

## PREPARATION OF THE ORIGINALS

**Formatting:** text in size paper A4, font Times new roman, size 12 with line spacing of 1.5;

**GENERAL GUIDELINES.** Originals resulting from theses and dissertations should be written and structured without the elements that characterize academic work, unnecessary and even improper in the publication of a book, in order to give fluidity to the text: e.g. abstract, long acknowledgments; many subdivisions into sections and subsections (progressive numbering); repetition of concepts; statements on methodology; excessive use of citations; use of references in body text (e.g. see chapter such, etc.); use of the personal pronoun (be it in the first person singular or its plural form);

**Footnote:** should be used for explicative notes, addresses, additions to the texts, but not for bibliographical references (except if the author choose the numeric system of citation)

**System of citation recommended:** author-data (NBR 10520/2002);

**Literal citations:** beyond the indication of the author and year of publication, it is indispensable to indicate the page(s) from which they were taken; avoid that citations from secondary sources be numerous and lengthy;

**Citations translated from foreigner language:** they should be followed by the expression “our translation” in parentheses; in the case that the citation were in foreign language, its translation should come on the footnote, with the same identification within parentheses;

**Bibliographic citations:** should follow the NBR 6023/2002;

**Progressive numeration recommended** when it is indispensable, use it until tertiary section (ex.: 1.1.1);

**Use of italics:** a) titles of books, articles, chronicle, etc., just using the capital letter for the first word (ex.: *Gabriela, cloves and cinnamon*; *The house of the seven women*); b) words or foreigners' expressions (*la dolce vitta*), excepted: - names of entities ( ), enterprises (*Edizione Scientifiche Italiane*), countries (*France*), persons (*Claude Lévi-Strauss*). Exception: Latin expressions used in the text, according to the allowance of the norms of ABNT (ex.: et al. e apud), which should appear in ...

**Use of quote:** preferably, only for small citations in the body of the text, although they can be employed in case of neologisms or words and expressions that deserve highlight (in this case, use them with parsimony);

**Revision:** before sending the request for publication, the author should proceed to the revision of the originals;

**Draws:** to present them with the final art included; otherwise, they will be submitted to a specific budget;

**Photos, gravures (prints) and draws:** separated file, in the original program; resolution of 300 dpi; please include numeration and subtitle; indicate the place of its insertion in the text; authorization of use signed by the author; in case of illustrations taken from other sources, the author should present the respective authorization of the use of the image (he/she should ask for specific forms);

**Foreigner authors:** the text should be maintained in the author's original language and the norms of reference of the original country should be respected;

**Acceptance:** The author will be called to know the graphic project proposed by the editorial board; in case of agreement, he/she will authorize the execution of the work.