

## **JOURNAL REVISTA DA FACULDADE DE DIREITO DO SUL DE MINAS**

### **GUIDELINES FOR ARTICLE SUBMISSION**

#### **MISSION**

The Journal Revista da Faculdade de Direito do Sul de Minas is a consolidation vehicle of institutional research lines and is aimed at publishing original articles pertinent to the field of Law.

#### **BASIC INFORMATION**

The journal is duly qualified at Capes Qualis System and The Journal publishing line is based on the common axis between Constitutionalism and Democracy. It is issued every semester and is composed of two sections: original articles and book, theses and dissertations reviews. At the Editorial Committee's discretion, a section for scientific essays, interviews and other works relevant to the journal editorial line may be occasionally inserted.

#### **PUBLISHING GUIDELINES**

The articles should be original and sent to the Journal, on a continuous flow, through the email [revista@fdsu.edu.br](mailto:revista@fdsu.edu.br).

The articles must come with a cover sheet containing the title of the article and the name of the author(s), academic degree, position, institutional affiliation, areas of interest, address for regular mail and telephone number(s).

The texts sent to the Journal will be submitted to the previous approval of the journal's editors, based on the following objective criteria: minimum of 15 pages per article, argumentative structure divided into introduction, development and conclusion and the presence of the final references list.

The texts that meet the aforementioned criteria shall be forwarded to the previous approval of the Editorial Committee which will evaluate their adequacy to the editorial line of the Journal. After such evaluation, the selected articles will be forwarded, with no author's identification, to at least two anonymous reviewers for evaluation of

the quality of the texts regarding their form and content.

The reviewers' analysis for the admission of articles to the Journal will be based on the following criteria: a) pertinence to FDSM Journal's editorial line; b) relevance of the theme; c) scientific contribution of the article; and d) formal presentation.

The accepted articles will be published in one of the upcoming Journal issues, on which the submission and approval dates of the article will be mentioned. The definition of the issue number of the Journal in which the articles will be published will follow the necessity of an equitable distribution between national and international articles, the balance between the thematic and the percentage of State diversity required by the Journal qualification rules.

The articles which are not accepted by one of the reviewers shall be submitted to a third reviewer only if the assessment of the second reviewer determines redrafting for minor remarks, or in case the second reviewer approves the article without any restrictions. In other cases (refusal by both reviewers; refusal by the first reviewer, with recommendation for further analysis after extensive revision by the second reviewer) the text will not be accepted for publication in the journal. After analysis of the reviewers, the articles will be returned to the authors in the event that one of the reviewers have recommended the text for further analysis with extensive redrafting, and since the second reviewer has not rejected the article. The article will also be returned to the author if both reviewers have recommended new analysis with minor changes. The reviewers' remarks may be accepted or justified by the author for a second evaluation and decision of the Editorial Committee.

The articles which have already been published or which are pending to be approved or published on other means of communication will be rejected immediately.

The authors will not be remunerated for publishing the articles. Each author is entitled to receive five copies of the issue of the Journal on which his/her contribution has been published.

The opinions given and evaluation made by the authors in the texts are of their sole responsibility.

After the article is approved, the Journal reserves the right to adequate the original version according to normative, grammatical and spelling rules, aiming at keeping the cultured standard of the language, respecting the authors' style

The originals will be accepted in Portuguese, English, Spanish, French, German and Italian languages.

The Journal will classify the articles according to the sections mentioned.

The authors who have their articles approved for publication shall submit to the journal editors the following documents, duly filled and signed:

#### **ANNEX 1 – SUBMISSION LETTER AND STATEMENT OF RESPONSIBILITY**

*To Revista da Faculdade de Direito do Sul de Minas*

*We hereby would like to present the article (insert the full title). We represent that: we have participated in the drafting of the article enough to make public our responsibility for its content; the article's content is original and has not been published in any other journal; if needed, we shall supply or collaborate to obtain data on which the manuscript is based, so that the evaluators may examine it; we shall significantly collaborate for the data conception, planning or analysis and interpretation upon the elaboration or critical review of the content and upon the manuscript final version.*

*Local and date, authors' full names and corresponding signatures*

#### **ANNEX 2 – CONFLICT OF INTEREST**

*The authors hereinafter signing the article named (inform the manuscript's full title) represent that ( ) there is; ( ) there is not; potential conflict of interest concerning the present being submitted to the Journal Revista da Faculdade de Direito do Sul de Minas.*

*Local and date, authors' full names and corresponding signatures*

#### **ANNEX 3 - COPYRIGHTS GRANTING TERMS**

The authors hereby signed grant all copyrights over the article (**inform the manuscript's full name**) to the Journal Revista da Faculdade de Direito do Sul de Minas, and any total or partial reproduction through any other means of communication in printing or electronic form is forbidden without the necessary prior consent by the Journal. If such authorization is obtained, I shall include the thankfulness to the Journal. The individuals hereinafter signing assure the originality and exclusivity of the article and that they do not infringe any copyrights or any other right of property of others and that the article has not been submitted to any other journal publication's appraisal.

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#### **PRESENTATION OF ARTICLES**

The texts must be typed in Times New Roman - 12 font, 1.5 space between lines, A4 size sheet (210mm x 297mm), with 3cm left and upper margin; 2cm left and lower margin.

The articles must not exceed twenty (20) pages.

The foreign articles will precede the national ones and the latter will be in alphabetical order.

**Title:** Up to 12 words, the title of the article must be clear and objective and may be followed by a subheading (if there is so), separated by a colon, in bold, capital (upper case) letters and centered, in the text language, with no abbreviations, along with its translation into English.

**Author(s):** The author(s) must not be identified anywhere in the text. In order to assure it is anonymous and the impartiality of the reviewers, the identification should only be performed in the cover sheet (double blind peer review system).

**Abstract:** The text content indicating abstract must be presented in the text language along with its translation into English (abstract) and must not exceed 150 words, structured in one sole paragraph.

**Keywords:** The abstract must be followed by keywords (up to 5) in the language of the text, followed by its translation into English. The

keywords must represent the content of the text, and must be placed under the abstract, separated by a semi-colon and ended by a period (full stop).

**Illustrations:** Graphs, charts, drawings, maps etc. must be numbered and titled as close as possible to the element to which it refers and must indicate their source.

**Numbering of sections:** The article sections must be structured as follows: introduction, development sections, final considerations and references. For the progressive numbering of the sections, the author must follow NBR6024: 2003 of Brazilian Technical Standards Association guidelines (ABNT).

**Quotations:** The numerical system (NBR10520: 2002) must be adopted for the quotations in the text. The indication of the source is made by a sole and consecutive numbering, in Arabic numerals by addressing it to the footnote with a complete reference when it is first quoted and must contain the Author's last name (followed by a comma), first names (followed by a period), title of the article in italics (followed by a period), Issue (followed by a period), place (followed by a colon), publisher (followed by a comma), year of publication (followed by a period), and if it is the case, please indicate the volume or tome and finally the page of the source. When quoting it for the second time: Author's last name (followed by a comma); first name(s) (followed by a comma); op. cit. (in the quoted work); page of the source. When the notes of the same author are in sequence, Latin expressions may be used, followed by the number of the page quoted. A) apud: second hand quotation; cf: confront, or refers to; ibid in the same work quoted (same author, same work, but different pages); id same author (same author, same work, same page); op. cit. in the quoted work.

The direct and short quotations (up to three lines) must be between quotation marks and incorporated to the text with no alteration as to the font type. The long quotations (over three lines) must present a 4cm retrocession from the left margin, with smaller font compared to the one used in the text (10 font) and with no quotation marks. The indirect quotations must be with no quotation marks. The quotation of quotations may use the expression apud and the original work to

which the consulted author is referring to must be quoted, as mentioned before.

For further information regarding the use of quotations, the author must refer to ABNT (NBR 10520:2002).

**References:** They are the indication of the bibliographical sources used by the author, expressly mentioned in the text. They must be presented by strict observation to the alphabetical order. The bibliographical references must be organized according to the provisions of NBR 6023: 2002, of ABNT, by using only essential elements.

Model of book bibliographical reference:

AUTHOR'S LAST NAME, author's first name. Title in italic, issue. Place: Publisher, date of publication, pages, volume (name, series number), other elements which allow the identification of the document (optional).

Model of bibliographical reference of book available online:

AUTHOR'S LAST NAME, author's first name. Title in italic, issue. Place: Publisher, date of publication, pages, volume (name, series number), other elements which allow the identification of the document (optional). Available at <electronic address>. Access on: DD/MM/YYYY.

Model of bibliographical reference of an article published on a Journal:

AUTHOR'S LAST NAME, author's first name. Title of the article. Title of the journal in italics, Place of publication, numbering corresponding to the volume and/or year, issue or number, page of quotation, year of publication initial and final pagination.

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AUTHOR'S LAST NAME, author's first name. Title of the article. Title of the journal in italics, Place of publication, numbering corresponding to the volume and/or year, issue or number, page of quotation, year of publication initial and final pagination. Available at: <electronic address>. Access on DD/MM/YYYY.

## **Author's Check List**

- Include the original title in Portuguese and in English (up to 12 words);
- Check if the text, including abstracts, tables and references, is reproduced with Times New Roman - 12 font, 1.5 space between lines, A4 size sheet (210mm x 297 mm), with 3cm left and upper margin; 2cm left and lower margin
- Include keywords (up to 5);
- Include abstracts containing up to 150 words on both languages, Portuguese and English, or French or Spanish, according to the case;
- Include cover sheet with the required information;
- Include the names of the scholarship agencies and process number;
- State if the article is based on thesis/dissertation, including the title, the institution's name, year of presentation and the number of pages;
- Check if the references are standardized in accordance with ABNT.
- Include the editors' authorization to reproduce the figures or tables published.

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