**TITLE: SUBTITLE**

**ABSTRACT**

The summary shall contain a summary presentation of the relevant points of the article and provide enough elements for the reader to choose about the convenience of reading the text. In its structure, the abstract must include the following items: a) objective, b) method, c) results, d) research conclusions. Abstract should contain a maximum of 100-250 words and should be written in a single paragraph, without indentation in the first line, with justified alignment and single spacing between lines. The text should be in font type Georgia and font size 11 point.

**KEYWORDS:** word 1; word 2; word 3; word 4; word 5.

**FIRST LEVEL TITLE**

 First level titles should be centered and written in bold style and with uppercase letters. The text continues below the title after two-lines spaces. These are usually first level titles: “Introduction”, “Methodology”, “Results” and “Discussion”.

**SECOND LEVEL TITLE**

Second level titles should be left aligned, written in bold style and with uppercase letters. The text continues below the title after two-lines spaces.

*THIRD LEVEL TITLE AND SUBSEQUENT SECTIONS*

The titles of the third level and subsequent sections should be left aligned, written in italic style and with uppercase letters. These are usually third level titles: subtitles of second level chapters. The text continues below the title after two-lines spaces.

**1. INTRODUCTION**

The article's introduction must contain essential elements for a full understanding of the text. The suggestion is that the authors start the text with a brief contextualization of the subject and then present the *problem* to be investigated by the article. Another suggestion is regarding the *objectives* of the article and the *methodology* used: both must be pointed out clearly. At the end of the introduction, a brief presentation of the general structure of the article is recommended. In this way, the reader can understand how the subject will be approached throughout the text.

**1.1 GUIDELINES**

* We welcome works written in Portuguese, English and Spanish. They will be published in their original language.
* With some remodeling, REED adopts American Psychological Association (APA) reference style (7th [edition](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/edition), 2020). [In](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/in) [the](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) [event](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/event) [of](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/of) [omission](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/omission) [of](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/of) [information](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/information) [in](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/in) [the](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) [following](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/following) instructions, [the](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) guidelines of APA [should](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/should) [be](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/be) [applied](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/applied).
* A typical paper for this journal should be between 15 and 30 pages in length (including references, endnotes, figures and tables) and must observe the following formatting rules: paper size should be 210 mm × 297 mm (A4 format); margins of 2,5 cm on all sides; justified alignment (with the exception of References, which must be left-aligned); 1.5 line spacing (except for abstract and keywords, for which simple spacing is adopted); font type Georgia and font size 11 point (except for footnotes, for which font size 9 is adopted).
* In the body text, a line of extra spacing should be added only before and after the section titles; before and after direct quotations with more than 40 words; and before and after Tables and Figures.
* Manuscripts whose pages in length differ from what is specified can be accepted on an exceptional basis, at the discretion of the journal's editorial. This specificity should be informed and justified during the submission process, in the field "Comments to the editor", in tab 1 (Home).
* There is no differentiated spacing between paragraphs and there should be an indentation of 1.25 cm (tab) in the first line of each paragraph.
* We recommend using high-quality images, with a resolution of approximately 300 dpi (dots per inch) and uploaded in .JPEG format.
* The words "Figure" and "Table" should always be written with the first letter capitalized and accompanied by their numbers. They should be numbered consecutively as they appear in text. The words "Figure" and "Table" should be in font type Georgia, font size 11 point and bold style. The title of the table or figure should be in font type Georgia, italic style. The body table should also be in font type Georgia and font size 11 point.
* It is possible that each figure and table [is](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/is) accompanied [by](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/by) [a](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/a) [note](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/note), [in](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/in) [which](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/which) [additional](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/additional) [information](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/information) [is](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/is) provided [to](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/to) [clarify](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/clarify) [the](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) [data](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/data) presented. It must also contain the source of the information. Both, the note and the source should be in font type Georgia, with justified alignment.

**Table 1**

*Title Table 1*

|  |  |  |
| --- | --- | --- |
| Group | Sample 1 | Sample 2 |
| Men | Women | Men | Women |
| Group A | 100 | 100 | 100 | 100 |
| Group B | 100 | 100 | 100 | 100 |
| Group C | 100 | 100 | 100 | 100 |

Note: Additional information to clarify the data presented in the table.

Source: Prepared by the authors.

* Footnotes should be kept to a minimum and should be in fonte size 9[[1]](#footnote-1).
* It is mandatory to use *italic style* in foreign words.
* It is also possible to use *italic* style to highlight important words or expressions.
* The terms *apud, op. cit, id. ibidem* and others are not allowed as they do not belong to American Psychological Association (APA) guidelines.
* When an abbreviation is used for the first time in the text, the full expression to which it refers must be presented in full and the abbreviation must be inserted next in parentheses. Ex: World Health Organization (WHO).
* Appendices and annexes should be placed at the very end of the text, after the Reference list. The words "Appendix" or "Annexe" should follow the same rules applied to the first level heading - centered, boldface, uppercase - and should always be accompanied by their respective letters (eg: **ANNEX A**). [Immediately](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/immediately) [below](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/below) [should](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/should) [come](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/come) [the](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) [title](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/title) [of](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/of)the [appendix](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/appendix) or annex, centered, italicized and [with](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/with) [the](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) [first](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/first) [letter](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/letter) capitalized.

**2. CITATIONS AND REFERENCES**

[The](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) [following](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/following) guidelines [certainly](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/certainly) [do](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/do) [not](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/not) [exhaust](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/exhaust) all [the](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/the) possibilities [of](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/of) [citation](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/citation) [and](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/and) [reference](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/reference) that may exist [in](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/in) [your](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/your) manuscript. Whenever there is an omission in the following instructions, use the [*Publication Manual of the American Psychological Association* (2020, 7th edition)](http://www.apastyle.org/).

**2.1 DIRECT QUOTATIONS (FEWER THAN 40 WORDS)**

*Short quotations (fewer than 40 words)* incorporated in the body text should be written in the format author, year, page. It is necessary to add quotation marks around the words. The indication of autor, year and page number should be in parenthesis - outside of the quotation marks. The end punctuation should be after the closing parenthesis for the citation.

*2.1.1 EXAMPLE*

When discussing the nature of a problem, it is necessary to keep in mind that "to see a situation as a social problem is to set in motion a particular form of discourse and to channel policies in a particular direction" (Gusfield, 1989, p. 435).

**2.2 DIRECT QUOTATIONS (WITH 40 WORDS OR MORE)**

*Direct quotations with 40 words or more*should be formatted as block quotations. Start a block quotation on a new line and indent the whole block 0.5 inches (1,25 cm) from the left margin, maintaining the 1.5 line spacing. The text should be in font size 11. Quotation marks and italic style are not necessary. A line of extra spacing should be added before and after the quotation. The end punctuation should be before the closing parenthesis for the citation.

*2.2.2 EXAMPLE*

The other major perspective toward the sociologist’s use of official categories and the criminal statistics compiled under their heading derives less from a concern with etiologically useful schema than from an interest in understanding the actual operations of the administrative legal system. Here the categories of the criminal law are nor regarded as useful or not, as objects to be either adopted, adapted, or ignored; rather, they are seen as constituting the basic conceptual equipment with which such people as judges, lawyers, policemen, and probation workers organize their everyday activities. (Sudnow, 1965, p. 255)

*If the quotation refers to more than one page:*

(Sudnow, 1965, p. 255-256)

*If a paper has two authors:*

*(Vargas & Motta, 2009)*

*If a paper has three authors:*

*(Mears, Cochran, & Cullen, 2015)*

*If a paper has four or more authors:*

*(Falavigna et al., 2014)*

When two or more references are cited together in the text they should be placed in alphabetical order and separated by semicolons (";"). Example:

(Garland, 2014; Goffman, 2008; Zaffaroni, 1996)

**CONCLUSION**

[The](https://dictionary.cambridge.org/dictionary/english-portuguese/the) [final](https://dictionary.cambridge.org/dictionary/english-portuguese/final) considerations [should](https://dictionary.cambridge.org/dictionary/english-portuguese/should) [provide](https://dictionary.cambridge.org/dictionary/english-portuguese/provide) [an](https://dictionary.cambridge.org/dictionary/english-portuguese/an) [overview](https://dictionary.cambridge.org/dictionary/english-portuguese/overview) [of](https://dictionary.cambridge.org/dictionary/english-portuguese/of) [the](https://dictionary.cambridge.org/dictionary/english-portuguese/the) [main](https://dictionary.cambridge.org/dictionary/english-portuguese/main) elements discussed [i](https://dictionary.cambridge.org/dictionary/english-portuguese/in)n the article and [allow](https://dictionary.cambridge.org/dictionary/english-portuguese/allow) readers [to](https://dictionary.cambridge.org/dictionary/english-portuguese/to) [understand](https://dictionary.cambridge.org/dictionary/english-portuguese/understand) [whether](https://dictionary.cambridge.org/dictionary/english-portuguese/whether) [the](https://dictionary.cambridge.org/dictionary/english-portuguese/the) objectives [pointed](https://dictionary.cambridge.org/dictionary/english-portuguese/pointed) [out](https://dictionary.cambridge.org/dictionary/english-portuguese/out) [in](https://dictionary.cambridge.org/dictionary/english-portuguese/in) [the](https://dictionary.cambridge.org/dictionary/english-portuguese/the) [introduction](https://dictionary.cambridge.org/dictionary/english-portuguese/introduction) [were](https://dictionary.cambridge.org/dictionary/english-portuguese/were) achieved. In this topic, it is also essential to highlight the limitations of the study and the main points of attention that should be considered for future research.

**REFERENCES**

* The reference list should be arranged in alphabetical order, with single spacing between lines, left alignment and an indentation of 1.25 cm (tab) from the second line onwards. Between each reference there should be a one-line space.
* When listing authors use an ampersand (&) instead of "and".
* It is not allowed to replace the names of the authors in the references with “\_\_\_\_\_\_” when they are repeated.
* All web links and URLs present in the body text or in the references, including links to DOI, should be active when clicked. The process to do that is simple: you just need to insert the hyperlink with the right mouse button or press *Enter* or *space* after typing each link.

a) Article within a journal should have the journal's name and the volume number written in italic style, but not the edition number. When the DOI link is available, it is mandatory to insert it in the reference.

Falavigna, G., Ippoliti, R., Manello, A., & Ramello, G. B. (2014). Judicial productivity,

delay and efficiency: A Directional Distance Function (DDF) approach. *European Journal of Operational Research*, *240*(2), 592-601. <https://doi.org/10.1016/j.ejor.2014.07.014>

Mears, D.P., Cochran, J.C., & Cullen, F.T. (2015). Incarceration heterogeneity and its

implications for assessing the effectiveness of imprisonment on recidivism. *Criminal Justice Policy Review*, *26*(7), 691-712. <https://doi.org/10.1177/0887403414528950>

Vargas, J. O., & Motta, F. H. R. (2009). Reincidência: uma agravante não

recepcionada. *Revista Magister de Direito Penal e Processual Penal*, *6*(32), 10-26. <https://portaldeperiodicos.unibrasil.com.br/index.php/cadernosdireito/article/view/2630/2203>

b) Book namesshould be written in italic style.

Garland, D. (2014). *A cultura do controle*: *crime e ordem social na sociedade*

*contemporânea*. Rio de Janeiro: Revan.

Goffman, E. (2008). *Estigma*: *Notas sobre a manipulação da identidade*

*deteriorada*. Rio de Janeiro: LTC.

c) In a book chapter or an article within a book, the book's name should be written in italic style.

Maraschin, C. (2005). Redes de conversação como operadores de mudanças

estruturais na convivência. In N. M. C. Pellanda, E. T. M. Schlünzen, & K. Schlüzen Jr. (Orgs.), *Inclusão digital*: *tecendo redes afetivas/cognitivas* (pp. 135-143).

d) Congress or conference presentation with an abstract published in proceedings: the publication type and the name of the event should be written in italic style.

Iyengar, S. S., & DeVoe, S. E. (2003). Rethinking the value of choice: considering

cultural mediators of intrinsic motivation [Abstract]. In R. Dienstbier (ed.), *Nebraska Symposium on Motivation: Vol. 49*. *Cross-cultural differences in perspectives on the self* (pp. 129-174), Lincoln, Nebraska.

e) Theses and dissertations should have their titles written in italic style:

Miranda, C. (2019). *Exploring the lived experiences of foster youth who obtained*

*graduate level degrees: Self-efficacy, resilience, and the impact on identity development*. [Doctoral dissertation, Pepperdine University].

f) Groups or organizations as authors: the publication's title should be in italic style.

American Psychological Association. (2020). *Publication manual of the American*

*Psychological Association* (7ª ed.).

g) Magazine article: the number of pages should be indicated with “p.” or “pp.” and discontinuous pages should [be](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/be) separated [with](https://dictionary.cambridge.org/pt/dicionario/ingles-portugues/with) commas.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. The

Washington Post, pp. A1, A4.

h) Article in electronic journal:

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. The New York

Times. [http://www.nytimes.com](http://www.nytimes.com/).

i) Webpage on a news website (with missing author):

Avramova, N. (2019, 3 de janeiro). The secret to a long, happy, healthy life? Think

agepositive. CNN. <https://edition.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

j) Webpage (with no date).

National Nurses United. (n.d.). What employers should do to protect nurses from

Zika. <https://www.nationalnursesunited.org/what-employers-should-do-to-protect-rns-from-zika>

k) Webpage designed to change over time: when contents of a page are designed to change over time but are not archived, the reference should include a retrieval date.

U.S. Census Bureau. (n.d.). U.S. and world population clock. U.S. Department of

Commerce. Retrieved February 15, 2021, from <https://www.census.gov/popclock/>

l) Legal sources

Reference:

Constituição da República Federativa do Brasil de 1988. (2001). (21st ed.). Saraiva.

Cited in text: (Constituição da República Federativa do Brasil, 1988/2001) or Constituição da República Federativa do Brasil (1988/2001).

Reference:

Law nº 8.666, June 21, 1993. (1993, July 6). Regulamenta o art. 37, inciso XXI, da Constituição Federal, institui normas para licitações e contratos da Administração Pública e dá outras providências. Presidência da República.

Cited in text: (Law n. 8.666, 1993) or Law n.8.666 (1993)

Reference: Mental Health Systems Act, 42 U.S.C. § 9401 (1988).

Cited in text: Mental Health Systems Act (1988).

**APPENDIX A**

*Appendix A Title*

1. This is an example of using the footnote function. [↑](#footnote-ref-1)