# ARTICLE FORMATTING AND PREPARATION GUIDELINES

 This document is a template for ICKM.CIKI's 2023 articles. Follow the instructions to format your work according to the American Psychological Association (APA) standards for citations and references. Please refer to: https://apastyle.apa.org/

The Congress will receive the works as follows:

* **Full paper: works of 10 to 15 pages** presenting the results of theoretical or empirical scientific research with its foundations, conceptual basis, methodology, research data, and analysis of the data or discussion developed.

The maximum number of pages should include figures, tables, references, and the authors' identification page, as well as attached files.

This conference uses the **double-blind review**, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process.

# FORMAT INSTRUCTIONS

 The pages should 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. The paragraphs should be aligned in a justified manner, with the first line 1.25 cm from the left margin, with spacing between lines of 1.5, and no spacing 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, charts, boxes, figures, and direct quotes in indentation. Use italics only for foreign words.

Section titles should be placed on the left, with sequential numbering in Arabic numerals (1, 2, 3), with 12 spaces before and after.

Article versions should be sent as PDFs.

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

Author names, as shown below (only for the final version, after the work has been approved by the reviewers).

Author A**[[1]](#footnote-2)**; (12 spaces before the first author)

Author B**[[2]](#footnote-3)**;

Author C**[[3]](#footnote-4)**;

Author D**[[4]](#footnote-5)**;

Author E**[[5]](#footnote-6)** (12 spaces after the last author)

The names of the authors—a maximum of five authors—and the spacing between the author names should be single. They should be presented in Times New Roman, bold, size 12, and centered. For each name, a footnote should be created with information about the program, university or company, city (country), ORCID, and email. The footnote should be in Times New Roman, size 10, justified, with single line spacing. simples.

This conference uses the **double-blind review**, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process.

RESUMO, ABSTRACT E RESUMEN (12 spaces before and after)

Articles must present a trilingual abstract, in Portuguese, English, and Spanish, without exceeding 10 lines each, and must be presented in Times New Roman font, size 12, in italics, justified, with 06 spacing before and after and single spacing between lines. The abstract, "resumo" and "resumen" should come right after the authors' names, respecting the spacing. Between each abstract, there should be 12 spaces.

The words “**Abstract**”, “**Resumo**” and “**Resumen**” must be in bold. Keywords should be in *italics*, separated by (;), no more than five.

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

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

**Resumo**: texto do autor. Máximo 10 linhas

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

**Resumen**: texto del autor. Máximo 10 líneas

Palabras clave: artículo científico; ciKi; metodología; normas; modelo de artículo (máximo cinco)

# 1 PRIMARY SECTION

The primary section should be in Times New Roman, size 12, with bolded text and all text in capital letters. Between the start and end text of each section, there should be a 12-space gap, as it is formatted here.

## SECONDARY SECTION

The secondary section should have Times New Roman font, size 12, uppercase, and not bold.

### Tertiary section

The tertiary section should have Times New Roman font, size 12, bold, and the first letter in uppercase and without bold. The title of the **REFERENCES** section should be in uppercase, bold, and unnumbered. The works should be sent as a PDF file to ensure their original format.

## GRAPHICS ELEMENTS

When graphic elements such as tables, graphs, charts, and figures (in black and white or color) are used, they should be included in the main document in the same order in which they appear in the text, always centered and written in size 10. The title should be centered and in size 10, and the font should be aligned with the figure, table, graph, or chart, as shown in the following examples. There should be a 6-space gap between the text and the table, graph, chart, or figure.

Table 1- Table name (12 spaces before, 6 spaces after)

|  | **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’s Template (2019) (6 spaces before, 12 spaces after)

Figure 1 – CiKi’s logo (12 spaces before, 6 spaces after)

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## **ACKNOWLEDGMENTS**

This section should come before the references and should only contain information on research funding sources used in the research (e.g., CAPES, CNPq, FAP, and others). It should not be numbered and should be in uppercase and bold.

**REFERENCES**

The references should be numbered according to APA guidelines, and all references cited in the text should be included. 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.

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