

# Guidelines for Authors

## Scope and Editorial Policy

*Educação em Foco* is a four-monthly scientific journal of the School of Education Post-Graduate Program of the State University of Minas Gerais (UEMG) edited with the support of the Communication Center of FaE / UEMG since 1995. Its purpose is to socialize results and contributions of researches and studies on burning issues of the educational field, contributing, thus, to the understanding of the educational problems in Brazil and in other parts of the world. It comprehends the educational issues as complex and multifaceted as well as an area that requires approaches and contributions from various fields of knowledge from human and social sciences. *Educação em Foco* publishes national and foreign articles resulting from empirical, historical, theoretical and conceptual researches, as well as critical literature reviews. It also publishes book reviews of the educational field; interviews with national and foreign researchers that focuses on hot topics in the educational field and which brings unequivocal contribution to their understanding and debate. All numbers will be available at <<http://www.uemg.br/openjournal/index.php/educacaoemfoco>>.

## About the conditions for the acceptance of the submission

As a condition for acceptance of the submission it is necessary to fulfill the following items:

1. The contribution must be original, inedited, without plagiarism, and not under evaluation in other journal. Otherwise, it must be justified in “Comentários ao editor”.
2. The submission file must be in 6.0 version or superior of *Microsoft Word* with (.doc). extension.
3. URLs for the references to be informed whenever possible.
4. The text should be in 1,5 spacing; 12 point source is used; Italic is used instead of underlining (except from URL addresses); The figures and tables are inserted in the text should not be at the end of the document as attachments.
5. The text must follow the style standards and bibliographic requirements described in “Diretrizes para autores” on the “Sobre a Revista” page.
6. In case of submission to a section with peer evaluation (eg articles), the instructions available in the SEER, under “Assegurando a avaliação pelos pares cega” were followed.
7. The article that results from research involving human beings must be followed by an approval given by the Ethics Committee, according to the No. 510 RESOLUTION, of APRIL 07th, 2016, which provides the norms applicable to research in Human and Social Sciences.

8. Each author can only have a single paper in process between the beginning of the submission and the final publication. There is a two years interval between the publication of papers written by the same author and the beginning of a new submission process.

## **About the paper evaluation process**

The Editorial Board will appreciate papers and other texts initially. Those which fulfill the criteria of acceptance and submission, and the norms and the scope of the journal will be sent to the Scientific Committee or to researchers from different teaching and research institutions, as *ad hoc* referees, depending on the Competence in the topic / subject of the evaluated article, assuring the double blind process.

After the evaluation process, the authors will be notified. Approved articles without changes will be directly submitted for publication. If the text is subject to modifications, the proposed changes are sent to the authors, who decide whether they agree to undertake them, according to the suggestions of the *ad hoc* reviewers, within the period defined by the publisher.

The modifications introduced in the text should be underlined, for the Editorial Committee verification.

When submitting the article to the journal, the author compromises not to sent it to another publication vehicle, and if it is the case, the journal must be notified through its email address.

We accept papers in Portuguese, Spanish, English and French.

The *Educação em foco* journal adopts the CopySpider freeware system for plagiarism identification and, from the Ethics in research perspective, it requires submission of the research approval that generated the article, issued by the CEP / CONEP system, in the cases foreseen by RESOLUTION No. 510 , OF APRIL 7, 2016, which provides the norms applicable to researches in Human and Social Sciences.

Proposals submitted should be sent to the address <<http://www.uemg.br/openjournal/index.php/educacaoemfoco>>.

## **On how to present the papers**

Papers must be submitted in *Word* for Windows version 6.0 or higher (.doc), in Times New Roman font, size 12, in A4 format, with 1.5 spacing between lines, with upper and lower margins and sides of 2 cm. They must have a minimum length of 15 pages, excluding references, and a maximum of 20 pages, including references.

The text should not have any identification of the author and co-authors. These data, as well as the institutional link, training (greater titration) and e-mail, make up the metadata, which must be filled in fully and correctly at the moment of the author's registration for the continuity of the article submission process. The order of authors inserted in the metadata will be the order of authorship adopted by the journal.

The abstract must have a minimum of 100 and a maximum of 150 words, in the same language of the paper, and from three to five keywords. The abstract in a foreign language must be included followed by the translation of the title and the keywords (font Times New Roman, size 12, and simple space).

Footnotes should be used only when strictly necessary. If so, the text of the footnote should be succinct, single spacing, in Times New Roman 10 font, left-aligned. They should be presented in Arabic numerals, with single and consecutive numbering throughout the article.

## Illustrations

Tables and graphs should be inserted in the text with titles and captions in accordance with ABNT standards. The figures should have their places indicated in the text and should be also sent in attachments in JPG file format, gray color, 300 dpi. They should be named FIG. 1, FIG. 2, successively, and must also include the source indication. Still, it can have a suggestive title of its content.

## Quotations

The quotations in the texts must use the author-date system and follow the ABNT norms.

In literal or direct quotations, the name of the author, out of the brackets, has only the initial capital letter; within parentheses, all uppercase letters (AUTHOR, date, page). For quotation up to three lines, quotation marks, without italics, are used. Quotes with more than three lines are indented 4 cm from the left margin, font size 10, single spacing, without quotes and without italics.

In indirect citations, if the author's name is inserted in the text, only the initial capital letter, with the date in parentheses, is used. If the author's name is enclosed in parentheses, all letters must be capitalized and date, without the need to place the page.

Eg.:

From Arendt's (1997) perspective, it is fundamental that education assumes its conservative character so that the world does not become mortal like mortals and continues and renews itself with each new generation.

Or: It is fundamental that education assumes its conservative character so that the world does not become mortal like mortals and continues and renews itself with each new generation. (ARENDDT, 1997).

The indirect citation format also applies to the case of reports or interviews.

In quotation of the quotation, the Latin expression *apud* (next to) or the Portuguese equivalent "quoted by" is used to identify the secondary source consulted. The reference of the quoted work must be either in footnote or as part of the reference at the end of the text. For example, in the text:

A well-studied leadership model used in the 1960s was the Management Grid (BLAKE; MOUTON<sup>1</sup>, 1972 apud RONCHI, 2007).

In footnote:

<sup>1</sup>BLAKE, R. R.; MOUTON, J. S. *A estruturação de uma empresa dinâmica através do desenvolvimento organizacional do tipo Grid*. São Paulo: Edgard Blücher, 1972.

Quotations of many documents of the same author and date should differentiate by adding minuscule letters in alphabetic order after the date. This letters must also appear in the references.

Eg.

Vygotsky (1998a) ou (VYGOTSKY, 1998a, p. 55)

Vygotsky (1998b) ou (VYGOTSKY 1998b, p. 37)

## About the references

Bibliographical references must follow the ABNT norms (NBR 6.023) and should be listed at the end of the paper, aligned only to the left margin. Each document should be identified individually in single space, and separated from each other by two simple spaces.

## Books

VASQUEZ, A. S. *Filosofia da práxis*. Rio de Janeiro: Paz e Terra, 1997.

SAVIANI, D. *Pedagogia histórico-crítica: primeiras aproximações*. 3. ed. São Paulo: Cortez/Autores Associados, 1992.

## Book Chapters

- Chapter and book with the same author:

CANDAU, V. M. Cotidiano escolar e cultura(s): encontros e desencontros. In: \_\_\_\_\_. (Org.). *Reinventar a escola*. Petrópolis: Vozes, 2000. p. 61-78.

- Chapter and book with different authors:

EVANGELISTA, O. A formação universitária do professor: o debate dos anos 1920 e a experiência paulista dos anos 1930. In: MORAES, M. C. M. de (Org.). *Iluminismo às avessas: produção de conhecimento e políticas de informação docente*. Rio de Janeiro: DP&A, 2003. p. 21- 43.

- Author Entity

ASSOCIAÇÃO BRASILEIRA DE NORMAS TÉCNICAS. NBR 6023 – *Informação e documentação: referências: elaboração*. Rio de Janeiro, 2002. 24p.

CONSELHO NACIONAL DE EDUCAÇÃO. Conselho Pleno. *Resolução CNE/CP n. 1* de 15 de maio de 2006. Institui diretrizes curriculares nacionais para o curso de

graduação em pedagogia. Disponível em: <<http://www.mec.gov.br>>. Acesso em: 10 jul. 2010.

- More than one author (separated by a semicolon)

BERGÉ, P.; POMEAU, Y.; DUBOIS-GANCE, M. *Dos ritmos ao caos*. São Paulo: Editora Unesp, 1996. 301p.

- More than three authors

GAUTHIER, C. et al. *Por uma teoria da pedagogia: pesquisas contemporâneas sobre saber docente*. Tradução de Francisco Pereira. Ijuí: Ed Unijuí, 1998. 480p.

- Series and collections

MIGLIORI, R. *Paradigmas e educação*. São Paulo: Aquariana, 1993. 20p. (Visão do futuro, v. 1)

- E-Book

ROSÁRIO, A. B.; KYRILLOS NETO, F.; MOREIRA, J. DE O. (Orgs.). *Faces da violência na contemporaneidade: sociedade e clínica*. Barbacena: EdUEMG, 2011. Disponível em: <<http://intranet.uemg.br/comunicacao/arquivos/PubLocal172P20120518123259.pdf>>. Acesso em: 2 out. 2011.

## **Journals**

SAVIANI, D. O espaço acadêmico da pedagogia no Brasil: perspectivas históricas. *Paideia – Cadernos de Psicologia em Educação*, São Paulo, v. 14, n. 28, p. 113-124, mai./ago. 2004.

## **Dissertations, Thesis and Monographs**

ALMEIDA, L. C. *Curso de pedagogia na Unicamp: marcas de formação*. 2008. 199 f. Dissertação (Mestrado em Educação) – Faculdade de Educação, Universidade Estadual de Campinas, Campinas, 2008.

## **Papers presented in congresses**

FRANCO, M. A. S. Saberes pedagógicos e prática docente. In: ENDIPE: EDUCAÇÃO FORMAL E NÃO FORMAL, PROCESSOS FORMATIVOS E SABERES PEDAGÓGICOS, 13, 2006, Recife. *Anais...* Recife: Edições Bagaço, 2006. v. 1, p. 27-50.

## **About privacy policy**

The names and addresses informed in this journal will be exclusively used for the services provided by this publication and are not available for other purposes or for third parties.