

# 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;
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- 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 NBR10520/2002 – 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;
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- 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 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.
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