

Instructions for the presentation of works

Please take into account the following indications for the preparation and submission of your work.

Papers can be presented in two modalities:

- **Full Paper:** Papers that present the results of theoretical or empirical scientific research, including the presentation of the rationale, conceptual framework, methodology used, research data and analysis or discussion of results.
- **Practical Case (Case):** Works that present the results of an "experience", either in the design, implementation, achievements or learning of an initiative in any of the thematic axes of the call. Case studies are experiences that have already made a clear impact over a certain period.

1. Rules for the presentation of papers

The work can be presented in Spanish, Portuguese or English and must present a summary in the language in which it was written and in English.

- Each paper presented allows a maximum of five (5) authors.
- Each author may send a maximum of eight (8) works, of which a maximum of five (5) complete articles and three (3) Practical Cases.
- Inclusions / exclusions of new authors will not be accepted after the submission of articles or case studies.
- In order for the accepted work to be presented at the Congress, at least one of the authors must be registered for the event.
- The cost of registration of speakers of accepted papers includes the presentation in the Parallel Sessions of the Congress of one (1) paper in which it is the author or co-author (Full Paper or Case Study). If the same author wishes to present another work, he must pay an additional cost of \$ 40 USD for each additional work that he presents.
- Papers must be submitted in accordance with APA (American Psychological Association) standards.

- The articles (Full Paper and Case Studies) must be presented in pdf file format. (to ensure that the original format is maintained) and must be submitted online exclusively through the EasyChair platform (works sent by email are not accepted).
- The period for the presentation of papers is from April 1 (opening of the platform) to June 8 at 11:59 p.m. Brasilia time (UTC / GMT - 2 hours)
- Authors should not be identified when submitting their articles on the EasyChair platform. In case the article has the name of the authors, they will not be sent for evaluation.
- All authors must sign the “Assignment of Copyright” so that the work can be published in the Annals of Congress. Said document signed by all authors must be sent at the time of presentation of the final work. Signatures can be on a single form or on separate forms.
- In case of questions about the Call for Submission of Article, please contact the Scientific Committee at the following address: comissaocientificaciki@gmail.com

2. Format for paper presentations

a. Tipe of presentation

The Congress will receive **Full Papers** that present the results of the theoretical or empirical scientific research with its foundations, conceptual basis, methodology, research data and data analysis or of the developed discussion and **Practical Cases (Cases)** that present the results of an experience or case showing the problems, rationale, strategies, achievements and results obtained.

b. Amount of Pages

The article or work must have between 10 and 15 pages. The maximum number of pages must include figures, tables, references and the identification page of the authors, as well as attached files.

c. Pages format

Pages must be in A4 format, in a single column with top and left margin at 3 cm, and bottom and right at 2 cm.

d. Paragraph format

Paragraphs should be justifiably aligned, with the first line 1.25 cm from the left margin, with a line spacing of 1.5, and no space between paragraphs.

e. Font of Texts

The font must be Times New Roman size 12 for the text. Size 10 should be used for graphic elements such as tables, graphs, charts and figures and for backsliding quotes. Use italics only for foreign words.

f. Tittle Format

Section titles are placed on the left, with sequential numbering and in Arabic numerals (1, 2, 3), with one blank line before and one after.

g. Quotes and References

Papers must follow the American Psychological Association (APA) standard for citations and references.

On the Congress website you can download a model or template to facilitate the editing of your article.