**Title IN THE ORIGINAL LANGUAGE**

**Summary**

Prepare your summary using a maximum of 250 words, so that it can stand on its own, without the need for references and without using abbreviations. If it is absolutely necessary to use acronyms, these should be defined at the first opportunity.

**Keywords**: Include 3 to 5 keywords after the abstract.

ENGLISH TITLE

**Abstract**

Compose an abstract using a maximum of 250 words, which can stand alone without the need for references, and without using abbreviations. If acronyms are necessary, they must be defined at the earliest opportunity.

**Keywords:** Include 3 to 5 keywords after the abstract.

1. **Introduction**

The following documents are sent in the submission: (1) Main Article WITHOUT identification of the authors; (2) Title Page; (3) Declarations.

Do not include the names of authors in the main article. They must be included in the second document, named “Cover Page”.

All documents must be prepared in MS Word®, with Times New Roman font, size 12, spacing between single lines, a single column, spacing between paragraphs before 0pt and after 6pt. The specification for the top, bottom, right, and left margins is 2.5 cm. Document properties must be edited to prevent Author identification. The maximum length allowed is 30 pages.

On the Title Page, the authors must be indicated, highlighting an asterisk “\*” to indicate the corresponding author. Authors who do not meet the authorship criteria according to our editorial policies should only be included in the acknowledgments.

The following statements must be prepared as directed in the editorial policies:

* Declaration of funding sources: descriptive statement with agency and project data, for example “This work received financial support from FAPESP (projects xxxx, yyyy ); and CNPq ( zzzzzz project )”. If there is no financial support, send a statement regarding it, for example “This work did not receive specific funding from institutions or bodies in the public, private or non-profit sectors”.
* Declaration of conflicts of interest: declaration if there is no potential conflict of interest, for example “The authors declare that there are no conflicts of interest related to the proposed article”.
* Data availability statement: statement stating whether the data used is available and how it can be obtained, or a statement of the reason for not making the data available.

The title of the work must only be capitalized with the first letter. Avoid using acronyms or formulas. If there are acronyms or other names that need to be capitalized, these are allowed. Keep in mind that your article title will often appear in search results, so create an informative and concise title.

Prepare your summary using up to 250 words, so that it can stand on its own, without the need for references and without using abbreviations. If it is absolutely necessary to use acronyms, these should be defined at the first opportunity.

Include 3 to 5 keywords after the summary.

1. **Sections**

Separate and organize your text clearly into numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the summary should not be included in the section numbering). The article is expected to have at least the Introduction, Methodology, Results, Discussions (or Results and Discussions when applicable), Conclusion, References, and other information that may be necessary and that are common in scientific dissemination.

* 1. **Figures**

Figures, graphs, images, flowcharts, drawings must be cited in the body of the text in Arabic numerals and have a minimum resolution of 300 dpi. Figure captions must be right below them. If there is text in the figure, check if it is in the language of the article.

As it is an online publication, authors can use colors when preparing their figures. The figures will not be redrawn or edited and, for this reason, they must be prepared, preferably by a professional, with care to maintain uniformity in the type and size of font used throughout the entire article. We recommend that all ICJME guidelines be followed regarding preparation of illustrations for submission. See: http://www.icmje.org/recommendations/browse/manuscript-preparation/preparing-for-submission.html#i

Images should not be manipulated or adjusted in any way that could result in misinterpretation of information. We recommend that you follow the tips and examples published in " What's in a picture? The temptation of image manipulation " (Rossner & Yamada, 2004). Graphics, photographs, diagrams, illustrations are considered as figures and must be named as such in the work. They must already be attached to the document and have good visualization (perfect reading of all texts and symbols used). If you use arrows, symbols, letters or numbers to identify parts of the figures, be sure to identify them clearly in the respective legend.

* 1. **Tables and charts**

They must always be editable, that is, created using the feature of creating tables in MS Word. Use Tables to present quantifiable data and Charts to present non-quantifiable information. Tables and Tables must always be cited in the text, using Arabic numerals and the order in which they appear in the text. The caption must be a brief description of the Table or Chart.

* 1. **Mathematical equations and expressions**

Simple formulas displayed inline can be expressed as plain text when possible. All mathematical expressions must be editable, created using the native MS Word editor and numbered in Arabic numerals and cited in the order in which they appear in the text.

A=πr2 (1)

* 1. **Quotes**

Make sure all citations are in the reference list and vice versa. All citations made in the text must be referenced following the standard established in the sixth edition of the American Psychological Publication Manual Association.

Citations made in the body of the text must always be followed by the year of publication of the reference: Donaire (1999) or (Donaire, 1999). When there are two authors, indicate the authors' surnames separated by “&”: Ackermann & Eden (2001) or (Ackermann & Eden, 2001). If there are more than two authors, mention the surname of the first, followed by the expression “et al.”: Manso et al. (2015) or (Manso et al., 2015). If there is more than one article by the same authors published in the same year, distinguish them with lowercase letters: Manso et al. (2015a, b). To separate two or more citations, use the semicolon: (Manso et al., 2015; Ackermann & Eden, 2001; Donaire, 1999a, b).

**References**

The list of references must be in APA style. References must present the name of all authors and the names of the periodicals must be indicated in full. We recommend a maximum number of 40 references. Below are some examples formatted according to the APA standard:

**Book**

Donaire, D. (1999). Gestão ambiental na empresa (2a ed.). São Paulo: Atlas.

**Book chapter**

Ackermann, F., & Eden, C. (2001). SODA: journey making and mapping in practice. In J. Rosenhead & J. Mingers (Eds.), Rational analysis in a problematic world revisited (2nd ed., pp. 43-61). London: Wiley.

**Journal article**

Manso, D. F., Suterio, R., & Belderrain, M. C. N. (2015). Estruturação do problema de gerenciamento de desastres do estado de São Paulo por intermédio do método Strategic Options Development and Analysis. *Gestão & Produção*, 22(1), 4-16. <https://doi.org/10.1590/0104-530X1105-13>.

Rossner, M., & Yamada, K. M. (2004). What's in a picture? The temptation of image manipulation. *Journal of Cell Biology*, 166(1), 11-15. <https://doi.org/10.1083/jcb.200406019>.

**Dissertation and thesis**

Miranda, G. J. (2005). Valor de empresas e medidas de desempenho econômico: um estudo em empresas atacadistas brasileiras (Dissertação de mestrado). Universidade Federal de Uberlândia, Uberlândia.

**Work presented at event**

Camilloti, B. M., Israel, V. L., & Chi, A. (2006). Necessidade de um sistema de apoio à decisão em acupuntura. In Anais do X Congresso Brasileiro de Informática em Saúde (pp. 1-3). Florianópolis: SBIS.

**Legislation**

Brasil. (1991, 25 de setembro). Lei nº 8.213, de 24 de julho de 1991. Dispõe sobre os Planos de Benefícios da Previdência Social e dá outras providências (seção 1, nº 142, pp. 21005-21011). Brasília, DF: Diário Oficial da República Federativa do Brasil.

**Electronic material**

Norsys Software Corp. (2008). Norsys netica: bayesian networks graphical application. Recuperado em 22 de setembro de 2008, de <http://www.norsys.com/netica.html>