

Dear editors,

As approved in our last editorial meeting, the next Bras-J meeting will take place on December 18, 2020 at 1:30 pm (Berlin time) / 9:30 am (Brasília time), that is, 30 minutes before the monthly BraS meeting. The deadline for this meeting is 30 minutes.

The agenda is:

1. Approval of about and checklist (see links below)
2. Request for a new editorship

About:

https://docs.google.com/document/d/1WguRo3R00B-w1E7GZqvovhpl50y_zXmSN_PLd8qUagA/edit

Checklist:

https://docs.google.com/document/d/1GcwBhTvzOkYyDINzPnILtZdUlxdlFIFl_-p_4ydO-0/edit

Tasks	Start	End
Suggested names for Academic council.	04/12/2020	18/12/2020
Evaluation of the names	04/01/2021	14/01/2021
Approval of the names	15/01/2021	--
Sending the invitation to the members	18/01/2021	25/01/2021
Discussion about the format of the v1n1	15/01/2021	--
Presentation and voting the v1n1 edition	05/02/2021	--

Final copyright and license vote	05/02/2021	--
Suggested authors to compose the first volume	19/02/2021	--
Invitation to authors (1st Round)	22/02/2021	--
Deadline for authors to reply (1st Round)	22/02/2021	03/03/2021
Invitation to authors (2nd Round)	01/03/2021	--
Deadline for authors to reply (2nd Round)	01/03/2021	10/03/2021
Invitation to authors (3rd Round)	15/03/2021	--
Deadline for authors to reply (3rd Round)	15/03/2021	24/03/2021
Receiving the abstracts	04/03/2021	31/03/2021
Receiving the texts	31/03/2021	29/07/2021

Next steps

Approve the Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

Português

- ☐ As políticas editoriais e as [diretrizes para autores](#) foram lidas e aceitas (e estão sendo seguidas)
- ☐ A contribuição é original e inédita, isto é, não publicada em livros, revistas, periódicos e anais de eventos
- ☐ A contribuição não está sendo avaliada para publicação por outro periódico (e nem será submetida até a resposta final do Bras-J)
- ☐ Todos os gráficos, quadros, tabelas e figuras incluem a fonte original primária.
- ☐ Os metadados foram removidos conforme instruções disponíveis em [garantindo o blind review](#)
- ☐ O arquivo da submissão está em formato .docx ou .odt
- ☐ Concordo com a [licença de direitos autorais](#) e a [declaração de privacidade](#)
- ☐ Confirmo que todas as entrevistas, imagens, prints de telas, screenshot e qualquer outro material que possui direitos autorais e / ou direitos de imagem contém uma declaração de consentimento e notificação de privacidade de dados.

English

- ☐ Editorial policies and [guidelines for authors](#) were read and accepted.
- ☐ This contribution is original, unpublished, and has not been published in books, magazines, or journals.
- ☐ All graphics, charts, tables, and graphical elements include the original source.
- ☐ Metadata has been removed, following available instructions to [ensure blind review](#).
- ☐ The submission file is in .docx format.
- ☐ The contribution is not being evaluated for publication by another journal.
- ☐ I agree to the terms of the [copyright license](#) and the [privacy statement](#).
- ☐ All interviews, images, screenshot, print screen, and any other copyrighted material and/or image rights contain a Declaration of Consent and Data privacy notification.

Link

para

editar:

https://docs.google.com/document/d/1GcwBhTvzOkYyDINzPnILtZdUIxdLFIFI_-p_4ydO-0/edit

Issue - n.1, v.1	Da
Proposal acceptance	31/03/2021
Desk Review (together with the editors)	29/07/2021
Editors review (together with the desk review)	29/07/2021
Receiving referee's reports	28/08/2021
Editorial decision which will compose each section	12/10/2021
Sending the results (together with the editor's decision)	12/10/2021
Return of revised articles	22/10/2021
Editor's review of incorporation of suggestions	01/12/2021
Reassessment of referees' opinions	11/12/2021
Correction of form and content	20/01/2022
Language correction	04/02/2022
Authors' return on corrections (round 1)	14/02/2022
Authors' return on corrections (round 2)	24/02/2022
Diagramming	06/03/2022
Proof reading	16/03/2022
Publication	26/03/2022

Schedule:

https://docs.google.com/spreadsheets/d/173hBVbMp2RpgmXs81Rf-Gg-c4XeS1MQs8G-CU_Xz_r4/edit#gid=2084304112

Suggestions received:

The text is single-spaced; uses a 12-point font; employs italics rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the

text at the appropriate points, rather than at the end. The accepted standard for references is XXX

- Where available, URLs for the references have been provided.
- Ensure that all co-authors are aware of the submission. Refer to the Appendix for appropriate Ethical Guidelines.
- The authors need to ensure that their manuscripts are prepared in a way that does not give away their identity. The author's name needs also been removed from the document's Properties, which in Microsoft Word is found in the File menu. Author's information should also be removed from metadata of any of the files submitted.”
- The authors need to obtain written permission to include material in the article that is owned and held in copyright by a third party, including – but not limited to – any proprietary text, illustration, table, screenshots, photo, audio, video, film, and any other supplemental material.
- The submitting author should enter his/her ORCID identifier. (Não sei muito bem onde esse item deveria constar, mas o ORCID é importante caso enviemos algum certificado, comprovante ou qualquer outra documentação para os autores.