***Guidelines for submitting papers to InfoDesign – Brazilian Journal of Information Design***

guidelines, submission, paper

The purpose of these guidelines is to describe how you should prepare your paper for submission to the InfoDesign – Brazilian Journal of Information Design. These guidelines are divided as follows: (1) introduction section; (2) instructions on page layout; (3) copyright considerations, and (4) instructions on how to submit the proposal. You must follow these directions in order to have your paper considered for publication. Please read them carefully. All of the articles accepted will be reproduced exactly as submitted by the authors. Therefore, proofreading is the authors’ responsibility. If your paper is not submitted according to the guidelines it will not be considered for publication. Please do not hesitate to contact us (infodesign@sbdi.org.br) if any of the guidelines presented here is not sufficiently clear. We look forward to reading your paper proposal!

1. Foreword

The authors of the paper proposals must comply with the guidelines presented herein and fill out the paper registration form, available at the journal´s website. Each paper will be read by at least two judgment panel members. **The name(s) of the author(s) must be omitted in the manuscript in order to allow for the anonymity of the papers under review**. The authors will be promptly notified by e-mail of the editorial board decisions.

All proposals must be submitted as doc, docx or rtf files.

Contributions to the journal may be presented for the following sections:

* Full articles;
* Interviews;
* Reviews;
* Undergraduate research papers (papers whose main author is an undergraduate or a recently graduated student).

2. Page layout

Please follow the instructions herein to format your paper´s layout. This document shows how the paper should be formatted.

**Margins and Page format**

The page size adopted for the papers is A4 (21 x 29,7 cm) with the following margin sizes: 2.3 cm upper margin; 2.5 cm lower margin; 4 cm left side margin and 1.5 cm right side margin. Do no insert page numbers.

Spacing

Spaces between lines should be simple for the text body and space between paragraphs should be 6 points after each paragraph. In format these specifications, use Format > Paragraph in the menu offered by Microsoft Word.

Indentation

Do not indent the first line of the paragraph after a title or subtitle. The indentation means the beginning of a section or subsection of the document. All other paragraphs should have the first line indented by 0.5 cm (‘tab’).

Column and alignment

The text should be formatted in one 15 cm. column. By using the above specified margin sizes you will not need to format the column size, since it will be automatically determined by your computer. The text should be justified.

Text

Use the Arial, 10pt, for the paper´s text, with 6pt of paragraph spacing after each paragraph.

Paper headings

The title of your paper must appear in **Arial font, bold, font size 12**, space to the left hand side (-0,7 cm), aligned to the left, with no extra space between paragraphs, and single space between lines. To format in accordance with these specifications, use ‘Format > Paragraph’ in Microsoft Word´s menu. Use capital letters only for the first letter of the paper´s title, except in case of words where the use of capital and lower case letters is grammatically required (example: names of people, cities, etc.)

Keywords

Key words and abstract should be placed after the name(s) of the author(s).

Abstract (only for complete articles, interviews and scientific initiation papers)

Insert the keywords using Arial Italic, font size 9, aligned to the left. Skip one line after the keywords and insert the abstract (*Arial Italic, font size 9*), aligned to the left hand side, spacing between lines should be simple, no indentation.

 The paper text should start on the same page as the keywords and abstracts.

Bibliographic file (only for book reviews)

* Title of the reviewed book (**Arial 12 pt, bold**, aligned to the left, no indentation, space between paragraphs of 12 points before and 6 points afterwards);
* Name of the author of the analyzed book (in Arial font size 12, aligned to the left, no indentation, paragraph space of 6 points afterwards).

Identification card (for research abstracts only)

* Institution: (full name of institution, department and program where the research is being developed, in Arial font size12, aligned to the left, no indentation, paragraph space of 12 points before and 6 points afterwards);
* Tutor: (tutor´s name in Arial font size 12, aligned to the left, no indentation, paragraph space of 6 points afterwards);
* Funding agency: (name of the agency that funds the research, if applicable, in Arial font size 12, aligned to the left, no indentation, paragraph space of 6 points afterwards).

Subtitles

The paper should not contain more than three levels of subtitles, which should comply with the following specifications:

* First subtitle level: **Arial, bold, font size 11**, aligned to the left, indentation of -0,7 cm, paragraph space of 24 points before the subtitle and 6 points after the subtitle;
* Second subtitle level: **Arial, bold, font size 10**, aligned to the left, no indentation, paragraph space of 12 points before the subtitle and 6 points after the subtitle;
* Third subtitle level: *Arial, Italic,* *font size* *10*, no indentation, paragraph space of 12 points before the subtitle and 6 points after the subtitle.

 Use capital letters for the first letter of the paper´s subtitle, except for words where the use of capital and low case letters is grammatically required (for example, name of people, cities, etc). To format in accordance with these specifications, use ‘Format > Paragraph’ in the Microsoft Word menu.

Graphic and numeric markers

Follow the specifications below when using graphic markers:

* Square graphic markers (font: Wingdings, font size 12);
* Marker position : 0,7 cm indentation;
* Text position: 3 cm indentation.

When using numeric markers, follow the specifications below:

* 1. Number font type: Arial, regular, font size 10;
	2. Number type: 1.; 2.; 3. etc. (number followed by dot)
	3. Number position: left hand side, 0,7 cm indentation;
	4. Text position: 1.3 cm indentation.

 To format these specifications, use ‘Format > markers and numbers > personalize’ at the Microsoft Word menu.

Figures, charts and tables

In case you use charts (that contain only text), tables (that contain numeric data) and figures (drawings, photographs and diagrams), please follow these guidelines:

* figures, charts and tables should be in the same font size as the text, aligned to the left hand side and close to the paragraph they refer to;
* put the inserted figure in the text font size (click twice on the figure to make this specification);
* use the space of one line to separate charts, tables and figures from the text that follows them;
* the captions for figures, charts and tables should be place above them in Arial, regular, 8pt, and aligned left;
* figures must comply with the columns’ limits (15 cm);
* figures, charts and tables must be consecutively numbered (Figure 1, Figure 2; Table 1, Table 2; Chart 1, Chart 2 and so on and so forth). This is applicable to all figures, that is to say, photographs, drawings or diagrams;
* figures should be in format .tiff or .jpg;
* if you are not the owner of the copy rights of the figures, please declare in the captions the authorization for use (in parentheses);
* Texts and numbers included in tables and charts must be in Arial font, regular, font size 9. Use **bold** for titles of the table columns and for the charts. Alignment should be to the left, with single space between lines;
* Lines and borders of the tables and charts should be used as in the example below:

Table 1: Example of table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column title | Column title | Column title | Column title | Column title |
| Text in the table | 01 | 07 | 13 | 19 |
| Text in the table | 02 | 08 | 14 | 20 |
| Text in the table | 03 | 09 | 15 | 21 |
| Text in the table | 04 | 10 | 16 | 22 |
| Text in the table | 05 | 11 | 1e | 23 |
| Text in the table | 06 | 12 | 18 | 24 |

Chart 1: Example of chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column title | Column title  | Column title | Column title | Column title |
| Text in the chart  | Text | Text | text | text |
| Text in the chart  | Text | Text | text | text |
| Text in the chart  | Text | Text | text | text |
| Text in the chart  | Text | Text | text | text |
| Text in the chart  | Text | Text | text | text |
| Text in the chart  | Text | Text | text | text |

Quotations

To quote an author in the text use “double quotes”. Quotations that exceed three lines should be separated from the text body (press “enter” once), as follows:

For quotations use Arial font, regular, font size 9, alignment to the left. Spacing between lines should be single, paragraph indentation 0.5 cm, and 6 point space after each paragraph of the quotation (if applicable). To format these specifications, use the menu ‘Format > Paragraph’ in the Microsoft Word menu. (Spinillo, 2002:8)

Footnotes

For footnotes use Arial font, regular, font size 8; and align the text to the left, with no indentation.[[1]](#footnote-1) Use footnotes only when absolutely required (that is to say, as little as possible), and avoid long footnotes. Footnotes should be consecutively numbered, along the text.

Text size

Minimum and maximum sizes for the submitted contributions, including footnotes, acknowledgments, and references are as follows:

* Articles: from 2.500 to 5.000 words
* Interviews: from 2.500 to 5.000 words;
* Analytical summaries: from 1.000 to 4.000 words;
* Scientific Initiation: from 1.000 to 3.000 words.

3. Considerations on copyrights

To prevent breaching copyrights, do not use many and long quotations from the same source or public figures without previous authorization for use. This is also applicable to images produced by the author but already published by another medium, in case copyrights have been transferred to the publisher. Any copyright violation will be strictly dealt with.

4. Articles submission

Articles should be sent to *InfoDesign – Revista Brasileira de Design da Informação*, through Content submission. Please follow the instructions below:

* If You are not filed at the publisher´s system, please fill out the form for contributor´s inclusion;
* Choose the type of contribution you want to send us and fill out the form with the required information. If any information is not complete, our system will not allow the form completion to proceed. We request that the file size does not exceed 500 KB; only files with the extension .doc will be accepted;
* After completion of information remittance, the filed user will receive an e-mail confirming the receipt. If You do not receive the confirmation, please contact the Journal´s Secretariat through the e-mail address infodesign@sbdi.org.br.

Acknowledgment

If you want to acknowledge contributions or supports received in the development of your paper/research, write the acknowledgment at the end of the main text, before the section “References” under the title (first level) “Acknowledgment” (in the singular).

References

Use the author-date system for references (APA). References in the text body should follow the style below: (Dudley & Haaland, 1993; Richards, 2000; Spinilo, 2000; Wogalter, Dejoy, & Laughery, 1999).

All references mentioned in your paper must be alphabetically and chronologically listed in the reference section, under the title **References** (please see specifications for first level subtitles) to format references use Arial, regular, 10pt, alignment to the left, single space between lines, special indentation of 0.5 cm. and paragraph spacing of 6 points after each reference. To format according to these specifications, use ‘Format > Paragraph’ in the Microsoft Word menu. Examples below show how references should be listed:

Reference

Dudley, E., & Haaland, A. (1993). *Comunicating building for safety.* London: Intermediate Technology Publications.

Richards, C. (2000). Getting the picture. *Information Design Journal*, pp. 87-100.

Spinilo, C. (2000). An analytical approach to procedural picyotial sequences. *Tese (Doutorado)*. Reading, Grã-Bretanha: The University of Reading.

Wogalter, M. S., Dejoy, D., & Laughery, K. (1999). Organising theoretical framework: a consolidated communication-human processing (C-Hip) model. Em M. S. Wogalter, D. Dejoy, & K. Laughery, *Warning and risk communication* (pp. 15-23). London: Taylor & Francis.

 *[paper submitted in XX/XX/XXXX, approved in XX/XX/XXX]*

1. Example of how your footnotes should be formatted. [↑](#footnote-ref-1)