

INSTRUCTIONS FOR PREPARING AND FORMATING ARTICLES

This document is written in accordance with the template of ciKi 2017. Observe the instructions and format your paper according to the American Psychological Association (APA) standards for citations and references. Websites for consulting:

<<http://www.anpad.org.br/rac/rac-guia-apa.pdf>>

<http://student.ucol.ac.nz/library/onlineresources/Documents/APA_guide_2015.pdf>

The congress will receive papers in three categories:

- **Full Paper: papers with 12-15 pages** presenting results from scientific researches (theoretical or empirical), involving the presentation of theoretical foundation, conceptual basis, methodology used, research data and analysis or discussion developed.
- **Short Paper: papers with 4-6 pages** presenting initial or full results from theoretical or empirical research.
- **Case (Technical Report): paper with 7-10 pages** presenting an end product or a final learning from a research or a technical production developed with the purpose of analyzing or proposing solutions to problems in the organizational context. Despite presenting practical results, it should be written with scientific and methodological rigor. The document should contain the description of the case, technique or situation, discussion with literature review, conclusion and references.

The maximum number of pages presented above should include figures, tables, references and the page with author's identification, as well as attachments.

1 FORMATTING INSTRUCTIONS

The title should be presented in font Times New Roman, bold, font size 12, in capital letter. It should be centralized and 12 pt space before and 23 pt space after and 1.5 space between lines.

For each submission, a maximum of five authors is allowed¹. Authors' name must be present in font Times New Roman, bold, font size 12 and centered, 12 pt space before and

¹ The identification of the authors in the submission for evaluation should be omitted.

single space between lines. The authors' names should present a linked footnote with author's contact information, such as: program, university and e-mail². The footnote must be presented in font Times New Roman, font size 10, justified.

For papers in English, you should add just an abstract while for papers in Portuguese or Spanish, we also request for an abstract in Portuguese (*Resumo*) or in Spanish (*Resumen*), respectively, after the Abstract. In both cases, abstracts should not have more than 10 lines and must be in the first page of the paper. The Abstract, the *Resumo* and the *Resumen* should be presented in font Times New Roman, font size 12, in italics, justified, left and right margin hanging indent with 0.8 cm, 6 pt space before and 6 pt space after, single space between line (use a blank line between them). The words “**Abstract**”, “**Resumo**” and “**Resumen**” should still be in bold. See example in Figure 1.

The keywords should be presented in the same languages as the Abstract and, after that, use the same instruction to format the *Resumo/Resumen*. **Use a maximum of five keywords.** See example in Figure 1.

Figura 1- Example of the Abstract and Keywords

***Abstract.** This meta-paper describes the style to be used in articles for CIKI 2017. For papers in English, you should add just an abstract while for the papers in Portuguese or Spanish, we also request for an abstract in Portuguese (“*resumo*”) or in Spanish (“*Resumen*”). In both cases, abstracts should not have more than 10 lines and must be in the first page of the paper.*

***Keywords:** scientific paper; ciKi; methodology; norms; paper model. (maximum five keywords).*

***Resumo.** Este meta-artigo descreve o estilo a ser usado na confecção de artigos para publicação nos anais do CIKI 2017. É solicitada a escrita de resumo e abstract apenas para os artigos escritos em português ou Espanhol. Artigos em inglês deverão apresentar apenas abstract. Nos dois casos, o autor deve tomar cuidado para que o resumo (e o abstract) não ultrapassem 10 linhas cada, sendo que ambos devem estar na primeira página do artigo.*

***Palavras-Chave:** artigo científico; ciKi; metodologia; normas; modelo do artigo (máximo cinco palavras-chave).*

Source: ciKi

² Doubts verify template made available on the site.

The pages must be in A4 format; in single column; upper and left margin with 3 cm, lower and right margin with 2 cm. **Include the header that will be made available in the template.doc file.**

Paragraphs should be aligned in a justified manner, with the first line indented in 1.25 cm; line spacing of 1.5 cm and without spacing between paragraphs. Use font Times New Roman, in black color (font size 12 to main text and font size 10 to figure and table captions and footnotes). Use italics only for words in different language from the document.

Section headings should be positioned on the left, with sequential numeration, Arabic numerals (1, 2, 3), with a blank line before and a blank line thereafter, as follows:

1 SECTION (Times New Roman, font size 12, bold, capital letters)

1.1 SUBSECTION (Times New Roman, font size 12, **capital** letters)

1.1.1 Subsection of subsection (Times New Roman, font size 12, bold, only the first letter is uppercase)

The title of the reference section should contain the primary section formatting; however, it should not be numbered and should be centralized.

Papers should be submitted in pdf file. These files guarantee the original formatting.

1.1 TABLES AND FIGURES

When using graphic elements, such as figures, tables and graphs, these should be included in the main document in the sequence in which it appears in the text, centralized and in font size 10. These elements could be presented in black and white or colored form. Examples of graphic elements in Table 1 and Figure 1.

Table 1 – Table for ciKi

| | Column1 | Column 2 | Column3 |
|--------------|----------------|-----------------|----------------|
| Line 1 | 1 | 2222 | 3333 |
| Line 2 | 1 | 2222 | 3333 |
| Line 3 | 1 | 2222 | 3333 |
| Total | 3 | 6666 | 9999 |

Source: ciKi

Figure 2- Logo ciKi



Source: ciKi

1.2 CITATIONS AND REFERENCES

Instruction for citations are based on the size of the citation: citations with less than 40 words may be included “directly in the text, in double quotation marks”.

Long citations, with more than 40 words, follow different instructions. It should be included in a text block on the left at 1 cm. Start a long citation on a new line. Do not use quotation marks.

References are listed according to the instructions of *APA*. All references should be cited in the text. Use font size 12 with single line spacing, 1.25 cm³.

1.3 ACKNOWLEDGMENTS

This section must be presented immediately before the references. Only use this section for **research funding** information.

2 TO SUBMISSION OF PAPERS

Each author may submit up to ten papers: a maximum of **four full papers**, a maximum of **four short papers** and a maximum of **two technical papers** (case). The submission of the papers takes place exclusively through the EasyChair Platform, whose link is <<https://easychair.org/conferences/?conf=ciki2017>>. In order to guarantee the blind evaluation, in submission of papers **any identification of the authors**, such as name, title, institution e-mail or country, **should be omitted** in the pdf file.

³ Doubts verify template made available on the site.

It will be accepted papers written in English, Spanish or Portuguese. Papers written in Portuguese must include the abstract in Portuguese and English. Papers written in Spanish must include the abstract in Spanish and English. Papers written in English must include the abstract in English only.

3 TO FINAL VERSION

Articles must be strictly formatted as instructed above. As previously mentioned, for each submission, a maximum of five authors are allowed. All authors must sign a copyright assignment term for publication in the conference's proceedings. This copyright assignment will be sent signed by the authors at the time of submission of the final version, after the paper be accepted. Signatures could be in a single form or on separate forms. It is forbidden to include co-authors after the submission step. All files submitted must be in pdf format.