

INSTRUCTIONS FOR COLLABORATORS

The journal *Educação: Teoria e Prática* is a publication from Departamento de Educação – IB – Unesp/Rio Claro Campus, created as a tool for the dialogue and discussion between professors, researchers, Education experts, and students. As a scientific research means, it aims to divulge works and experiences contributing to the knowledge on Education. The journal welcomes previously unpublished papers, related to Education, in the following styles:

ARTICLES – presented in a critical literature review, texts from research and/or essay style on current themes (from 30.000 to 40.000 **characters with space**, including abstract);

Retorts to previously published papers are welcome, those **intending to defend** a certain position in the academic environment and aiming to discuss new proposals for the many subareas of Education.

REVIEWS – books and theses reviews (from 15.000 to 18.000 **characters with space**);

DOCUMENTS – documents developed by government and non-governmental institutions, as well as academic-scientific ones, presenting a relevant content with regard to the domain of education.

The journal also accepts for publication **DOSSIERS**, composed of sets from 3 to 5 papers, and **THEMATIC EDITIONS**, composed of sets from 10 to 12 papers, proposed by the Editorial Commission or in response to an external request. The proponent must provide a synopsis, explaining the theme, which will be submitted to the Editorial Commission. Once approved the synopsis, the set of **papers will be submitted to expert referees**.

EVALUATION

The journal reserves itself the right not to accept the submission of papers which do not fit its editorial policy. The manuscripts are submitted to the Editorial Commission, which send them, with no authorial identification, to at least two expert reviewers. The authors are informed on their opinions, as well as the possibilities and/or conditions to publish the work submitted.

RIGHT TO RESPONSE

Comments on previously published papers, as well as retorts to this comment, are welcome. Both are subject to the same process described above.

PUBLICATION NORMS

The texts shall be edited using “Microsoft Word”, font “Times New Roman”, size 12, line spacing 1,5, with the following requirements:

1. Papers should be submitted for publication in a digital file through the electronic system of journal publication, with appropriate revision of the Portuguese language. The content of the papers is the sole responsibility of their authors. **Any information allowing identification of the authorship, such as**

binding to research groups or institutions should be removed from the paper and reported in a supplementary document, which can be inserted in the final version of the article, after its approval.

Accepted for publication the complete articles published in the Congress Annals, if properly suitable for publication in the journal. In these cases, this information should be included in a supplementary document at the time of submission and should only be inserted in the final version of the article, after its approval.

2. In the presentation, the work shall have:

a) A **COVER SHEET** specifying the title and author/s name – title and institutional affiliation, as well as contact information (postal and email address) – which has to be annexed as a supplementary document, separated from the text itself;

b) **Titles and subtitles** “capitalized” (only the first one is a capital letter), up to 15 words, in **bold**, in **Portuguese ,English and Spanish**;

c) **ABSTRACT**, in **Portuguese , English and Spanish**, written in an only paragraph, not in the first person, presenting in a concise way the relevant points of the text. The author must highlight the work’s aim, method, results, and conclusions (from 1.000 to 1.300 characters with space);

d) **KEYWORDS** in **Portuguese, English and Spanish** from 3 to 5;

e) **FOOTNOTES** – at page bottom, size 10, may include personal communications and works in process (up to 10 lines), they should not contain information regarding bibliographical references;

f) **GRAPHS** – they shall be presented in color, within the main text with subtitle and also annexed as a supplementary document in a separate file. Spreadsheets compatible with “Microsoft Excel” (.xls) are welcome;

g) **PHOTOS** – they have to be **preferably in color**, within the main text, with subtitle and also annexed as a supplementary document in a separate file. JPEG or PNG format is required with a minimum resolution of 300 dpi;

h) **QUOTATIONS**:

(h.1) direct quotations up to three lines shall be presented between quotation marks, followed by the quote author’s surname in capital letters, publishing year, page(s) of the quoted text, **put into parentheses**. If the quoted author’s name is within the sentence, put only publishing year and page(s) into parentheses. In case there is no quotation, but just a reference to the author, indicate surname and, into parentheses, the publishing year. Examples: ... "these are years of euphoria for educational planning" (COLL, 1987, p. 169), a time to highlight the role of... or: According to Coll, these are "years of euphoria for educational planning" (1987, p. 169), a time to highlight the role of... Or furthermore: Cunha (1993) analyzes the thought of John Dewey as...;

(h.2) when over three lines they shall be highlighted through a 4 cm left margin, in smaller font without quotation marks and with an 1 space;

i) **REFERENCES** – The title “References” shall be given at the end of the paper/themes in debate to the list of works actually quoted along the text, according to the Norm for References of the Brazilian Association of Technical Norms (6023/2002). Examples:

1. Books

AUTHOR. **Book's title:** subtitle. Edition. City of publication: publishing house, year. Physical description. (Series or collection). Notes.

ALLEN, C. L. **A psiquiatria de Deus:** fórmulas seguras para se conseguir e manter a saúde mental e espiritual. 5. ed. Venda Nova: Bethânia, 1981. 163 p.

ORGANIZAÇÃO INTERNACIONAL DO TRABALHO – OIT. **Adaptação de ocupações e o emprego do portador de deficiência.** Tradução de E. A. da Cunha. Brasília: Corde, 1997. 182 p.

TROPICA color encyclopedia of exotic plants and trees from the tropics and subtropics. East Rutherford: Roehrs, 1978. 1119 p.

CUNHA, E. **Os sertões.** São Paulo: Três, 1984. Disponível em: <<http://users.cmg.com.br/~secult/>>. Acesso em: 4 jun. 2001.

LORENZI, H.; SOUZA, H. M. **Plantas ornamentais no Brasil:** arbustivas, herbáceas e trepadeiras. Nova Odessa: Plantarum, 1996. 1 CD.

2. Paper/book chapter

AUTHOR. Book title. Edition. **Chapter title:** subtitle. City of publication: publishing house, year. Notes.

VALENTE, J. A. O papel do facilitador no ambiente logo. In: _____ (Org.). **O professor no ambiente logo:** formação e atuação. Campinas: Ed. Unicamp, 1996. p. 1-34.

ALTOÉ, A. O trabalho do facilitador no ambiente logo. In: VALENTE, J. A. (Org.). **O professor no ambiente logo:** formação e atuação. Campinas: Ed. Unicamp, 1996. p. 71-89.

3. Journal papers

AUTHOR of the paper. Title of the paper. Title of the journal (abbreviated or not), city of publication, v. followed by volume number, n. followed by fascicle number, p. followed by the initial and final page numbers separated by hyphen, abbreviated month (when provided). Year.

MAIA, N. B.; FURLANI, A. M. C. Especiarias, aromáticas e medicinais. **Boletim Técnico do Instituto Agrônomo de Campinas**, Campinas, n. 100, p. 75-76, 1996.

SOUZA, E. C. Formação de bibliotecários para uma sociedade livre = University education of librarians for a free society. **Encontros BIBLI. Revista de Biblioteconomia e Ciência da Informação**, Florianópolis, n. 11, p. 1-13, jun. 2001. Disponível em: <<http://www.encontros-bibli.ufsc.br>>. Acesso em: 30 jun. 2001.

4. Articles published in newspaper

AUTHOR of the article. Title of the article. **Title of the newspaper**, city of publication, day, abbreviated month. Year. Fascicle number or title, section, or supplement, p. followed by the initial and final page numbers separated by hyphen.

LEITE, F. Ovelhas nascem de ovários congelados. **Folha de S. Paulo**, São Paulo, 30 jun. 2001. Folha Ciência, p. 10.

DÓLAR tem alta de 0,52% e bolsa sobe 1,17%. **O Estado de S. Paulo**, São Paulo, 30 jun. 2001. Caderno B, p. 13.

5. Works published in events

AUTHOR. Title of the work. In: NAME OF THE EVENT, n. (number of the event in Arabic numeral), year, city where the event was held. **Publication title of the event...** City of publication: publishing house, year of publication. Physical description. Notes.

TSOU, C. L. Kinetics of irreversible modification of enzyme activity. In: ANNIVERSARY CELEBRATION OF THE THIRD WORLD ACADEMY OF SCIENCE, 10., 1993, Trieste. **Proceedings...** Trieste: T.W.A S., [1993]. p. 155-174.

GARCIA, M. O. Formación, actividades y perspectivas de las profesionales en nutrición. In: CONGRESSO BRASILEIRO DE NUTRICIONISTAS, 3.; ENCONTRO LATINO-AMERICANO DE NUTRICIONISTAS, 1., 1965, Rio de Janeiro. **Anais...** Rio de Janeiro: Associação Brasileira de Nutricionistas, 1968. p. 283-292.

MCCANN, R. J. Optimal transportation on manifolds with obstacles. In: INTERNATIONAL CONGRESS ON INDUSTRIAL AND APPLIED MATHEMATICS, 4., 1999, Edinburgh. **Abstracts...** Edinburgh: ICIAM, 1999. p. 74. Disponível em: <<http://www.ma.hw.ac.uk/liciam99>>. Acesso em: 5 jun. 2001.

MORRIS, T. The science server platform. In: PHARMACEUTICAL PACKAGE WORKSHOP, 1999, London. **Integrated knowledge resources for the new millennium: proceedings.** London: Elsevier Science B. V., 2000. 1 CD.

6. Dissertations, theses, course conclusion monographs

AUTHOR. **Title:** subtitle. Year of deposit. Number of volumes or sheets. Course **conclusion monographs** (Undergraduate course in...) (or) (Specialization in...) (or) Dissertation (Graduate course in...) (or) Thesis (Ph.D in...) – School of... (or) Institute of..., university, city of defense, year of defense.

EUCLIDES, M. L. **Prospecção de informação em sistemas informacionais:** a capacitação do usuário em estratégias de busca. 2000. 33 f. Trabalho de Conclusão de Curso (Especialização em Uso Estratégico das Tecnologias em Informação) – Faculdade de Filosofia e Ciências, Universidade Estadual Paulista, Marília, 2000.

CARRARA, K. **Redimensionamento do behaviorismo radical pós-skinneriano a partir da análise do percurso histórico da crítica ao pensamento behaviorista:** implicações preliminares na área educacional. 1996. 2 v. Tese (Doutorado em Educação) – Faculdade de Filosofia e Ciências, Universidade Estadual Paulista, Marília, 1996.

SILVA, A. M. S. **Poesia e poética de Mário Faustino**. 1979. 2 v. Tese (Livre Docência) – Instituto de Biociências, Letras e Ciências Exatas, Universidade Estadual Paulista, São José do Rio Preto, 1979. Disponível em: <<http://www.cgb.unesp.br/etheses>>. Acesso em: 20 dez. 2001.

7. Cartographic documents

AUTHOR. **Title of the cartographic document:** subtitle. city of publication: publishing house, year. Number and type of physical unit, indication of color, height × width in cm × cm. Escala 1:[X]. (Series or collection). Notes.

OLIVEIRA, J. B. et al. **Mapa pedológico do Estado de São Paulo**. Campinas: Instituto Agrônômico, 1999. 4 mapas, color., 68 cm × 98 cm. Escala 1:500.000. Acompanha uma legenda expandida.

BRASIL. Ministério da Agricultura. Departamento Nacional de Pesquisa Agropecuária. Divisão de Pesquisa Pedológica. **Levantamento de reconhecimento dos solos do nordeste do Estado do Paraná**. Curitiba, 1971. 1 mapa, color., 55 cm × 87 cm. Escala 1:300.000. (Boletim Técnico, 16).

EMPRESA. BRASILEIRA DE PESQUISA AGROPECUARIA — EMBRAPA. Serviço Nacional de Levantamento e Conservação de Solos. **Delineamento macroagroecológico do Brasil**. Rio de Janeiro, 1992/93. 1 mapa, color., 115 cm × 87 cm. Escala 1:5.000.000. (Boletim de Pesquisa, 37).

BRASIL. Ministério das Minas e Energia. Secretaria Geral. Projeto RADAM Brasil. **Folha SD-23 Brasília:** mapa de capacidade de uso dos recursos naturais renováveis. Rio de Janeiro, 1982. 1 mapa, color., 91 cm × 71 cm. Escala 1:1.000.000. (Levantamento de Recursos Naturais, 29).

BASE AEROFOTOGRAMETRIA E PROJETOS S/A. **Obra 584:** foto aérea. São Paulo, 1988. 1 fotografia aérea. Escala 1:40.000. fx. 156, n. 7.

LANDSAT TM 5: imagem de satélite. São José dos Campos: Instituto Nacional de Pesquisas Espaciais, 1994-1995. 1 fotografia aérea. Escala 1:1.000. Banda 3 e composição preto e branco.

8. Home pages

AUTHOR. **Title:** subtitle. Complementary data (people responsible for the production, coordination, development, presentation etc., when provided). Available at: <electronic address>. Retrieved on: day, abbreviated month, year.

VASCONCELOS, J. L. M. **Influência da nutrição sobre performance reprodutiva em gado leiteiro (energia, 2 parte)**. Piracicaba: Agripont, 2001. Apresenta textos sobre pecuária de leite no Brasil. Disponível em: <<http://www.fup.com.br>>. Acesso em: 4 jun. 2001.

TENDÊNCIA do mercado de café. São Paulo: FNP online, 2001. Apresenta informações especializadas em agronegócios. Disponível em: <<http://www.fnp.com.br>>. Acesso em: 14 jun. 2001.