**Article title**

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**Summary**

Write your unstructured abstract in 150 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.

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

**Abstract**

Compose an unstructured abstract, of between 150 and 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.

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Four documents are sent upon submission, namely: (1) Main Article, (2) Authors and Affiliation, (3) Letter to the Editors, (4) Declarations.

Do not include the authors’ names in the main article. They should be included in the second document, named “Authors and Affiliation”

All documents must be prepared in MS Word®, in Times New Roman font, size 12, single line spacing, a single column, and paragraph spacing of 0pt before and 6pt after. The specification for top, bottom, right and left margins is 2.5 cm. Document properties must be edited to prevent identification of the Author.

In the Authors and Affiliation document, the authors must be indicated, with an asterisk “\*” to indicate the corresponding author. Contributors who do not meet the authorship criteria according to our editorial policies should be included only in the acknowledgments. The list of affiliations should be immediately after the names, one affiliation per line, as well as the corresponding author’s contact email.

The following statements should be drafted as directed in the editorial policies:

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The title of the paper should only have the first letter capitalized. Avoid using acronyms or formulas. If there are acronyms or other names that need to be capitalized, they are allowed. Keep in mind that the title of your paper will often be displayed in search results, so create an informative and concise title.

Write your unstructured abstract in no more than 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 6 keywords after the abstract.

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 abstract 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 is common in scientific dissemination.

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Figures, graphs, images, flowcharts, and 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 located immediately below the figure. If there is text in the figure, check that it is in the language of the article.

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

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They must always be editable, that is, created using the table creation feature in MS Word. Use Tables to present quantifiable data and Charts to present non-quantifiable information. Charts 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.

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Simple formulas displayed inline may be expressed as plain text where possible. All mathematical expressions must be editable, written 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)

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Make sure that all citations are in the reference list and vice versa. All citations made in the text should be referenced following the standard established in the sixth edition of the Publication Manual of the American Psychological Association. 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, cite 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 a semicolon: (Manso et al., 2015; Ackermann & Eden, 2001; Donaire, 1999a, b).

1. **References**

The list of references should be in APA style. References should include the names of all authors and journal names should be written in full. Below are some examples formatted according to APA standards:

* 1. **Book**

Donaire, D. (1999). Environmental management in the company (2nd ed.). São Paulo: Atlas.

* 1. **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 .

* 1. **Journal article**

Manso, DF, Suterio , R., & Belderrain , MCN (2015). Structuring the disaster management problem in the state of São Paulo through the Strategic Options Development method and Analysis . *Management & Production* , 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>.

* 1. **Dissertation and thesis**

Miranda, GJ (2005). Firm value and economic performance measures: a study in Brazilian wholesale companies (Master's dissertation). Federal University of Uberlândia, Uberlândia.

* 1. **Work presented at event**

Camilloti , BM, Israel, VL, & Chi, A. (2006). Need for a decision support system in acupuncture. In Proceedings of the X Brazilian Congress of Health Informatics (pp. 1-3). Florianópolis: SBIS.

* 1. **Legislation**

Brazil. (1991, September 25). Law No. 8,213 of July 24, 1991. Provides for the Social Security Benefit Plans and other measures (section 1, no. 142, pp. 21005-21011). Brasília, DF: Official Gazette of the Federative Republic of Brazil.

* 1. **Material in electronic media**

Norsys Software Corp. (2008). Norsys netica : bayesian networks graphical application. Retrieved September 22, 2008, from <http://www.norsys.com/netica.html>

**Acknowledgements**

Optional. Indicate institutional, financial and technical support; indication of funding agencies, etc. Note: At the time of submission, please pay attention to the blind review policy. Complete information should be included only in the final version for publication.

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If the research was funded by a funding agency, it is mandatory to include information about funding, name of the agency + project/call number.

**Conflict of interest**

Explicit statement, even if negative.

**Authorship contributions**

Mention the contributions of each author in the article according to *CRediT – Contributor Roles Taxonomy* (Conceptualization, Data curation, Formal analysis, Fundraising, Investigation, Methodology, Project administration, Validation, Writing – original draft, Writing – review and editing, etc.). Note: Each author must have at least one contribution attributed (ensuring the *Blind Review Process* , asthe authors' names should only be visible in the final version for publication).

**Received:** 00/00/0000

**Revised:** 00/00/0000

**Approved:** 00/00/0000

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