***ex ӕquo* – PREPARATION OF MANUSCRIPTS**

FILE 1

**Text file containing the identification of the article’s author(s),** including the following for **each author:**

1. Name;
2. ORCID ID (<https://orcid.org/>);
3. Full name and acronym of institution to which the author is affiliated (maximum of two) and respective postal address, including postal code and country;
4. E-mail address;
5. Biographical note not exceeding 500 characters (including spaces);
6. Acknowledgments (if applicable), where mention of collaborators and/or funding should be made;
7. Declaration of interests or their non-existence;
8. Whenever a collective text is submitted, please fill in the following table specifying each author’s contribution according to the CRediT taxonomy (<https://credit.niso.org/>).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contribution** | ***Name of Author 1*** | ***Name of Author 2*** | ***Name of Author 3*** | ***Name of Author 4*** |
| **Conceptualization:** Ideas; formulation or evolution of overarching research goals and aims. |  |  |  |  |
| **Formal analysis:** Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data. |  |  |  |  |
| **Investigation:** Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection. |  |  |  |  |
| **Methodology:** Development or design of methodology; creation of models. |  |  |  |  |
| **Software:** Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components. |  |  |  |  |
| **Validation:** Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs. |  |  |  |  |
| **Writing – original draft:** Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation). |  |  |  |  |
| **Writing – review & editing:** Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary, or revision – including pre- or post-publication stages. |  |  |  |  |
| **Another. Specify:** |  |  |  |  |

FILE 2

**Anonymized text file, in Word format, fully revised.**

**Font throughout**: Palatino Linotype

**Title of the article in the original language (font size 11)**

**Abbreviated title** (4 words max.) for headers

**Title in the language of the 2nd abstract (font size 10)**

**Title in the language of the 3rd abstract (font size 10)**

**Abstract in the original language of the text in bold (maximum 750 characters, including spaces)**

Text of abstract ‒ Regular font /size 10

**Keywords (5 max.):** First letter capitalized; the remaining 4 keywords in lowercase, separated by commas and ending with a period.

**Please repeat abstracts and keywords in other languages[[1]](#footnote-1)**

**Resumo**

xxx

**Palavras-chave:**

**Resumen**

xxx

**Palabras clave:**

**OR**

**Résumé**

xxx

**Mots-clés:**

**The body of the text, including the list of bibliographical references, may not exceed 40,000 characters (including spaces).**

**1. Introduction (Bold/size 11; single paragraph, 24 pt before and 6 pt after, and 0.75 left indent)**

XXXXXXXXXXXXXXX (Regular font/size 11)

All paragraphs begin with an indentation of 0.75 cm in the first line. Line spacing: multiple and justified (1.08).

Example:

The story, based on the version that Jeanne-Marie Leprince de Beaumont wrote in 1770 from the original by Gabrielle-Suzanne Barbot de Villeneuve, recounts the history of Bella…

Formatting of **subsections**: *1.2 Title of the Subsection (Italics/size 11);* single paragraph, 24 pt before and 6 pt after, and 0.75 left indent.

**Block quotations** are in regular font/size 10, without quotation marks at the beginning or end; the paragraph is justified and indented 0.75 cm. Spacing between text and quotation: 12 pt before and 12 pt after. Example:

Disney’s classic *Beauty and the Beast* (Kirk Wise and Gary Trousdale, 1991) is considered an icon of popular culture, which was not only a box office success at the time of its release, but also became the first animated feature film to be nominated to an Academy Award for Best Picture. Almost thirty years later. (Pinilla 2012, 22)

**The style of bibliographical references to be followed in the text and in the final list is Chicago (7th edition): https://www.chicagomanualofstyle.org/tools\_citationguide/citation-guide-2.html**

**References (Bold/size 10; single paragraph, with 24 pt before and 6 pt after, and 0.75 left indent)**

A…. regular or italic font/size 10. Single paragraph; first line – flush left; indent the 2nd and subsequent lines by 0.75 cm.

Example:

Connell, Raewin W. 1987. *Gender and Power: Society, the Person, and Sexual Politics*. Stanford: Stanford University Press.

Cordwell, Caila Leigh. 2016. “The Shattered Slipper Project: The Impact of the Disney Princess Franchise on Girls Ages 6-12.” *Selected Honors Theses* 57. Lakeland: Southeastern University.

Downey, Sharon. 1996. “Feminine Empowerment in Disney’s *Beauty and the Beast.*” *Women's Studies in Communication* 19 (2). DOI: <https://doi.org/10.1080/07491409.1996.11089812>

1. Portuguese and English are required in abstracts;the third language may be either Spanish or French. If the text is in English, the second abstract is in Portuguese; if the text is in Spanish or French, the second abstract is in Portuguese and the third in English. [↑](#footnote-ref-1)