication in a footnote, as is common practice in certain fields and publications, you can document it in the same way.

1. Q. Last name (personal communication, day of month of year) also stated that many of her students struggled with the APA style.

While you don't need to cite personal communication, try to locate a source whenever possible. For example, if your friend told you about research he heard on a podcast and you want to include that information in your essay, it's best to cite the original podcast rather than the communication with your friend.

**Software/programs/applications**

Not mentioning Office programs such as Excel and Word or programming languages.

Last Name, FM or Group Name. (Year). Software title (version no.). Editor. url

1. Example of a footnote. [↑](#footnote-ref-1)