Author's Manual

1. Submission of Articles

Articles must be submitted through the *Plenário* website. You must register on the website by clicking "Register". In the "Submission" tab, you can click on "Make a new submission" or see "Your pending submissions".

2. Languages

Articles in Portuguese, English and Spanish will be accepted.

3. Originality

Plenário only publishes unpublished articles that have not been published in other media .

4. Author Qualifications

A minimum doctorate degree is required for at least one of the authors and a master's degree for the others.

5. Double–blind evaluation

All articles will be subject to a preliminary analysis by the Editorial Board of *Plenário*, which will verify compliance with the minimum requirements of the Guidelines for Authors. In addition, articles will be subject to a check for plagiarism and self-plagiarism.

In case of non-compliance with the guidelines, the article will be summarily rejected, without prejudice to the possibility of a new submission.

Once the guidelines have been met, the Editorial Board will verify the adequacy of the article to the requirements of *Plenário*, as well as its originality. In case of rejection, the authors will be informed of the decision and the article will be archived.

If approved by the Editorial Board, the article will be sent to the reviewers for a qualitative assessment of form and content, as well as recommendations for adjustments to the literature and argument. This review will be conducted anonymously to ensure a double-blind process.

6. Mini CV

The author must present a mini-curriculum vitae indicating:

    a) degree (completed), indicating the institution, city, state and country;

b) ongoing postgraduate studies (*stricto sensu*), if applicable, indicating the institution, city, state and country;

c) teaching in the master's/doctorate program, if applicable, indicating the institution, city, state and country;

d) undergraduate teaching, if applicable, indicating the institution, city, state and country;

e) professional affiliation (if different from academic affiliation), if any, indicating the institution, city, state and country;

f) author's email, which will be published in the article, as a means of contact;

g) funding, grants or benefits received related to the work to be published, if any, declaring that there is no conflict of interest that compromises the work presented.

Please note that, in order to comply with this requirement, two files must be submitted: one with the requested information from the authors (mini-CV) and another with the text without any identification of authorship, to guarantee double-blind evaluation, that is, without any identification under the title of the article, footnote with authorship data, references in the text to prior works that could identify the author, except in third-person form.

7. Article formatting

Originals must be prepared in accordance with the following standards:

- File type: .docx; .doc
- Font: Times New Roman
- Font size: 12
- Line spacing: 1.5
- Text distribution: Justified
- Margins: top and left 3 cm and bottom and right 2 cm
- Page: A4 format (210 x 297 mm)

A template file *that* meets these requirements will be made available.

8. Article structure

The article must contain:

a) title, in English, Portuguese, andSpanish, with a maximum of 15 words in capital letters and bold;

b) table of contents in English, *sumário* in Portuguese, and *contenido* in Spanish;

c) abstract in English, *resumo* in Portuguese, and *resumen* in Spanish, with approximately 150 words;

d) keywords in English, *palavras-chave* in Portuguese, and *palabras clave* in Spanish;

e) text;

f) references.

The text size (file without author identification) must be at least 7,000 and at most 10,000 words, including the list of references.

8.1 Title and subtitle

The title must be clear, concise and representative of the subject matter. It must contain a maximum of 15 words, including the subtitle, if any, and be written in bold. It must not include abbreviations or be accompanied by a footnote with acknowledgments. The title and subtitle must only have the first word capitalized, except in cases where the use of a capital letter is mandatory, as is the case with proper nouns.

Titles translated into English and Spanish must follow the same rules.

8.2 Summary

It should be positioned just below the title and only reproduce the number and name of the main sections that make up the article.

8.3 Summary

The abstract should be informative and contain a maximum of 150 words. It should be written in a single paragraph. It should include short sentences that describe the objective of the article, the problem investigated, the methodology used, the results achieved and the conclusions. It should not consist of a list of topics. The use of symbols and contractions that are not commonly used, as well as formulas, equations and diagrams, should be avoided.

8.4 Keywords

Keywords are terms that classify the work with adequate precision. A maximum of 5 keywords should be presented, separated by semicolons and ending with a period. They should be written with the initials in lowercase, with the exception of proper nouns and scientific names.

8.5 Textual structure

The preparation of scientific articles requires a logical and sequential presentation of textual elements (introduction, development and conclusion), and their content must be divided into sections and subsections, in accordance with ABNT NBR 6024.

All sections and subsections of the text, including the introduction and conclusion, must be numbered.

8.5.1 Introduction

The introduction of the article must contain essential elements for a full understanding of the text. The author must begin the text with a brief contextualization of the subject and present the *problem* that will be investigated in the article and the *hypotheses that identify possible solutions to the problem presented. The objectives of the article* must also be clearly indicated, as well as the *justification* for conducting the research and the *methodology* used. At the end of the introduction, a succinct presentation of the general structure of the article must be made in order to allow the reader to understand how the subject will be addressed.

8.5.2 Development

The article must be written in scientific language, marked by clarity, conciseness, objectivity, impartiality, cohesion, coherence and grammatical correctness. Any information that allows the identification of the authorship is prohibited, both in the development and in the introduction and conclusion.

8.5.3 Conclusion

The conclusion should allow the reader to understand whether the hypotheses and/or objectives outlined in the introduction were met. It may also include suggestions for further investigation or continued research. It is not advisable to include quotations, since the conclusion should express the author's ideas.

8.5.4 Footnotes

Footnotes cannot be very long and should not contain quotations. They should only contain supplementary information, which cannot be inserted into the text. They should be formatted in the same font as the article, size 10 points, single line spacing and justified alignment.

8.5.5 Citations

In citations, the author must comply with the provisions of NBR 10520 – Information and Documentation – Citations in documents – Presentation/ Jul. 2023 of ABNT and adopt the author-date system, according to which the author's surname or the name of the entity, the date and the page(s) of the publication from which the transcribed or indirectly cited excerpt was taken are used.

Quotations of up to 3 (three) lines must remain in the body of the text, without indentation or highlighting, and must be highlighted by quotation marks. Quotations of more than 3 (three) lines must be separated from the text with a paragraph indent of 4 (four) cm, font size of 11 points, single line spacing and justified text, without the use of quotation marks.

Quotations in a foreign language must always be translated into the predominant language of the article in the footnotes, accompanied by the term "our translation" in parentheses.

8.5.6 Highlights

In the case of direct citation, the highlights in the original work must be reproduced identically in the citation. If there are no highlights in the original, but the author of the article wishes to emphasize some information, the resource may be used as long as, after the transcription of the citation, the expression "emphasis added" is used in parentheses.

Other highlights in sections of the text should only be in italic font style and only for the use of expressions in a foreign language; and for the highlighting of expressions.

8.5.7 Graphs, tables and images

Graphs, tables and images, if essential to the clarity of the text, must be presented in the body of the article.

Furthermore, they must be sent in separate files, one file for each graph, table or image.

Graphs must have a maximum width of 10 cm; an open and editable vector format; and short and self-explanatory captions. All graphs created by the author must include the data that originated them. Graphs and tables must be submitted in editable Excel format.

Images must be in .tif, .psd, .pdf or .jpg format and have a minimum resolution of 300 dpi. Images found on the internet may only be used if the website

displaying them states that this is permitted. In such cases, the website's instructions for use and citation of credits must be followed.

8.5.8 References

The text must list all references at the end of the document, with URL information when applicable. To prepare references, the author must follow ABNT standards, governed by NBR 6023 – Information and Documentation – References – Preparation/Nov. 2018.