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ARTICLE

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TITLES SHOULD BE WRITTEN IN UPPERCASE: MAXIMUM OF TWO LINES AND 100 CHARACTERS (WITH SPACES)

PORTUGUESE TITLE: ONLY FIRST TITLE IN BOLD

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Author[1] 0000-0000-0000-0000
Author[2] 0000-0000-0000-0000
Author[3] 0000-0000-0000-0000

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[1] Full name of institution, *unabbreviated (only one institution)* – City, State, Country; email@example.com
[2]Institution – City, State, Country; email@example.com
[3]Institution – City, State, Country; email@example.com

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ABSTRACT:
Both the abstract and keywords *must be organized strictly according to ABNT 6028 (2021).* Therefore, the abstract should contain between 100 (minimum) and 250 (maximum) words; be composed of a sequence of concise sentences in a single paragraph, without enumeration of topics. *It is advisable to use the third person verb.*

Keywords: minimum 3; maximum 5; written in lowercase letters – exception for proper or scientific names; separated by semicolons; preferably found in the Brazilian Thesaurus of Education or equivalent.

RESUMO:
Both the abstract and keywords *must be organized strictly according to ABNT 6028 (2021).* Therefore, the abstract should contain between 100 (minimum) and 250 (maximum) words; be composed of a sequence of concise sentences in a single paragraph, without enumeration of topics. *It is advisable to use the third person verb.*

Palavras-chave: minimum 3; maximum 5; written in lowercase letters – exception for proper or scientific names; separated by semicolons; preferably found in the Brazilian Thesaurus of Education or equivalent.

RESUMEN:
Both the abstract and keywords *must be organized strictly according to ABNT 6028 (2021).* Therefore, the abstract should contain between 100 (minimum) and 250 (maximum) words; be composed of a sequence of concise sentences in a single paragraph, without enumeration of topics. *It is advisable to use the third person verb.*

Palabras clave: minimum 3; maximum 5; written in lowercase letters – exception for proper or scientific names; separated by semicolons; preferably found in the Brazilian Thesaurus of Education or equivalent.

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Introduction > [section title] should be written in font size 16, bold, in *sentence case*

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This *template* is based on the current standardization NBR 10520 (ABNT, 2023), NBR 14724 (ABNT, 2011) NBR 6024 (ABNT, 2012), NBR 6022 (ABNT, 2018); NBR 6023 (ABNT, 2020), NBR 6028 (ABNT, 2021) of the Brazilian Association of Technical Standards – ANBT[1], as well as on the Standards for Tabular Presentation (IBGE, 1993), and formatted to meet the *xml-jats* language,which the Práxis Educacional Journal uses for markup.

Therefore, we recommend checking and strictly adhering to the *template* formatting criteria, as well as fully complying with the mentioned standardization and correctly inserting the metadata into the system, according to the tutorial and *checklist* provided on the journal's portal. *If the manuscript is approved for publication but does not comply with the formatting, standardization, and correct insertion of the required metadata, it will only be published after rigorously complying with these instructions* and other information contained in the journal guidelines

The *template* is structured in the *IMRaD* format (from the acronym [in English] introduction, methodology, results and discussion, corresponding to the *sections of the text*); however, another structural style may be adopted, as long as the following recommendations are met: introduction and conclusion *sections* (must appear in the text regardless of the adopted structure), as well as the other section titles (whether *IMRaD* or another structure) must always be written in font size 16, bold, in *Sentence Case* (uppercase and lowercase).

Section titles reflect the main divisions of the text and, *whenever possible, should start on a separate page*, i.e., at the beginning of the page.

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Subsection (when applicable) > [primary section] the title should be written in font size 14, bold, *in a single line, in sentence case*

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If the text includes subsections (primary section, according to ABNT), the titles must be written in font size 14, bold, in sentence case (uppercase and lowercase), in a single line. Subsections, as elements of systematization (unfoldment of a primary section), should therefore correspond to discussions related to their main section.

For example, in a manuscript that includes a Methods section, it may further unfold into subsections such as: *participants*[2], *equipment, procedures,* following the guidelines of the APA *7th Edition* Publication Manual (APA Style, 2020).

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If there is further subdivision of the subsection > [secondary section], the title should be written in font size 13, *in a single line, in sentence case*.

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[1] Acronyms should appear for the first time in the text immediately following the full name they represent.
[2] When dealing with research involving humans, the proper presentation of approval from the Ethics Committee is required, and such information can be included as a footnote.

The current NBR 6024 establishes that text subdivisions must correspond to a previous section, and, necessarily, "all sections must contain text related to them" (ABNT, 2021, p. 6, emphasis added[3]).

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Quotations

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"Citations should adhere to the guidelines established by NBR 10520, which was updated in 2023. For individuals, the citation should occur with the author's last name in sentence case, followed by the respective year (Gershgorn, 2016). For legal entities, use the full name (Associação Brasileira de Normas Técnicas, 2023, p. 5) or its acronym[4] (ABNT, 2023, p. 5).

"For governmental institutions, the standard is clear when it determines that they should be indicated by the name of the superior body or by the corresponding jurisdiction (Brasil, [2016][5]). In cases where the authorship of the source is not available, the title of the work is used in the citation (Política ..., 1999).

The update to NBR 10520 (ABNT, 2023, p. 3) establishes that all data not formally published (such as research interviews) need to be properly mentioned in the text and indicated in a footnote: "Interviewee 5 considers community libraries as popular initiatives for information mediation[6]".

For direct quotations, *up to three lines,* "[7][...][8] when the excerpt from the text concerns a portion already initiated in the sentence, always use the respective symbol of [...] '*supression*'[9] to indicate such a gap; however, this interruption may also appear throughout

[3] According to ABNT standards, it is necessary to standardize the style to be adopted throughout the text. In this case, for emphases and/or highlights, underline, bold, or italics can be used, provided that the chosen style is consistently maintained throughout the entire text.
[4] Note that in the reference, the same pattern adopted in the citation should be maintained: either the full name or abbreviation. It is not correct to use one pattern for the citation (Associação Brasileira de Normas Técnicas, 2023) and adopt a different one for the reference (ABNT..., 2023).
[5] When there is uncertainty about the publication year, one should follow the guidelines in item 8.6.13 of NBR 6023:2020..
[6] Research interview conducted on March 10, 2020, in the city of Rio de Janeiro.
[7] As per ABNT NBR 10520:2023, direct quotations should be enclosed in quotation marks.
[8] The appropriate omissions [...], interpolations, additions, or comments should be indicated [ ]..
[9] According to ABNT NBR 10520:2023, single quotation marks are used to indicate a quotation within a quotation.

the sentence [...] or at the end of the used fragment [...]" (ABNT, 2023, p.2, ~~author's emphasis~~[10]).[11]

It is still possible that in the excerpt used in a direct quotation, the manuscript's author may make *interpolations, additions*, or *comments* to the text, and in this case, it should be indicated by the respective square bracket symbol [containing the *interpolated, added* or *commented* section].

For direct quotations exceeding three lines, ABNT dictates the use of standardized indentation with a smaller font size than that used in the body of the text. This should be done with single spacing and without the use of quotation marks, implying that this *resource* is a *direct quotation*.

As there is no longer a specification in the standard regarding the indentation space and font size to be adopted, the journal will continue applying the following standard to ensure the proper and correct markup for the XML-JATS:

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> [...] the direct quotation exceeding three lines [...] must *necessarily* be indented by [4 cm] from the left margin, using a [font size] of 10[...], in single spacing and without quotation marks. [Before and after the quotation, a single spacing should be added (using the *Add space before and after paragraph* command in the text editor)] (ABNT, 2023, p. 12).

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A quite common situation, however, that constitutes an error in standardization, is the fragmentation of the citation call (for both short or long direct quotations): in this case, the citation call begins with the indication of the author, the quoted passage is inserted, and it concludes with the information of the year [or in some cases, the year and page], as exemplified below (in blue, the highlighted inconsistencies) ABNT :

> [...] Quotations exceeding three lines must be formatted in font size 10, single spacing between lines, paragraph spacing with a 4cm left indentation, without quotation marks. Space should be added at the end of the quotation (*use the Add space after paragraph command* in the text editor) (2023) ou (2023, .p 12).

Thus, as illustrated earlier, the fragmentation of the citation call is not correct; therefore, it should always occur either immediately before or after the quoted passage.

[10] As per NBR 10520:2023 (ABNT, 2023, p. 13), "when the transcribed text already has emphasis, there is no need to inform the emphasis." Thus, only those emphases of passages in direct quotations that the manuscript's author wishes to highlight to the reader should contain such information, using expressions like *"emphasis added"* or *"author's emphasis."*

[11] The period should be inserted at the end of the sentence and not within the quoted passage.

Finally, regarding citations, it is important to emphasize that the Práxis Educacional Journal, as an *editorial principle*, does not allow (following, therefore, NBR 10520) the use of "et al." to replace the names of authors in the reference list.

The updated NBR 10520 still allows the use of "et al." for *citations with four or more authors*, but unlike its previous version, it specifies that: "[...] *in the reference list, all authors should be included*" (ABNT, 2023, p. 6, emphasis added).

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Footnotes

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As per NBR 10520:2023 (ABNT, 2023), *footnotes* can be either *reference or explanatory*. For the purposes of this journal, footnotes *must only be explanatory in nature* and succinct in text. They should not be used as reference notes (in lieu of in-text citations); formatted in 10-point font, left-aligned, and single-spaced between lines. Each footnote should contain a maximum of 300 characters including spaces.

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Tables

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Commonly, tables and figures are often indicated as if they were the same type of illustrative element in the text. However, tables, as they *present numerical data*, should adhere to the guidelines set forth by ABNT, which establish formatting and specifications outlined in the publication "Normas de apresentação tabular" (Tabular Presentation Standards) by the Instituto Brasileiro de Geografia e Estatística - IBGE, in 1993 (IBGE, 1993).

For *xml-jats* markup compliance, the "table" element should *under no circumstances* be presented in the text as an image (illustrative element). Therefore, all of its content *must be editable*.

It is important to note that the callout for the table *must appear* immediately preceding its object (the table itself) or as close as possible to the text to which it refers, containing *the appropriate indication of the consulted source*, even if its content is self-generated (Table 1).

Tables should not have color and should be written in 10-point font (both their content and the indication of their title and source).

Table 1 – The table title should be aligned with its left margin, in 10-point font size (including its content); it should not have color. It is recommended that the table be designed to fit on a single page.

Lorem	**Lorem**	**Lorem**	**Lorem**
architecto	01	2020	3%
architecto	02	2021	5%
Total	03	2	8%

Source: Prepared by the author, based on ABNT (2018, p. 2) and IBGE (1993, p. 12-30).

According to the guidelines presented by ESPM (2016, based on the standards of IBGE,1993):

- Tables are illustrations with numerical statistical data;
- The border of a table should not have vertical lines delineating it on the left and right;
- Horizontal lines are only allowed in the header and footer;
- There must be no blank data entries;
- If the author of the table is part of the theoretical framework of the work, include an Author-date citation at the bottom of the table;
- If the author of the table is not part of the theoretical framework of the work, provide the complete reference at the bottom of the table;
- When the table spans more than one page, repeat the title and header, and add the information "(continued)" and/or "(conclusion)" for the last part/page.

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Illustrative elements (figures)

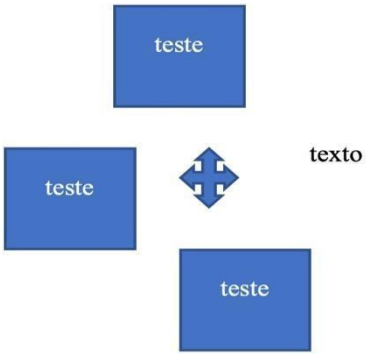
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In accordance with ABNT NBR 6022/2018, illustrative elements (figures, graphs, photographs, maps, diagrams, among others) must be inserted as close as possible to the passage to which they refer. They should be centered and accompanied by a title, sequential numbering, and source attribution, all presented in font size 10.

Any illustrative element that is not the author's own must have its reproduction rights duly secured. *The journal will not publish* articles containing illustrative elements created by third parties without proper authorization for reproduction and/or the corresponding Creative Commons license.

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Figure 1 - Aligned with the margin of the illustrative element, font size 10



Source: own authorship.

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Due to XML-JATS markup requirements, illustrative elements such as *charts* or *shapes* (Figure 1) *cannot be inserted (as charts or shapes) and/or generated by the text editor itself.* These elements must be created in a separate file and saved individually (if there is more than one) in a format valid for markup: .jpg.[12] (which should be submitted together with the other manuscript files) and inserted into the text via command (in the top menu of the text editor[13]): *Insert* > *Images* > (locate where the image file is saved in the system).

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Figura 2 - Aligned with the margin of the illustrative element, font size 10.



Source: Revista Espaço do Currículo (2021).

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The respective files for the illustrative elements of the text (Figure 1 and Figure 2) should have the following configuration in their final composition: *image quality* - 300 dpi or higher; *file format* - .jpg.

It is recommended to create a folder on your computer for submission to the system, containing *all the necessary files for the submission to the journal*: one file in .doc format for the manuscript with identification (with authorship); one file in .doc format for the manuscript without identification (without authorship, including in citations and references, if any); as well as individual files (.jpg format) for each of the illustrative elements that will appear in the text.

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Equations

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[12]For each illustrative element in the text, the corresponding file must be inserted into the system. In this template, there are two examples of illustrative elements, Figure 1 and Figure 2, so corresponding files for Figure 1 and another for Figure 2 (files: fig1.jpg; fig2.jpg, etc.) must be included at the time of submission in the journal's system.

[13] In the case of Microsoft Word.

If it is necessary to present an equation (Equation 1) in the text, it must be inserted only via the text editor command[14] (*Insert* > *Equation*) and never presented as an image or figure (illustrative element).

Equation 1 - Aligned with the equation margin, font size 10

$$(x + a)^n = \sum_{k=0}^{n} \left(\frac{n}{k}\right) x^k a^{n-k}$$

Source: Wychowawczy (2018)

If the equation is not an original production, its reproduction can only be presented in the text if the respective authorization for reproduction is provided; however, if it is an illustrative element (with reproduction authorization), then it cannot be presented as an equation but as a figure or image.

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Conclusions > [the *section* title] should be written in font size 16, bold, *in sentence case*.

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This template consolidates the main formatting and standardization guidelines adopted by the *Revista Espaço do Currículo*. If the manuscript contains elements not covered by this template, authors are advised to consult the relevant standards and, if necessary, contact the editorial team prior to submission.

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Acknowledgments
(if applicable, the text should be inserted before the references and *kept concise*)

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[14] In the case of Microsoft Word.
[15] The references include some examples that are not sources cited; they are only consulted for the purpose of checking how they should be properly standardized.

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SILVA, Fabíola C.; AZEVEDO, Adelis. C. C.; PEREIRA, Petronilha. M. M.; SERRA, Ilka. M. R. de S. Even though permitted by ABNT, do not replace more than 4 authors with et al. Inclusive education and educational technologies: mediation and promotion of learning in remote teaching. Revista Práxis Educacional, Vitória da Conquista, v. 19, n. 50, p. e8746, 2023. DOI: 10.22481/praxisedu.v19i50.8746. Available at: https://periodicos2.uesb.br/index.php/praxis/article/view/8746. Accessed on May 4, 2023.

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ABOUT THE AUTHOR(S)

First Name Last Name. (The mini-biography should not exceed three lines and must include only the following information: highest degree; name of the institution where they work; position held at the institution; if a member or leader of a research group; if a productivity scholarship holder; authorship contribution to the text).
Ph.D. in Education from UFF. Professor at the State University of Southwest Bahia (Universidade Estadual do Sudoeste da Bahia) of DED. Leader of the ACAD group. CNPq scholarship holder: PQ1B.
Authorship contribution: author - The use of the CRediT taxonomy is required to indicate the contribution. See https://credit.niso.org/
Lattes Curriculum: https://lattes.cnpq.br/00000000000000

First Name Last Name. (The mini-biography should not exceed three lines and must include only the following information: highest degree; name of the institution where they work; position held at the institution; if a member or leader of a research group; if a productivity scholarship holder; authorship contribution to the text).
Ph.D. in Education from UFF. Professor at the State University of Southwest Bahia (Universidade Estadual do Sudoeste da Bahia) of DED. Leader of the ACAD group. CNPq scholarship holder: PQ1B.
Authorship contribution: author - The use of the CRediT taxonomy is required to indicate the contribution. See https://credit.niso.org/
Lattes Curriculum: https://lattes.cnpq.br/00000000000000

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How to reference

BARRETO, Marcelo Nolasco. Nova versão (2024) do *template* da Revista Práxis Educacional. **Revista Práxis Educacional**, Vitória da Conquista, v. X, n. X, eXXXX, 202X. DOI: 10.22481/praxisedu.vXXiXX.XXXX

Note: If any journal wishes to use this *template* as a model, we recommend that proper credit be given for its development:

NOLASCO, Marcelo. Atualização da formatação e normalização (ABNT) do arquivo relativo ao *template* da Revista Práxis Educacional (ISSN 2178-2679), da UESB, para 2024. **Figshare,** 2024. *Journal contribution*. DOI: https://doi.org/10.6084/m9.figshare.22734974.v9