

GUIDE TO WRITING PAPERS

GENERAL INSTRUCTIONS

- Follow the instructions for formatting your paper according to the American Psychological Association (APA) standards for citations and references. See: <<https://apastyle.apa.org/>>
- Maximum of five authors per article. All authors must sign the declaration of assignment of copyrights after approval of the article.
- All authors must be registered on the *easychair* platform to submit an article for evaluation.
- The inclusion of other authors is not accepted after the article is submitted for evaluation.
- If you have any questions related to the preparation and/or writing of papers, please send an e-mail to <comissaocientificaciki@gmail.com>

The Conference will only receive:

- **Full paper: papers of 10 to 15 pages** that present the results of a theoretical or empirical scientific research with its conceptual basis, methodology, research data, and data analysis or discussion developed. The maximum number of pages should include figures, tables, references and the authors' identification page, as well as attachments.

FORMATTING INSTRUCTIONS

The pages must be in A4 format, in a single column with a top and left margin of 3 cm, and a bottom and right margin of 2 cm. Paragraphs should be aligned in a justified way, with the first line at 1.25 cm of space from the left margin, with 1.5 line spacing and no space between paragraphs.

The font should 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 direct quotations in indented form.

Section headings should be placed to the left, numbered sequentially in Arabic numerals (1, 2, 3), with a blank line before and after.

The versions of the papers should be submitted in **PDF**.

TITLE SHOULD BE IN TIMES NEW ROMAN, BOLD, SIZE 12 WITH CAPITAL LETTERS AND 1.5 LINE SPACING

Names of authors, as indicated below. **ONLY FOR THE FINAL VERSION, AFTER THE PAPER HAS BEEN APPROVED BY THE REVIEWERS.**

Author A¹;

Author B²;

Author C³;

Author D⁴;

Author E⁵

The names of the authors, A MAXIMUM OF FIVE AUTHORS, should be presented in Times New Roman, bold, size 12, and centered. It is also necessary to have 12-point paragraph spacing before and after, and single line spacing.

For each name, a footnote should be created with information on the program, university or company, city (country), ORCID and e-mail address. The footnote should be in Times New Roman, size 10, justified, with a single space between lines.

SUMMARY AND ABSTRACT

The summary and the *abstract* should be placed right after the authors' names, respecting the spacing. Articles written in Portuguese or Spanish must present first the summary and then the abstract. The summary and *abstract* should not exceed 10 lines each

¹ Name of the program - name of the University (acronym) City - Country. ORCID: <https://orcid.org/xxxx-xxxx-xxxx>. e-mail: author1@xxxx.yy

² Name of the program - name of the University (acronym) City - Country. ORCID: <https://orcid.org/xxxx-xxxx-xxxx>. e-mail: author2@xxxx.yy

³ Name of the program - name of the University (acronym) City - Country. ORCID: <https://orcid.org/xxxx-xxxx-xxxx>. e-mail: author3@xxxx.yy

⁴ Name of the program - name of the University (acronym) City - Country. ORCID: <https://orcid.org/xxxx-xxxx-xxxx>. e-mail: author4@xxxx.yy

⁵ Name of the program - name of the University (acronym) City - Country. ORCID: <https://orcid.org/xxxx-xxxx-xxxx>. e-mail: author5@xxxx.yy

and should be presented in Times New Roman, size 12, in italics, justified, with 6-point paragraph spaces before and after, and single line spaced. There must be a blank line between the summary and the abstract.

Words ***Abstract*** and **Summary** should be in bold. *Keywords* should be in italics, separated by (;) and with a maximum of five *keywords*.

Abstract: *author's text. Maximum 10 lines.*

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

1 PRIMARY SECTION

The primary section should be in Times New Roman font, size 12, bold, and in capital letters. Between the beginning and the end of each section, there should be a blank line.

Author's text.

1.1 SECONDARY SECTION

The secondary section should be in Times New Roman font, size 12, in capitals, and not bold.

Author's text.

1.1.1 Tertiary section

The tertiary section should be in Times New Roman font, size 12, bold, with the first letter capitalized.

Author's text.

The title of the REFERENCES section should be centred, in bold, in capital letters, and unnumbered. Papers should be sent in PDF format to guarantee their original format.

1.2 GRAPHIC ELEMENTS

When graphic elements such as tables, graphs, charts, and figures (in black and white or colour) are used, they should be included in the main document in the sequence in which they appear in the text, always centred and written in size 10. The title should be centred and in size 10, and the typeface should be justified, as shown below. There must be a blank line between the text and the table, graph, chart or figure.

Table 1- Table name

	Column 1	Column 2	Column 3
Line 1	1	2222	3333
Line 2	1	2222	3333
Line 3	1	2222	3333
Total	3	6666	9999

Font: ciKi's Template (2019)

Figure 1 – ciKi Logo



Font: ciKi's Template (2019)

1.3 ACKNOWLEDGMENTS

This section should precede the references and should contain only information on funding granted for research (e.g., CAPES, CNPq, FAP, others).

1.4 REFERENCES

References are listed according to APA instructions, all references should be cited in the text. Use Times New Roman, size 12, as shown in the example.:

Beck, B. E. (1999, July). Style and modern writing [Special issue]. *Prose Magazine*, 126, 96-134.

Gode, S. M., Orman, T. P., & Carey, R. (1967). *Writers and writing*. New York: Lucerne Publishing.

MacDonald, S. E. (1993). Words. In *The new encyclopedia Britannica* (vol. 38, pp. 745-758). Chicago: Forty-One Publishing.

Wilson, J. C. (2001). Scientific research papers. In Stewart, J. H. (Ed.), *Research papers that work* (pp. 123-256). New York: Lucerne Publishing.