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*Organicom* accepts the contribution of authors who propose texts that are pertinent to the objective of the magazine and to its target publics.

## CRITERIA FOR PUBLICATION

As part of the process of submission, the authors are required to verify the conformity of the submission in relation to all of the items listed below. Any submissions that are not in accordance with the rules shall be returned to the authors.

1. The contribution is original and unpublished and is not being assessed for publication in another magazine. Otherwise this must be justified in "Comments to the editor".
2. All of the publication rules must be strictly respected, subject to penalty of the collaboration being refused. The authors will be contacted to remedy any faults. *Organicom* reserves the right of effecting corrections, adaptations and alterations without consulting the authors.
3. In the event of submission to a session with assessment by the peers (e.g.: articles), the instructions are available in [Assegurando a avaliação pelos pares cega \(Assuring the blind assessment by the peers\)](#) were followed.
4. The opinions expressed in the articles are responsibilities of the author, who commits to respect the ethical principles of scientific research.
5. The submission implies assignment of rights of the first publication to the *Organicom* magazine, without any payment. The authors may establish separately additional agreements for non-exclusive distribution of a version of the work published in the magazine (such as placing it in an institutional repository or publishing a book), with due acknowledgement of its initial publication in the *Organicom* journal.
6. Authors of *articles and researchers* must have a Ph.D. or be candidates for doctors' degrees. If there are co-authors they must be Ph.Ds, candidates for doctors' degrees, masters and/or candidates for masters' degrees. Authors of *depositions and reviews* must hold at least a post-graduate degree.

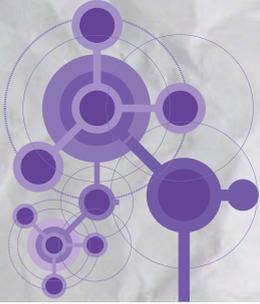
## GUIDELINES FOR AUTHORS

### Contributions

The *Organicom* editorial project provides for the following types of collaboration:

Unpublished articles and Researches: not more than **5,000 words**, including bibliographic references, if any. Minimum required structure:

- Title: at most 15 words.
- Abstract: not to exceed 80 words and not more than five key-words.
- Introduction.
- Theoretical reference.



- Methodology.
- Results.
- Discussion and conclusions.
- References.

Testimonies: up to 2,500 words, including bibliographic references, if any;

Bibliographic reviews (books and monographs): not more than 1,800 words.

- Must have an original title.
- Must contain a complete reference of the analyzed works: authors or organizers, editor, year of publication and number of pages.
- Must be accompanied by a photo of the cover of the reviewed work, with top-quality scanning.

## Languages

Texts will be received that are in Portuguese, Spanish, English and French.

- Titles, abstracts and key-words of Brazilian authors must be in Portuguese, Spanish and English.
- Titles, abstracts and key-words of authors from other countries must be in the original language and in English, with the magazine assuming responsibility for translation to Portuguese.

## Identification of the authors

The authors must send, together with their contributions, the following informations:

- Academic data relative to the institutional bind, position, title and principal publications.
- Professional background.
- Address for correspondence, telephone and email (the latter will be published).

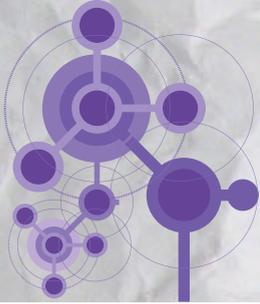
The total text for identification of the authors must contain a maximum of 1,000 characters (with spaces), be they for one or more authors.

## Formatting

- The text must be in Word format, Times New Roman font, size 12.
- Use a space of 1.5 cm between the lines and double space between the paragraphs.
- The margins of the text must be of 3 cm.

## Notes, quotes and references

- The explanatory notes must be shown at the foot of the page, in size 10, with the numbering following the order of mention.
- The sources of quotes must be identified within the text (source, year and page of the quote).



- In the quotes and in the final references (placed in alphabetical order) the rules of NBR (Brazilian Technical Standard) 10502 and NBR 6023 of the ABNT (Brazilian Association of Technical Standards) must be followed. If the authors of other countries use a different system (Vancouver, etc.) the magazine will standardize them following the mentioned rules.

## Figures

- The figures must be sent in separate files and numbered with the proper sub-title and reference of authorship (when reproduced). The place of insertion in the text must be designated.
- Photographs and maps, as well as organization charts, diagrams and complex flowcharts must be in a format that is adequate for printing (300 dpi with 20 cm width).
- Other elements such as boards, graphs and tables, as well as organization charts, diagrams and simple flowcharts, will be redesigned and adapted to the Organicom graphic standards.

## Assessment

The originals sent for analysis will be submitted to two members of the Editorial Council for issuance of an opinion that assesses the text based on credits of quality, methodology and adequacy to the objectives and standards established in these Rules. Two favorable opinions qualify the text for publication, while two unfavorable ones will invalidate it. One favorable and another unfavorable will lead to a third consultation. The persons responsible for the assessment will be designated according to the line of the research and theme presented by the author. All of the authors will receive detailed information on the process of assessment of their text, which may be accepted, accepted with exceptions (alterations or supplementations) or refused.

## Remittance

The authors must submit their collaborations in electronic format by means of the portal of magazine: [www.revistaorganicom.org.br](http://www.revistaorganicom.org.br), which uses the SEER system of publication. The author must register by clicking on the CADASTRO (Registration) icon, at the top of the page, and completing the form with his/her data – at the end do not forget to select the “Cadastrar como – Autor: Pode submeter à revista” (Register as – Author: Able to submit to the magazine) option. After completing your registration the system will provide instructions for completing the transfer of the work. For any doubts or information get in touch by email or telephone.

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