



Como preparar um artigo para o 7º Congresso Brasileiro de Metrologia – Metrologia 2013

How to prepare and submit an article for publication in the 7th Brazilian Congress on Metrology

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Resumo: Caso seu artigo seja escrito em português ou espanhol, ele deverá conter uma versão do resumo em inglês. O resumo do trabalho deverá ser formatado em Times New Roman corpo 11, com recuo de 25 mm da margem esquerda. O resumo não deverá exceder 100 palavras. Usar alinhamento à esquerda, justificado. O resumo deve ser autocontido, sem referência bibliográficas ou referências a equações, tabelas ou figuras. Recomenda-se que seja restrito a um único parágrafo.

Palavras-chave: forneça de três a cinco palavras-chave.

Abstract: The abstract text should be formatted using 11 point Times New Roman and indented by about 25 mm from the left margin. It should be self-contained with no reference to figures, tables, equations or bibliographic references and should not normally exceed 100 words. The abstract should normally be restricted to a single paragraph.

Keywords: give from three up to five keywords.

1. INTRODUCTION

These guidelines give some suggestions on how to prepare and format your manuscript using Microsoft Word.

Papers should be, preferentially, written in English. If your paper is written in Portuguese or Spanish, an English version of both, title and abstract, should be provided.

1.1 What you will need to supply

- A PDF version of your article with all the figures embedded. Do not submit the word file;
- Details of any copyright permissions. If you wish to illustrate your article using material for which you do not own the

copyright then you must seek permission from the copyright holder, usually both the author and the publisher. It is the author's responsibility to obtain copyright permissions and this should be done prior to submitting your article. Figure captions must include an acknowledgment of the original source of the material even when permission to use has been obtained.

2. THE TITLE, AUTHOR LIST AND ABSTRACT

2.1. The title

The first letter of the title should be capitalized with the rest in lower case. The title should be

formatted using 14 point Times Bold, flush left and unjustified, and you should leave 10 mm of space below, the title.

2.2. Author list

Include all authors in a single list. The style for the names is: initials (without full stops) or forenames and family name, each author's name separated with a comma. Underline the author who submitted the article.

2.2. Addresses and footnotes

The addresses of the authors' affiliations follow the list of authors. If the authors are at different addresses, numbered superscripts should be used after each family name to indicate his/her address. The numbered superscripts should not be inserted using Word's footnote command because this will place the reference in the wrong place—at the bottom of the page (or end of the document) rather than next to the address. A footnote, linked to the author, should be used to indicate an alternate address or the author to whom correspondence should be addressed. Ensure that numbered superscripts used to link author names and addresses start at 1 and continue on to the number of affiliations. Do not add any footnotes until all the author names are linked to the addresses.

3. FORMATTING THE TEXT

The text may be divided into sections and subsections. Maximum paper length is 4 pages.

The text should be typed in two columns, page size A4, with left and right margins of 25 mm, upper margin of 35 mm and lower margin of 25 mm. A running footing with the Congress's name/place and page number must be added (as in the present example). Footing must be spaced 7 mm from the text.

Please check your article carefully for accuracy, consistency and clarity before submission. Try to keep sentences as short and simple as possible.

3.1. Fonts

Please format the text of your article using a 'Times New Roman' font at a size of 11 points.

3.2. Formatting sections, subsections and subsubsections

First paragraph of each section or subsection should be non indented.

The first section is normally an introduction, which should state clearly the object of the work, its scope and the main advances reported, with brief references to relevant results by other workers.

3.3. Acknowledgments

If you wish to acknowledge assistance or encouragement from colleagues, special work by technical staff or financial support from organizations you should do so in an unnumbered 'Acknowledgments' section immediately following the last numbered section of the article.

3.4. Footnotes

Footnotes should be only be used when essential, and if required should be used only for brief notes that do not fit conveniently into the text.

4. FIGURES

Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure. Aim to keep the lettering on figures to a minimum and include as much detail as necessary in the captions.

Captions should be placed below (or next to) the figure and should finish with a full stop (period). Figures should be numbered sequentially—'Figure 1', 'Figure 2', and should be cited in the text as 'figure 1', 'figure 2'.

4.1. Positioning figures

Individual figures should normally be centered. It is also more convenient for referees of your article if figures are placed as close as possible, and ideally after, the point where they are first mentioned in the text.

4.2. Figures in parts

If a figure has parts these should be clearly labeled as (a), (b), (c) etc on the figure. Parts should not have separate captions, but the caption should describe the different parts.

5. TABLES

5.1. Positioning tables

Tables should be centered unless they occupy the full width of the page.

5.2. Table captions/numbering

Captions should be placed at the top of the table and should finish with a full stop (period). Narrow captions should be centered, longer captions simply typed as a paragraph. Tables should be numbered sequentially—‘Table 1’, ‘Table 2’, and should be cited in the text as ‘table 1’, ‘table 2’.

5.3. Example

Because tables can take so many forms, it is difficult to provide detailed guidelines; however, the following example (and other tables in these guidelines) demonstrates our preferred style.

Table 1. A simple table.

Distance (m)	Velocity (ms ⁻¹)
100	23.56
150	34.64
200	23.76

6. EQUATIONS AND MATHEMATICS

Mathematics should be prepared using Word’s built-in ‘Equation Editor’ or the full MathType product.

6.1. Alignment of mathematics

You simply center all equations. Long equations that need to be continued on subsequent lines, should start flush left, continuation lines should be indented by about 25 mm. Equations should be split at mathematically sound points, immediately before =, + or – signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line. A multiplication sign should be added to the start of turned-over lines where the break is between two multiplied terms.

6.2. Equation numbering

Equations should be numbered sequentially throughout the text (i.e., (1), (2), (3),...) or

numbered by section (i.e., (1.1), (1.2), (2.1), ...) depending on your preference. When referring to an equation in the text:

- always put the equation number in brackets - e.g. ‘as in (2)’ or ‘as in (2.1)’;
- it is not normally necessary to include the word ‘equation’ before the number.

7. REFERENCES

A complete reference should provide the reader with enough information to locate the article concerned, whether published in print or electronic form, and should, depending on the type of reference, consist of:

- family name(s) and initials of all authors;
- titles of journal articles (optional);
- year of publication;
- title of journal, book or other publication;
- volume number;
- editor(s), if any;
- town of publication and publisher for books;
- page numbers.

7.1. Reference lists

The reference list comes at the end of an article and consists of an unnumbered ‘References’ section containing references sorted according to the ABNT (alphabetic), Harvard (alphabetic) or Vancouver (numeric) referencing style.

- All author’s names should be given except where there are more than ten when only the first should be given followed by *et al.*;
- If you are unsure of the correct abbreviation for a journal title it is best to leave the title in full;
- Unpublished conferences and reports should generally not be included in the reference list if they are in a published form elsewhere.

- Articles in the course of publication should have an article title, the journal submitted to or a preprint number.
- A thesis submitted for a higher degree (giving the name of the institution where the work was done) may be included in the reference list if it has not been superseded by a published article and is available through a library.

7.2. Vancouver system.

In this system the reference list gives the references in the numerical order in which they are cited in the text. To cite a reference using this system the reference list number is given within square brackets, like this [2], or for two or more entries, [2,5,7–9].

Examples:

References to printed journal articles.

[1] Strite S and Morkoc H 1992 *J. Vac. Sci. Technol. B* **10** 1237

[2] Jain S C, Willander M, Narayan J and van Overstraeten R 2000 *J. Appl. Phys.* **87** 965

[3] Nakamura S, Senoh M, Nagahama S, Iwase N, Yamada T, Matsushita T, Kiyoku H and Sugimoto Y 1996 *Japan. J. Appl. Phys.* **35** L74

A normal reference to a journal article contains three different fonts as listed in table 2.

Table 2. Font styles for a reference to a journal article.

Element	Style
Authors	Roman type
Year	Roman type
Article title (optional)	Roman type
Journal title	Italic type
Volume number	Bold type
Page numbers	Roman type

Points to note

- The authors should be in the form: family name (with only the first letter capitalized) followed by the initials with no periods after the initials. Authors should be separated by a comma except for the last two which should be separated by ‘and’ with no comma preceding it.
- The article title (if given) should be in lower case letters, except for an initial capital, and should follow the year.
- The journal title should be abbreviated and in italic. If a journal has several parts denoted by different letters the part letter should be inserted after the journal in Roman type, e.g. *Phys. Rev. A*.
- Both the initial and final page numbers should be given where possible. The final page number should be in the shortest possible form and separated from the initial page number by dash, e.g. 1203 - 14, i.e. the numbers ‘12’ are not repeated.

For other types of publications, consult a manual of your chosen system.