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ARTICLE [Include section]

## **Title in Portuguese or Spanish**

## subtitle in Portuguese or Spanish

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**¹** Department, Institution, City, State, Country, e-mail

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\*= corresponding author

**ABSTRACT**

Prepare an informative summary in Portuguese containing a maximum of **500 words**, with Calibri font, size 10, justified paragraph, 1.5 spacing, maintaining the structure of the sections: Introduction, Methods, Results / Discussion, and Conclusion.

**KEYWORDS (three to five)**

Example: university extension; vulnerable communities; Maranhão.

# Title in English

# subtitle in English

**ABSTRACT**

Prepare an informative summary in English containing a maximum of **500 words**, with Calibri font, size 10, justified paragraph, 1.5 spacing, maintaining the structure of the sections: Introduction, Methods, Results / Discussion, and Conclusion.

**KEYWORDS (three to five - exact translation from Portuguese)**

Example: community engagement; vulnerable communities; Maranhão.

1. **INTRODUCTION** (Calibri, Bold, 14 pts)

The text must be written in a Calibri 11 font. Paragraphs must be indented by 1.0 cm and spaced 1.5 cm without a space between the paragraphs. The text of the article should preferably be structured, including the following items: introduction, method, results, discussion, and final remarks.

Section/subdivision headings should be brief, clear, and unnumbered. In all categories, the text must be structured based on the titles and subtitles of the parts, aligned to the left, numbered. Titles should be typed in bold and subtitles in italics. Acronyms and abbreviations must be in parentheses and must be preceded by their full meaning when first used in the text. Foreign words must be spelled in *italics*.

Do not use bibliographic footnotes; other footnotes should be ordered by Arabic numerals superscripted at the end of the text.

Example of a paraphrase whose authorship of the source is part of the text: According to Silva (2005), university extension university extension university extension university extension university extension university extension university extension university extension.

Example of a paraphrase whose authorship of the source is not part of the text: university extension university extension university extension university extension university extension university extension university extension (SILVA, 2005).

In the case of short direct citations (up to 3 lines), they must be placed in double quotation marks “university extension university extension university extension university extension university extension university extension university extension”. They should also be preceded or followed by the source indication, according to above rules, adding the page (s) from which they were removed.

Calibri 10 font, justified, single-spaced, with 4 cm indentation in the entire paragraph. In the case of long quotes (more than three lines), this is the example. university extension university extension university extension university extension university extension university extension (SILVA, 2005, p. 44).

Another example in which the author precedes the long direct quote. According to Silva (2005, p. 44),

Calibri font, 10 pts, justified, single-spaced, 4 cm indentation for the whole paragraph university extension university extension university extension university extension university extension university extension university extension university extension university extension university extension university extension university extension.

Never end a section with a long quote. Try to write another text section in order to establish a link with the next item / section.

* 1. *Secondary Section* (Calibri, Italics, 12 pts)

[example of a paragraph] university extension university extension university extension university extension university extension university extension university extension university extension university extension university extension:

* + 1. first level item first level item first level item first level item first level item first level item;
       - second level item second level item second level item second level item second level item second level item,
       - second level item;
    2. first level item.

Never end a section with items. Try to write another text section in order to establish a link with the next item / section.

* 1. *Tertiary Section* (Calibri 12, Italics)

Foreign words must be spelled in *italics*.

Illustrations (figures, graphs, and tables) must be incorporated into the text and sent as supplementary documents in JPG or PNG format (between 80 and 150 dpis) if it is too large to be presented in the body of the text during saving.

**Figure 1.** Figure title (centered, Calibri 11, 1.0 cm spacing)

Source: source of data eg: the author (s), field research (Calibri 10)

**Table 1.** Table title (centered, Calibri 11, 1.0 cm spacing)

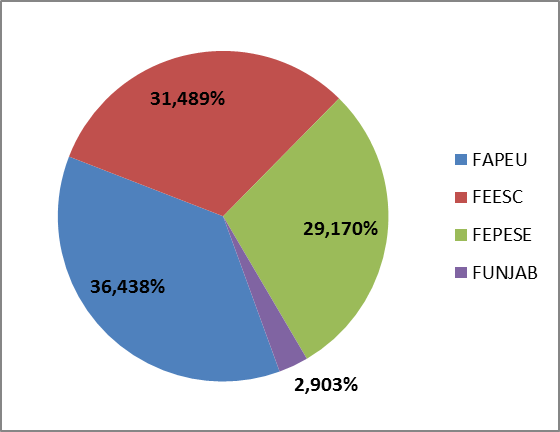
|  |  |  |
| --- | --- | --- |
| Age group | Nº | % |
| 21-30 years | 3 | 2,4 |
| 31-40 years | 16 | 13,6 |
| 41-50 years | 96 | 84 |
| Total | 115 | 100,0 |

Source: source of data eg: the author (s), field research (Calibri 10)

**Chart 1.** Chart title (centered, Calibri 11, 1.0 cm spacing)

|  |  |  |  |
| --- | --- | --- | --- |
| **Order** | **Location** | **Percent distributed** | **Descriptive** |
| 01 | Campinas | 35% | There are no affected areas, but there is a high risk |
| 02 | Itu | 20% | There are no affected areas, but there is a high risk |
| 03 | Sumaré | 15% | There are no affected areas, but there is a high risk |
| 04 | Hortolândia | 5% | There are no affected areas, but there is a high risk |

Source: source of data eg: the author (s), field research (Calibri 10)

**Figure 2**. Chart title (centered, Calibri 11, 1.0 cm spacing)

Source: source of data eg: the author (s), field research (Calibri 10)

Never end a section with illustrations or tables. Try to write another text section in order to establish a link with the next item / section.

**REFERENCES** (Calibri, Bold, 14pts)

Calibri 11, left alignment, without justification, single spacing, insert 1 single space between each reference.

Unicamp's Revista Internacional de Extensão follows the rules of the American Psychological Association

(APA) for citations and references.

The authors' first and last names must be abbreviated in the references. When repeating the authors, do not use a dash/dot, but ( .)

Authors should check the hyperlinks of the references before sending it, as the journal team will not be responsible for checking them.

**Reference Examples**

### Book

Motta, F. C. P., & Vasconcelos, I. F. G. (2002). **Teoria geral da administração.** São Paulo: Thomson.

**In-text citation**: Motta e Vasconcelos (2002) or at the end of the citation (Motta & Vasconcelos, 2002).

### Book chapter

Motta, F. P., & Vasconcelos, I. G. (2002). **Teoria geral da administração** (Chap. 5, pp. 131-168). São Paulo: Thomson.

**In-text citation**: Motta e Vasconcelos (2002) or at the end of the citation (Motta & Vasconcelos, 2002).

### Journal article

Chang, T., Lee, W., Fu, H., Lin, Y., & Hsuech, H. (2007). A study of an augmented CPFR model for the 3C retail industry. **Supply Chain Management: An International Journal,** *12*(3), 200-209.<http://dx.doi.org/10.1108/13598540710742518>(rule for up to 5 authors)

**In-text citation**: Chang, Lee, Fu, Lin e Hsuech (2007) or at the end of the text (Chang, Lee, Fu, Lin, & Hsuech, 2007) (rule for up to 5 authors)

**Lecture article**

Rocha, E., Blajberg, C., Ouchi, C., Ballvé, F., Soares, J., Bellia, L., & Leite, M. (1999, setembro). Cultura e consumo: um roteiro de estudos e pesquisas. **Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração**, Foz do Iguaçu, PR, Brasil, 23. (rule for more than 5 authors)

**In-text citation**: Rocha et al. (1999) or at the end of the text (Rocha et al., 1999). (rule for more than 5 authors)

### Theses and dissertations

Sacramento, I. (2005). **Motivos, formação de redes e direção da internacionalização de escolas de negócios do Brasil e da América Latina** (Doctoral thesis). Universidade Federal do Rio de Janeiro, Rio de Janeiro, RJ, Brasil.

**In-text citation**: Sacramento (2005) or at the end of the text (SACRAMENTO, 2005).

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