

## GUIDE FOR PAPER SUBMISSION

### REVISTA METROPOLITANA DE SUSTENTABILIDADE

Version approved on: February 17, 2014

Responsible:

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#### INTRODUCTION

The **Revista Metropolitana de Sustentabilidade** (ISSN 2318-3233) is referenced in the ANPAD Periodicals field to adopt the standards of the American Psychological Association (APA). We understand that this option by international standards for quotes, contributes to the increase of the qualified production of knowledge of academic and professional communities, and contributing to the RMS position itself as a suitable vehicle for disseminating advances conceptual, methodological and sustainable development experiences.

#### GUIDELINES FOR AUTHORS

The paper submitted to the RMS will be assessed primarily regarding their scientific merit; For drafting and presentation of the text is required that it met the standards of the American Psychological Association (APA).

##### Text format:

It should be written in Times New Roman size 12 space 1.5. The layout of the page should be A4 paper (29.7 x 21 cm) with margins: top (3 cm), left (3 cm), bottom (2 cm), right (2 cm) **and without identification (s) author (s)**;

The article must have at least 10 and at most 25 pages containing: title / abstract / keywords - the job's original language and in English and Spanish, introduction, methodology, data analysis, discussion of the results; conclusions; and references.

Charts, tables, graphs and illustrations (black and white or color) should be included in the main document in the sequence in which they appear in the text, written in size 10;

The abstract (maximum 250 words) and keywords (maximum of five) of the article, in the original language of the work and in English and Spanish;

##### Other specifications:

The article must be unpublished in Brazil or in another country, not being considered unprecedented break the inclusion of part or preliminary version of it in scientific events of any kind;

The article can not be submitted for simultaneous evaluation in another journal;

The Editor can accept or not the article submitted for publication, according to the editorial policy;

The Publisher may or may not accept an article after it has been assessed by Double BlindReview, which guarantees anonymity and confidentiality of both the author (s) as the referees;

The Editor can suggest article changes both as regards the contents of matter and with regard to the adequacy of the text to the rules of writing and presentation (APA);

They will be accepted submissions in Portuguese, English or Spanish. The article should be written correctly in grammatical terms. The referees will not make corrections;

Article approved for publication will be submitted for final editing and a spelling and grammar review;

In the OJS system, adopted by the RMS, the author (s) have article submission automatically rejected by the system not accept the terms of exclusivity, originality and copyright;

The OJS system notes the entry date and the steps of the evaluation process and publishing the article, and the author (s) can track the status of your article automatically by the system;

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  1. Authors retain copyright and grant the journal RMS the right of first publication with the work simultaneously licensed under the [Creative Commons Attribution License](#), allowing the sharing of work with recognition of the work its initial publication in this journal.
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## STEPS FOR SUBMISSION

The submission should be online by the website.

<http://www.revistaseletronicas.fmu.br/index.php/remades/index>.

Upon submission must be chosen section representing the Academic Area related to the submitted work, namely: a) Administration, Accounting and Economics; b) Environmental Sciences; c) law; d) Engineering; or e) Education and Human Sciences. Subject to the conditions for submission on the text format and the acceptance of the copyright statement.

### Manuscript transfer to the system in compliance with the guidelines for the author.

The data of the authors who should be informed as follows:

The image shows a web form for author registration. The form fields are: Prenomê\*, Nome do meio, Sobrenome\*, E-mail\*, URL, and Instituição/Afiliação. Below these is a dropdown for País and a text area for Resumo da Biografia (Ex.: departamento e área). A toolbar with icons for text formatting and a 'Incluir autor' button are at the bottom. Three red boxes with brackets point to specific fields: the first box points to Prenomê\* and E-mail\* with the text 'Author's full name; Contact email URL - address of the curriculum / or other electronic address - website, blog'; the second box points to Instituição/Afiliação with the text 'Full name(s) of institution(s) of bond - either as a student, teacher or other professional activity: (Sua instituição, por exemplo "Simon Fraser University")'; the third box points to the Resumo da Biografia field with the text 'Summary titrations with last quoted first with the name of the institution he graduated.'

Insert title, abstract and funding agency - if there is. Transfer additional documents that are necessary and end with the confirmation of submission.

## TABLES AND FIGURES

The **Tables** and **Figures** should be placed in the text soon after your call / quote.

The **Tables** are presented with a row-column structure containing textual or numeric information, as well other types of illustration, various this characterization are called Figures.

The **Figures** can be a graphic, a photograph, a drawing or any other graphic or textual representation. Sometimes the border tables and figures may be unclear, however, tables are often characterized by a row-column structure. To name a figure or table in the text type, example: Figure 1, Figure 2, Table 1, Table 2, etc. (the "Figure / Table 'to be presented with the first letter capitalized). Never write 'Figure / Table below', or 'Figure / Table above', or even 'Figure / Table page XX 'as the page numbers can be altered in the format.

### Filing a Table

The information in the Table must be submitted with Times New Roman, size 10; with single line spacing; spacing before and after 4pt; The title should be placed above the table, in bold. After sorting table with Arabic numerals, with Times New Roman, size 12, in bold must appear the title of the table. (model dependent)

**Table 3.**  
**Percentage of enrollment of graduate strict sense Administration by region in Brazil.**

Year	Enrolled (%)						Total (%)
	Southeast	South	Northeast	Midwest	North	Total	
2000	59,9	11,1	15,6	13,4	0	2686	100,0
2003	67,2	18,6	13,5	0,8	0	3261	100,0
2006	64,6	17,3	16,1	1,4	0,6	3978	100,0
2009	58,8	21,4	16,1	2,9	0,8	4661	100,0
2011	64,3	18,8	13,2	2,4	1,3	5391	100,0

Source: Cirani, C. B. S., Silva, H. H. M., & Campanário, M. A. (2011). A Evolução do Ensino da Pós-graduação Estrito Senso em Administração no Brasil (p. 777), *Revista de Administração Contemporânea* 16(6), 765-783.

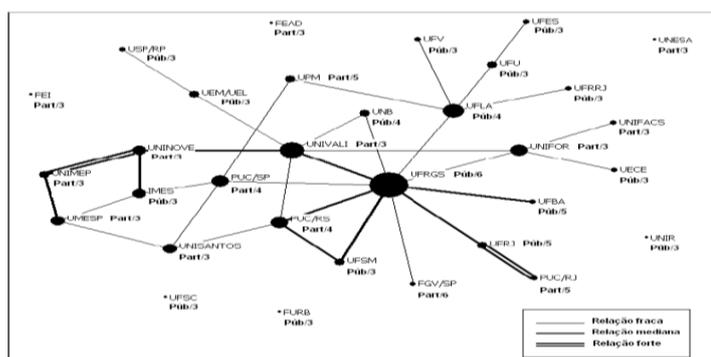
Another source of reproduced Tables must present complete identification of the source (in Times New Roman, size 10, justified text in the dimension table), page identification with where the table is located, even if it is an adaptation.

**Example for adaptation:**

Source: Adapted from Sabadini, A. A. Z. P., Sampaio, M. I. C., & Koller, S. H. (2009). *Publicar em psicologia: um enfoque para a revista científica* (p. 176). São Paulo: Associação Brasileira de Editores Científicos de Psicologia/Instituto de Psicologia da Universidade de São Paulo.

**Filing a Figure**

The information in the Figure must be presented: Times New Roman font, with black and white colors using grayscale to fill (where possible); The title (no bold) should be placed below the Figure, after the table ordination with Arabic numbers (in bold), with Times New Roman, size 12. The source of obtaining the Figure should be below the ordering / title use font size 10. The following example.



**Figure 1.** Intensity of relations, Concepts Programs and Nature from IES.

Source: Guimarães, T. A. de, Gomes, A. O. de, Odélius, C. C., Zancan, C., Corradi, A. A. (2009). A rede de programas de pós-graduação em administração no Brasil: análise de relações acadêmicas e atributos de programas (p. 575). *Revista de Administração Contemporânea*, 13(4), 564-582.

**Example for adaptation:**

**Figure 1.** Intensity of relations, Concepts Programs and Nature from IES.

Source: Adapted from Guimarães, T. A. de, Gomes, A. O. de, Odélius, C. C., Zancan, C., Corradi, A. A. (2009). A rede de programas de pós-graduação em administração no Brasil: análise de relações acadêmicas e atributos de programas (p. 575). *Revista de Administração Contemporânea*, 13(4), 564-582.

**Note:** For Figures and Tables compiled by the author, use - Source: Prepared by the author.

## GUIDE APA - Ser Citation and Reference

### AUTHORS

<b>One author</b>	The author's name should be written with the first letter capitalized and the rest lowercase, regardless of whether they are outside or inside the brackets.
<b>In the text</b>	Giddens (1978). (Giddens, 1978).
<b>Reference list</b>	Giddens, A. (1978). <i>Novas regras do método sociológico</i> . Rio de Janeiro: Zahar.
<b>Two authors</b>	When a paper has <b>two authors</b> , cite the last names followed the publication every time the reference occurs in the text.
<b>In the text</b>	Moody and White (2003). (Moody & White, 2003).
<b>Reference list</b>	Moody, J., & White, D. R. (2003) Structural cohesion and embeddedness: a hierarchical concept of social groups. <i>American Sociological Review</i> , 68(1), 103-127.
<b>Three to five authors</b>	When a work has <b>three, four or five authors</b> , add all the names in the first citation followed by the publication date. In the following, include only the surname of the first author followed by et al. and the publication date.
<b>In the text</b>	<b>1ª citation</b> Alves Filho, Cerra, Maia, Sacomano Neto and Bonadio (2004) (Alves Filho, Cerra, Maia, Sacomano Neto & Bonadio, 2004)  <b>Subsequent citations</b> Alves Filho <i>et al.</i> (2004) (Alves Filho <i>et al.</i> , 2004)
<b>Reference list</b>	Alves Filho, A. G., Cerra, A. L., Maia, J. L., Sacomano Neto, M., & Bonadio, P. V. G. (2004). Main assumptions of supply chain management: evidence from studies of the automotive industry. <i>Gestão &amp; Produção</i> , 11(3), 275-288.
<b>Exception</b>	If two references with the same year remain identical when abbreviated, cite the surnames of the first authors and many authors as are necessary to distinguish the two references, followed by a comma and et al.
<b>Example</b>	<b>1ª citation</b> so much Bradley, Ramirez and São (1994) as Bradley, São, Ramirez and Brown, (1994).  <b>Subsequent citations</b> Bradley, Ramirez and São (1994) and Bradley, São <i>et al.</i> (1994).
<b>Six or more authors</b>	When a paper <b>has six or more authors</b> , cite only the surname of the first author followed by et al. and the date of publication, and references add all authors.
<b>In the text</b>	Alves Filho <i>et al.</i> (2001). (Alves Filho <i>et al.</i> , 2001).
<b>Reference list</b>	Alves Filho, A. G., Rachid, A., Nogueira, E., Donadone, J. C., Martins, M. F., Truzzi, O. M. S., Bento, P. E. G., Martins, R. A., & Vanalle, R. M. (2001). <i>The modular consortium and its impacts in the supply chain engine plant VW-São Carlos</i> (Final Report, Thematic Project, Process FAPESP97/13071-9). São Carlos, SP, Federal University - São Carlos
<b>Exception</b>	If two references with the same year remain identical when abbreviated, cite the surnames of the first authors and many authors as are necessary to distinguish the two references, followed by a comma and et al.
<b>Example</b>	<b>1ª citation</b> so much: Kossylyn, Koenig, Barret, Cave, Tang and Gabrieli (1992) as: Kossylyn, Koenig, Gabrieli, Tang, Marsolek and Daly (1992).  <b>Subsequent citations</b> Kossylyn, Koenig, Barret <i>et al.</i> (1992) and Kossylyn, Koenig, Gabrieliv <i>et al.</i> (1992)
<b>Use of &amp;</b>	When authors' names are <b>cited within parentheses</b> , use the '&' symbol before the last author's name.

<b>In the text</b>	(Moody & White, 2003). (Charnes, Cooper, & Rodhers, 1978).
<b>Reference list</b>	Moody, J., & White, D. R. (2003) Structural cohesion and embeddedness: a hierarchical concept of social groups. <i>American Sociological Review</i> , 68(1), 103-127.  Charnes, A., Cooper, W., & Rodhers, E. (1978). Measuring the efficiency of decision marking units. <i>European Journal of Operational Research</i> . 2(6), 429-444.
<b>Use of 'and'</b> <b>In the text</b>	When authors' names are used <b>outside of parentheses</b> , separate multiple authors' names with commas while placing 'and' before the last author's name.
<b>Reference list</b>	Kessler, Bierly and Gopalakrishnan (2000).  Kessler, E. H., Bierly, P. E., & Gopalakrishnan, S. (2000). Internal vs. external learning in new product development: effects on speed, costs and competitive advantage. <i>R&amp;D Management</i> , 30(3), 213-223.
<b>Author entity</b>	<b>Corporations, associations, government agencies</b> , among others, should be spelled out in the first citation and abbreviated thereafter.
<b>In the text</b>	<b>1<sup>a</sup> citation</b> Banco Central do Brasil [BACEN] (2013).      Brazil's Central Bank [BACEN] (2013).  <b>Subsequent citations</b> BACEN (2013). (BACEN, 2013)
<b>Reference list</b>	Banco Central do Brasil. (2013). <i>Rural credit yearbook</i> . Retrieved November 12, 2002, from <a href="http://www.bcb.gov.br/htms/CreditoRural/2001/rel53211.pdf">http://www.bcb.gov.br/htms/CreditoRural/2001/rel53211.pdf</a>
<b>Exception</b>	If the author's name is short or if the abbreviation is not easily recognized, write it in full every time it appears in the text.
<b>author publisher house</b> <b>In the text</b>	When the <b>author is also the Publisher house</b> , put in place editor of the word 'Author'.  Editora Abril (2002).                      (Editora Abril, 2002).
<b>Reference list</b>	Editora Abril (2002). <i>Revista Exame: melhores &amp; maiores</i> . São Paulo, SP: Author.
<b>No author (including laws and decrees)</b> <b>In the text</b>	Including legal materials, mention in the text the first words of the title or the entire title if it is short, and the year. In the list of references put the title in the author's position.  Law n. 9.984 (2000).                      Constitution (1988).
<b>Reference list</b>	The title starts to occupy the author's position <i>Law. 9.984, de 17 de julho de 2000</i> (2000). It provides for the creation of the National Water Agency - ANA, federal entity implementing the National Water Resources Policy and coordination of the National Water Resources Management System, and other measures. Brasília. 2000. Retrieved on April 10, 2007, of <a href="http://www.planalto.gov.br/ccivil/Leis/L9984.htm">http://www.planalto.gov.br/ccivil/Leis/L9984.htm</a>  <i>Constitution of the Federative Republic of Brazil 1988</i> . (1998). Brasília. Retrieved on April 10, 2007, of <a href="http://www.planalto.gov.br/CCIVIL_03/Constituicao/Constitui%C3%A7ao.htm">http://www.planalto.gov.br/CCIVIL_03/Constituicao/Constitui%C3%A7ao.htm</a>
<b>Anonymous author</b> <b>In the text</b>	When the author of a work is designated as <b>Anonymous</b> , cite in the text the word 'Anonymous' for articles in English, followed by a comma and the publication date.  Anonymous (1983).                      (Anonymous, 1983).
<b>Reference list</b>	Anonymous (1983). <i>Jovem Guarda. Vigü Especial</i> , 5(56), 4-15.
<b>Secondary source</b> <b>In the text</b>	<b>For citations of a work discussed in a secondary source</b> , indicate the author of the original work and the year (if possible), soon after adding 'as cited in', the author, year, and page of the secondary source where the citation is located. In the reference list, only list the data for the secondary source (the source that was actually used for consultation by the researcher). In the case of a direct quote, it is mandatory to include a page number.  Den Dulk <i>et al.</i> (1999 as cited in Rego & Souto, 2004, p. 32).

<b>Reference list</b>	Rego, A., & Souto, S. (2004). Comprometimento organizacional em organizações autênticas: um estudo luso-brasileiro. <i>Revista de Administração de Empresas</i> , 44(3), 30-43.
<b>Publications by the same author in the same year</b>	<b>Various documents published by the same author, published in the same year</b> , should be identified by adding the suffixes a, b, and c, after the year, without a space. In the reference list, they should be ordered alphabetically by title.
<b>In the text</b>	Pettigrew (1992a). Pettigrew (1992b). Pettigrew (1992a, 1992b).
<b>Reference list</b>	Pettigrew, A. M. (1992a). On studying managerial elites. <i>Strategic Management Journal</i> , 13(Special Issue), 163-182.  Pettigrew, A. M. (1992b). The character and significance of strategy process research. <i>Strategic Management Journal</i> , 13(Special Issue), 5-16.
<b>Author with Jr., II, III, etc. in the name</b>	Don't include suffixes such as <b>Jr., II, III</b> , etc., in citations found in the text. Instead, include them in the reference list after the last name and first initial, using a comma before the suffix.
<b>In the text</b>	Manzoni (2002). (Manzoni, 2002).
<b>Reference list</b>	Manzoni, R., Jr. (2002). 25 Melhores serviços de internet banking. <i>Revista Business Standard</i> , 13, 12-20.
<b>Last names with prepositions and articles</b>	For authors' last names that contain articles and prepositions such as <b>de, do, dos, von, van, vu, la</b> , etc., disregard the prefix and treat it as part of the middle name.
<b>In the text</b>	DeNooy (2003) Meyer (1993) Winterfeldt and Edwards (1986).
<b>Reference list</b>	DeNooy, W. (2003). Fields and networks: correspondence analysis and social network analysis in the framework of field theory. <i>Poetics</i> , 31(5-6), 305-327.  Meyer, A. de (1993). Management of an international network of industrial R&D laboratories. <i>R&amp;D Management</i> , 23(2), 109-127.  Winterfeldt, D. von, & Edwards, W. (1986). <i>Decision analysis and behavioral research</i> . Cambridge: Cambridge University Press.

<b>PUBLICATION DATE</b>	
<b>Books</b>	In the case that the city where the Editor is located is not well known, add either the state or the country (use abbreviations for states). Place a colon after the location. If two or more publication locations are listed, indicate the first location listed in the book or, if specified, the Editor's headquarters.  Last name, First initial (capitalized followed by a period). (Publication year within parentheses). <i>Title: subtitle</i> (if any) (additional information, if any). Publication location: Editor.
<b>In the text</b>	Jarzabkowski (2005). (Jarzabkowski, 2005).
<b>Reference list</b>	Jarzabkowski, P. (2005). <i>Strategy as practice</i> . London: Sage.
<b>Poster session or paper presentation at meetings and symposia</b>	<b>Poster session or paper presentation at meetings and symposia</b> , Indicate within parentheses, the event's publication year, followed by the month.  Example: Ruby, J., & Fulton, C. (1993, June).
<b>Article from a weekly periodical</b>	Indicate the year, month and day for weekly periodicals, adding the volume/number/collection/section (if available), and pages.  Example: Posner, M. I. (1993, October 29). Seeing the mind. <i>Science</i> , 262, 673-674.
<b>Article in a newspaper</b>	Indicate the year, month, and day, adding the number/collection/section and the number of pages, preceded by p. or pp.  Example: Solow, R. M. (1987, July 12). We'd better watch out. <i>New York Times Book Review</i> , 36.
<b>Works awaiting publication</b>	<b>Works awaiting publication</b> , For works that have been accepted for publication, but are not yet published, place in the normal location for the date of publication 'in press'. Don't indicate a predicted publication date until the work is actually published.
<b>In the text</b>	Huber and Lewis (in press). (Huber & Lewis, in press).

<b>Reference list</b>	Huber, G. P. & Lewis, K. (in press). Cross understanding: implications for group cognition and performance, <i>Academy of Management Review</i> , 35(1). (Prevision Screen – January/2010)
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### SPECIFIC CASES QUOTES AND REFERENCES

<b>pages</b>	In the case of direct quotation use "pp." If the source is more than one page <b>OR</b> "p." If the source is a page.
<b>Example</b>	Giddens, 1989, p. 270                      Giddens, 1989, pp. 270-271
<b>Works within parentheses</b>	Two or more works citation within the same parentheses, should be presented in the same order they appear in the reference list:
<b>Example</b>	Arrange two or more works same author in the order (high) by year of publication. (Edeline & Weinberger, 1991, 1993);
<b>Example</b>	Arrange two or more works same author in the order (high) by year of publication. Citations in production (in press) should be placed last. (Edeline & Weinberger, 1991, 1993, in press);
<b>Example</b>	Citations from various authors in the same parentheses should be arranged alphabetically by the first author. Separate citations by semicolons. (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990).
<b>Personal communications</b>	<b>Citation from personal communications</b> (letters, memos, electronic communications [electronic mail, discussion groups, electronic bulletin boards messages], telephone conversations and the like). As they do not provide recoverable data, are not included in the reference list. Cite personal communications in the text only. Provide the initials, surname of the communicator and the date as accurately as possible.
<b>Example</b>	J. I. P. Costa (2005).
<b>Citation notes</b>	When the author was not at any time cited in the text, and is present in the notes, add all of the reference information only in the body of the note.
<b>Authors with the same last name</b>	<b>When citing various authors having the same last name</b> , the authors' initials should be included in all citations within the text body, even if the publication dates are different.
<b>Examples</b>	R. O. Luce (1959) and P. A. Luce (1986)  J. M. Goldberg and Neff (1961) and M. R. Goldberg and Wurtz (1972)

### REFERENCES

<b>Authors</b>	In reference list all the authors should be included, regardless of their number.
<b>Comma Use</b>	To separate the last names of the authors, is used comma.
<b>presentation of the year</b>	The year is presented in parentheses after the author followed endpoint. Example: Oliveira, M. (2007).
<b>Titles of books, articles and academic papers</b>	Use the capitalized only the first word, except for proper names, commercial and university names.
<b>Typographic resource</b>	The typographic resource used to highlight the title of the publication should be in <i>italics</i> .
<b>Pages</b>	The pages in the reference list must be submitted in the following ways: 'p.' For the indication of a page and two-page statement above 'pp.'.
<b>Additional information</b>	Indicating after the title and brackets, additional information provided in the publication for identification and access (editing, report number, volume number, number of WorkPaper, etc.). Do not use period between the title and the parenthesis.  <b>If the publication has a description that is of paramount importance to identify and access beyond those shown in brackets, include the brackets.</b>
<b>Example</b>	[French translation]                      [brochure]                      [Movie]
<b>Issues</b>	The first issue need not be mentioned, only it is necessary from the second. The issues should be presented in parentheses with its symbology placed next to the no. and not overwritten. Articles in English

	(2nd ed.).
<b>Publication period</b>	The months should be given extensive or abbreviated form, in the original language of publication. Writing or the months and seasons, should be spelled with the first letter capitalized (January or Jan.).
<b>Numbers</b>	Number in Roman numerals which are outside the titles should be replaced by ordinal numbers.
<b>Abbreviations references</b>	Use of reference points in abbreviations (Vol. 1, 2nd ed., p. 6).
<b>Organization reference list</b>	<p><b>By publication year, oldest first.</b> Example: Porter, M. (1986) Porter, M. (1989)</p> <p><b>Works of one author precede multiple authors jobs that start with the same surname</b> Example: Jensen, M. C. (1986). Jensen, M. C., &amp; Meckling, W. (1976).</p> <p><b>Works by the same first author with different second and third authors, should be placed in alphabetical order by the second author's last name.</b> Example: Lambert, D. M. (1992). Lambert, D. M., &amp; Harrington, T. C. (1989). Lambert, D. M., Stock, J. R., &amp; Ellram, L. M. (1998).</p> <p><b>Works of several authors with the same surname, they must be ordered alphabetically by first initial.</b> Example: Thursby, J. G., &amp; Thursby, M. C. (2000). Thursby, M., Jensen, R., &amp; Thursby, J. (1991).</p>

## REFERENCES MODELS

<b>complete works</b>	<p>If the city where is the Publisher is not a major city, add the State or Country (use abbreviations for the state). Place two points after location. If two or more publishing locations are presented, indicate the location listed first in the book or, if specified, the location of the publisher matrix.</p> <p>Last name, abbreviated name. (year of publication). <i>Title: subtitle</i>. Place of Publication: Publisher. Example: Toffler, A. (1994). <i>Future Shock</i> (5<sup>a</sup> ed.). Rio de Janeiro: Record.</p>
<b>Works with additional information</b>	<p>Important additional information provided in the publication to identify and access work (editing, report number, volume, etc.) should be indicated in parentheses after the title, and precede the page numbers (Vol. 1, 2nd ed., p. 6). Do not use period between the title and parentheses.</p> <p>Last name, abbreviated name. (year of publication). <i>Title: subtitle</i> (Vol., ed., pp...). Place of Publication: Publisher.</p> <p>Example: Castells, M. (2002). <i>The power of identity. The Information Age: Economy, Society and Culture</i> (Vol. 2, 3<sup>a</sup> ed.). São Paulo: Paz e Terra.</p>
<b>Works with editors</b>	<p>Last name, abbreviated name. (Ed. OR Coord. OR Org.). (year of publication). <i>Title: subtitle</i> (Vol., ed., pp.). Place of Publication: Publisher.</p> <p>Example: Ackroyd, S., &amp; Fleetwood, S. (Eds.). (2000). <i>Realist perspectives on management and organizations</i>. London: Routledge.</p>
<b>Collection</b>	<p>Last name, abbreviated name. (year of publication). <i>Title: subtitle</i> (Vol., ed., pp.). (Collection). Place of Publication: Publisher.</p> <p>Example: ECR Brasil (1998). <i>ECR Brazil Overview: cost reduction potential and process optimization</i>. (Collection ECR Brasil). São Paulo: Association ECR Brasil.</p>
<b>Chapter or article</b>	<p>Last name, abbreviated name. (year of publication). Chapter title. In Short name. Last Name (Ed. OR Coord. OR Org.). <i>Title: subtitle</i> (Vol., ed., pp.). Place of Publication: Publisher</p> <p>Example: Watson, M. W. (1994). Vector autoregressions and cointegration. In R. F. Engle, &amp; D. L. McFadden (Ed.). <i>Handbook of Econometrics</i> (Vol. 4, Chap. 47, pp. 2843-2915). Amsterdam: Elsevier.</p>
<b>Chapter (edited book)</b>	<p>Indicate the initial and the last name of all editors preceded by In. If there two authors, put '&amp;' the ampersand between the authors without the comma.</p> <p>Last name, abbreviated name. (year of publication). Chapter title. In Short name. Last Name (Ed. OR Coord. OR Org.). <i>Title: subtitle</i>. Place of Publication: Publisher.</p>

	<p>Example: Tanguy, L. (1997). Skills and social integration in the company. In: F. Ropé &amp; L. Tanguy (Orgs.). <i>Knowledge and skills: the use of such notions in school and in the company</i>. Campinas, SP: Papyrus.</p>
<b>Translated work</b>	<p>In the list of references indicate in parentheses after the title, the name of translator (use Trad. For articles in Portuguese and Trans. For articles in English) followed by place of publication, publisher and brackets and the year of publication of the original work.</p> <p>Last name, abbreviated name. (year of publication). <i>Title: subtitle</i> (Short name. Last Name, Trad..). Place of Publication: Publisher. (Original work published in the year of publication).</p> <p>Example: Bardin, L. (1979). <i>Análise de conteúdo</i> (L. A. Reto &amp; A. Pinheiro, Trad.). São Paulo: Edições 70, Livraria Martins Fontes (Obra original publicada em 1977).</p> <p>Last name, abbreviated name. (year of publication). <i>Title: subtitle</i> (Vol., ed., pp.). (Short name. Last, Trad.). Place of Publication: Publisher. (Original work published in the year of publication).</p> <p>Example: Yin, R. K. (2001). <i>Case study: Design and Methods</i> (2ª ed.). (D. Grassi, Trans.). Porto Alegre: Bookman. (Original work published in the 1984).</p>
<b>Revised edition</b>	<p>Add in brackets after the title (Ed. Rev.), Articles in Portuguese and (Rev. ed.), For articles in English.</p> <p>Example: Bryson, J. (1995). <i>Strategic planning for public and non-profit organization</i> (Rev. Ed.). San Francisco: Jossey-Bass Publishers.</p>

### OTHER CASES OF REFERENCES

<b>Annals / proceedings</b>	<p>Example: Ayres, K. (2000, setembro). Tecno-stress: um estudo em operadores de caixa de supermercado. <i>Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração</i>, Florianópolis, SC, Brasil, 24.</p> <p>Example: Junglas, I., &amp; Watson, R. (2003, December). U-commerce: a conceptual extension of e-commerce and m-commerce. <i>Proceedings of the International Conference on Information Systems</i>, Seattle, WA, USA, 24.</p>
<b>Thesis and dissertation</b>	<p>Last name, abbreviated name. (year of publication). <i>Title: subtitle</i>. Document type, institution, city, state, country.</p> <p>Example: Ariffin, N. (2000). <i>The international isation of innovative capabilities: the Malaysian electronics industry</i>. Tese de doutorado, Science and Technology Policy Research (SPRU), University of Sussex, Brighton, England.</p> <p>Example: Torres, C. V. (1999). <i>Leader ship style norms among Americans and Brazilians: assessing differences using Jackson's return potential model</i>. Doctoral dissertation, California School of Professional Psychology, CSPP, USA.</p> <p>Example: Nogueira, E. E. S. (2000). <i>Identidade organizacional – um estudo de caso do sistema aduaneiro brasileiro</i>. Dissertação de mestrado, Universidade Federal do Paraná, Curitiba, PR, Brasil.</p>
<b>Manual, mimeo, brochure</b>	<p>Example: Lohmöller, J. B. (1984). <i>LVPLS program manual: latent variables path analysis with Partial Least Squares estimation</i> [Manual]. Köln: Zentralarchivfür Empirische Sozialforschung, UniversitstzuKöln.</p> <p>Example: Pizolotto, M. (1997). <i>Hallway conversations</i> [Mimeo]. Federal University Rio Grande do Sul, Porto Alegre, RS. City Hall Curitiba - PMC. (2002). <i>Model colaborativo.Experiência and learning community development in Curitiba</i> [brochure]. Curitiba: Municipal Institute of Public Administration.</p> <p>Example: Lima, E. C. P. (1997). <i>Privatization and economic performance: theory and empirical evidence</i> (Discussion paper, Nº 532). Brasília, DF: IPEA.</p>
<b>Handout subject</b>	<p>Example: Gonzalez, R. S. (2001). <i>Social balance - a necessary disclosure</i> [Handout Capital Market Seminar and Social Report]. São Paulo: ABAMEC.</p>
<b>Reports Technical and search</b>	<p>If the responsible organization has assigned a number to the report, indicate it in brackets after the title. Add the city and publishing state the exact name of the department, division or agency specific institute that published or produced the report.</p> <p>Example: Marques, E. V. (2003). <i>Uma análise das novas formas de participação dos bancos no ambiente de negócios na era digital</i> (Relatório de Pesquisa/2003), São Paulo, SP, Centro de Excelência Bancária, Escola de Administração de Empresas, Fundação Getúlio Vargas.</p>

<p><b>Electronics documents</b></p>	<p>Electronic documents should indicate the year of publication, or if the source is updated regularly, the latest update date. Indicating after the title, enough information to locate the material. Use the terms 'recuperado' e 'de' into Portuguese and 'Retrieved' and 'from' for foreign language. The address must be complete, allowing immediate access to the document.</p> <p>Last name, abbreviated name. (year of publication). <i>Title: subtitle</i>. City, other data. Retrieved on day month, year, from <a href="http://www.completeelectronicaddress">http://www. complete electronic address</a></p> <p>Example: Gambetta, D. (2000). Can we trust? In D. Gambetta (Ed.). <i>Trust: making and breaking cooperative relations</i> (Chap. 13, pp. 213-237). Oxford: Department of Sociology, University of Oxford. Retrieved May 01, 2003, from <a href="http://www.sociology.ox.ac.uk/papers/Gambetta213-237.pdf">http://www.sociology.ox.ac.uk/papers/Gambetta 213-237.pdf</a></p> <p>Example: Famá, R., &amp; Melher, S. (1999). <i>Estrutura de capital na América Latina: existiria uma correlação com o lucro das empresas?</i> Recuperado em 15 abril, 2004, de <a href="http://www.fia.com.br/labfin/pesquisa/artigos/arquivos/1.pdf">http://www.fia.com.br/labfin/ pesquisa/artigos/arquivos/1.pdf</a></p>
<p><b>Site all</b></p>	<p>Entire website quote must be presented in the text with the address of the full site, and need not be in the reference list.</p> <p>Example: Figure 1 shows a part of the overall system gate from Unicef - Fundo das Nações Unidas para a Infância (<a href="http://www.unicef.com">http://www.unicef.com</a>) showing entries for the pages of each country, .....</p>
<p><b>Laws / constitution</b></p>	<p><i>Law n. 9.984, of July 17, 2000</i> (2000). It provides for the creation of Agência Nacional de Águas - ANA, federal entity implementing the National Water Resources Policy and coordination of the National Water Resources Management System, and other measures. Brasília, DF. Retrieved Jun 12, 2013, from <a href="http://www.planalto.gov.br/ccivil/Leis/L9984.htm">http://www.planalto.gov.br/ccivil/Leis/L9984.htm</a></p> <p><i>Constitution of the Federative Republic of Brazil 1988</i>. (1998). Brasília. Retrieved Jun 12, 2013, from <a href="http://www.planalto.gov.br/CCIVIL_03/Constituicao/Constitui%C3%A7ao.htm">http://www.planalto.gov.br/CCIVIL_03/Constituicao/Constitui%C3%A7ao.htm</a></p>
<p><b>Data or electronic Database</b></p>	<p>Indicate how the author leading developer, publication date must be the year in which the copies of the data file or base were made available for the first time. Indicate the title and, in brackets after the title, identify the source as a data file or electronic database. Do not use period between the title and the material in brackets. Indicate the location and the producer's name. Use the terms 'recuperado' e 'de' into Portuguese and 'Retrieved' and 'from' for foreign language. The address must be complete, allowing immediate access to the document.</p> <p>Example: <i>Economática - Tools for Investment Analysis</i> (n.d.). <i>Manual Economática</i>. Retrieved Jul 28, 2012, from <a href="http://manual.economatica.com.br">http://manual.economatica.com.br</a></p>

## PERIODIC

<p><b>Journals, magazines and newsletters</b></p>	<p>Indicate the volume number (in <i>italics</i>) and edition number (if any) for scientific journals, magazines and newsletters.</p> <p>Last name, abbreviated name. (year of publication). Article title. <i>Journal name</i>, volume (number), pages.</p> <p>Example: Hamel, G. (1991). Competition for competence and inter-partner learning within international strategic alliances [Special Issue]. <i>Strategic Management Journal</i> 12(1), 83-103. doi:10.2307/2486643</p>
<p><b>Periodical Supplement</b></p>	<p>Indicate in parentheses after the volume number, which is a supplement, and if supplement number, put it well within the parenthesis.</p> <p>Last name, abbreviated name. (year of publication). Article title. <i>Journal name</i>, volume (suppl. nº), pages.</p> <p>Example: Easton, P. D. (1998). Discussion of revalued financial, tangible, and intangible assets: association with share prices and non market-based value estimates. <i>Journal of Accounting Research</i>, 36(suppl.), 235-247.</p>
<p><b>Journals with editors</b></p>	<p>Last name, abbreviated name. (year of publication, month of publication). Article title. In short Name, Last Name (Ed.). <i>Journal name</i>, (Complementary data: volume, number, pages). Publisher.</p> <p>Example: Reis, E. (2000, August). Análise de clusters e as aplicações às ciências empresariais: uma visão crítica da teoria dos grupos estratégicos In E. Reis &amp; M. A. M. Ferreira (Eds.). <i>Temas em Métodos Quantitativos</i> (Vol.1, pp. 205–238). Edições Silabo.</p>
<p><b>eJournal</b></p>	<p>Last name, abbreviated name. (year of publication). Article title. <i>Journal name</i>, volume (number), pages.</p>

	<p>Retrieved on day month year, full Internet address.</p> <p>Example: Santos, C. P. dos, &amp; Fernandes, D. H. von der (2007). A recuperação de serviços e seu efeito na confiança e lealdade do cliente. <i>RAC-Eletrônica</i>, 1(3), 35-51. Recuperado em 5 dezembro, 2007, de <a href="http://anpad.org.br/periodicos/content/frame_base.php?revista=3">http://anpad.org.br/periodicos/content/frame_base.php?revista=3</a></p> <p>Example: Porter, M. (1981). The contributions of industrial organization to strategic management. <i>The Academy of Management Review</i>, 6(4), 609-620. Retrieved November 12, 2002, from <a href="http://www.jstor.org/journals/aom.html">http://www.jstor.org/journals/aom.html</a></p>
<p><b>Electronic version of the printed journal</b></p>	<p>Last name, abbreviated name. (year of publication). Article title [Electronic version], <i>Journal Name</i>, volume (number), pages.</p> <p>Example: Rodrigues, A. L., &amp; Malo, M. C. (2007). Estruturas de governança e empreendedorismo coletivo: o caso dos doutores da alegria [Versão eletrônica], <i>Revista de Administração Contemporânea</i>, 10(3), 29-50.</p> <p>Example: Vandebos, G. Knapp, S., &amp; Doe, J. (2001). Role of reference elements in the election of resources by psychology undergraduates [Electronic version], <i>Journal of Bibliographic Research</i>, 5, 117-123.</p>
<p><b>Magazine article</b></p>	<p>Indicate the date displayed in the publication - year and month to month or year publications, month and day for weekly and / or daily publications, add the volume number, if any, and pages (number of pages [p. or pp.] ) .</p> <p>Last name, abbreviated name. (publication year, month, day). Article title. <i>Periodic Journal Name</i>, volume (number), pages.</p> <p>Example: Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i>, pp. A1, A4.</p>