Rules for publication

1. General Information

- OPSIS is an electronic publication that accepts original works, national and international manuscripts, in the format of papers, essays, reviews, interviews, translations, and documents, which can be specific to a certain field of research and interdisciplinary in its methodology, theorization, and bibliography;
- We accept works from doctors and doctoral candidates only;
- Manuscripts must be sent to OPSIS at the site: http://revistas.ufg.br/index.php/Opsis, where authors must subscribe using the "*autor*" option and following the on-line instructions of the SEER system (steps one and two of submission – "*Tutorial para autores*"). The author's information will be retrieved from this system, that is why it is necessary that they fill in with precision the following fields: *Nome completo dos/as autores/as* (authors' full name); *Filiação institucional – Instituição*, *Cidade*, *Estado* (Institutional affiliation - Institution, City and State); *Endereço postal para correspondência* (Postal address); Telefone/Fax (Telephone/fax); e-mail; and a short biography (maximum of 5 lines);
- Two peer reviewers examine the manuscripts – one from the Editorial Council and the other an *ad-hoc* reviewer. When one reviewer objects the publication, the manuscript is sent to a third peer reviewer among the *ad-hoc* consultants;
- Manuscripts are subjected to double-blind peer review process, in which reviewers do not have access to the authors' names;
- Publication is conditioned to the fulfillment of requirements made by the Editorial Commission, which is formulated according to reviewers' reports. The final decision regarding publication of manuscripts is up to Section Editors (issue organizers);
- The name of authors must not appear in the body of the text, in order to ensure anonymity in the evaluation process;
- Authors will not be allowed to publish in subsequent issues of the journal;

2. Diagramming Content

- The title must be written in Portuguese, English, and Spanish (in bold and centralized);
- Submissions must include an informative 100- to 250-word abstract (in Portuguese, English, and Spanish), at the head of the manuscript, using Times New Roman, size 11, single-spaced text. Abstract content should be written in accordance with Brazilian Technical Standards Association – ABNT NBR 6023/2002;
- Below the abstract, the author must include up to five keywords (in Portuguese, English, and Spanish), separated by a semicolon;

- The manuscript should be prepared using Microsoft Word for Windows 6.0/7.0/XP/8.0 or compatible software, and must not exceed 6MB. Authors must write the body of the manuscript using Times New Roman, size 12, 1.5-spaced text (except quotations with over three lines, footnotes, references, illustrations and tables legends, which should be single-spaced) without spacing between paragraphs, all the margins (upper and left-hand) with 3cm and 2cm (lower and right-hand), A4 paper format, and have between 15 to 20 pages.
- Authors should try to avoid footnotes whenever possible;
- Quotations must be in accordance with NBR 10520/2002 – Quotations in Documents;
- Quotations should be placed in the body of the text in accordance to the following standard: author, year, and page number, e.g., (COSTA, 2005, p. 212);
- Quotations with more than three lines must be written with 4cm left-hand-margin, size 11, and be followed by reference as shown above;
- Illustrations must be original or visible copies which can be replicated, and pictures must be in black and white;
- Regarding the use of images (pictures, engravings, paintings, etc.) in manuscripts, the author will be responsible for all legal procedures on copyright-related matters. Final approval for manuscript publication will depend on compliance of such proceedings;
- All references cited in the text must appear in the reference list in alphabetical order, with complete data, according to ABNT – NBR 6023. For example:
  - Book: COSTA, Cristiane. *Pena de Aluguel*: escritores jornalistas no Brasil – 1904 a 2004. São Paulo: Companhia das Letras, 2005.
  - Chapter: ALBERTI, Verena. Histórias dentro da História. In: PINSKU, C.B. (Org.) *Fontes Históricas*. 2ed. São Paulo: Contexto, 2006. P. 155- 202.
  - Journal Paper: VECCHIONI, Roberto. Poesia e comunicação. OPSIS – Revista do Curso de História/UFG/CAC, Catalão, v.7, n. 8, p. 203- 216, jan/jun. 2007.
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- Reviews should have their own titles distinct from titles of reviewed works.
- Reviews should comply with the same submission and diagramming norms as described above;
- Reviews must have the maximum of four pages and comply with the following publication deadlines of reviewed works: two years for national publications and translations, and three years for international publications.
- Manuscripts submitted to OPSIS will be edited by professionals from the field before it is sent for publication and after the changes suggested by the Editorial Council when it is the case.

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- OPSIS is an electronic publication;
- The Editorial Council holds the right to make future changes to the norms listed herein;
- All questions should be sent to the following e-mail address: revistaopsisufg@gmail.com