

REVISTA DO INSTITUTO DE ESTUDOS BRASILEIROS

CRITERIA FOR PUBLICATION AND GUIDELINES TO AUTHORS

November 2023

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MISSION

The mission of the *Revista do Instituto de Estudos Brasileiros (RIEB)* is to reflect on the Brazilian society articulating multiple areas of knowledge. In this sense, it is committed to publication of original and unpublished articles, reviews and documents - in the areas of anthropology / archeology, arts, political sciences / international relations, economics, education / teaching, philosophy, geography, history, interdisciplinary, linguistics / literature, psychology, sociology - related to Brazilian studies.

EDITORIAL ETHICS

RIEB is committed to promote, directly and indirectly, values related to scientific ethics, in accordance with the positions raised by the Committee on Publications on Ethics (COPE), especially in its document “Principles of transparency and good practices in academic publications”.

Since the continuous publication format was adopted, articles are also received/submitted continuously throughout the year, allowing publication in *Coleção SciELO Brasil* as soon as they are approved and edited, considering a period of, on average, six months for processing manuscripts. As it does not have a determined periodicity, this type of publication allows greater agility in the dissemination of research studies, which speeds up the availability of results for reading and citation.

RIEB is not responsible for the opinions and the ideas expressed by the authors in articles and is also committed to editorial ethical principles that promote responsible for research by all those involved in the editorial process - authors, editors and reviewers.

Excerpts that can be considered offensive, slanderous, aggressive, prejudiced, or cause misunderstandings or compromise the clarity of the ideas proposed in the texts – being acknowledged and respected the multiplicity of points of view on a theme - will be discussed confidentially with the author.

RIEB uses different methods to verify the authenticity and originality of the texts submitted to peer review. Detecting parts of other people's texts without proper inclusion of the original source or the full/partial reproduction of one's own text already published (self-plagiarism) in

another periodical (national or foreign), or made available on any type of online platform without due noting of this information may be unethical, implying the refusal for publication in *RIEB*. In addition, this detection process is slow, as it involves consultation with different mechanisms, wasting valuable time in issuing referees, in editing and in preparation/review of the text. The author must sign a term, sent by *RIEB* after the approval of your article, ensuring the originality of the text.

In the case of the identification of any type of unethical behavior - plagiarism, manipulation of citations, adulteration of data or falsification of results, misappropriation of third-party content, absence of relevant authorizations, discrimination, developments of the same text to generate several publications, submission of the same article in several violations of copyright, no indication of co-authorship, among others -, the author will be notified by the editors.

The violation of any *RIEB* ethical principle that, for whatever reason, cannot be resolved by the editors will be communicated, for definition of procedure, to the Editorial, who will intercede for the appropriate measures, forwarding the case, if necessary, for higher instances of the University of São Paulo.

Complementary, *RIEB* is also oriented by the guidelines established by:

- Agência de Bibliotecas e Coleções Digitais (ABCD/USP) (ABCD/USP) - *Integrity and prevention of plagiarism* (<http://e.usp.br/h3i>)
- University of São Paulo (USP) - *Guide to good scientific practices* (<http://e.usp.br/h3h>)

QUALIS/CAPES PROGRAM

Qualis Periódicos is a tool developed by the Coordenação de Aperfeiçoamento de Pessoal de Nível Superior (Capes) to assess and classify the scientific production of programs graduate studies published in scientific journals.

The most recent assessment available on the Sucupira Platform, which discloses both the used for the classification of journals, is that of the 2017-2020 Quadrennium, which classifies journals by different areas of knowledge. *Revista do Instituto de Estudos Brasileiros (RIEB)* has A2 concept.

SECTIONS

- *Editorial*
- *Articles* - between 30,000 and 52,000 characters (including spaces). Single section **open** to the submission of manuscripts through the SciELO submission portal: <http://submission.scielo.br/index.php/rieb/user/register>. Sending images (maximum 10), subtitles and authorization for use is the responsibility of the authors. The minimum title required for authors in this section is doctoral candidate.
- *Creation* - maximum of 35,000 characters (including spaces). It is intended to publish texts and unpublished materials by writers and/or artists, photographers, designers, as well as unseen documents found in the IEB archives. Texts should be sent directly to editors, who will then present the work and forward it to *RIEB*. Sending images (maximum 15), captions and authorization for use are the responsibility of the authors. Texts indicated exclusively by the editors. The section does not receive texts for evaluation.
- *Documentation* - maximum of 30,000 characters (including spaces). Dissemination of texts related to documents and personal files safeguarded in the collections of the Instituto de Estudos Brasileiros (IEB/USP). Sending images (maximum 10), captions and authorization for use are the responsibility of the authors. Texts indicated exclusively by the editors. The section does not receive texts for evaluation.
- *Reviews* - between 5,000 and 20,000 characters (including spaces). Placeholder for dissemination of critical analyzes of works related to Brazilian studies. Image only from the cover of the reviewed work. Texts indicated exclusively by the editors. This section does not receive texts for evaluation.

RIEB does not accept items that do not fit in the areas of anthropology / archeology, arts, political science / international relations, economics, education / teaching, philosophy, geography, history, interdisciplinary, linguistics / literature, museology, psychology, sociology, and is not responsible the writing or the concepts issued by the collaborators / authors. There is no payment for authors of works sent for analysis, whether published or not.

CRITERIES FOR PRESENTATION AND PUBLICATION OF ARTICLES

I - GENERAL CONDITIONS

- *RIEB* is published every four months on Portal de Revistas da USP, as it is continuously published under the management of SciELO. It has a multidisciplinary character and publishes original and unpublished articles, reviews and documents related to Brazilian studies (in Portuguese, Spanish, French, Italian and English).
- For continued publication in the SciELO Brasil Collection, *RIEB* accepts articles of PhD students enrolled in regular graduate programs in Brazil and abroad.
- The texts to be presented for consideration and eventual publication by *RIEB*, exclusively in Articles section, must be submitted in digital format through the portal SciELO of submissions: <http://submission.scielo.br/index.php/rieb/user/register>.
- The articles will be submitted to the evaluation of two referees, being considered the authenticity and originality of the work.
 - a) In case of divergence, a third referee will be heard.
 - b) The referees have 30 days to issue their opinions.
 - c) The average period for publication is four months, including the evaluation processes, text editing and finishing. As this is continuous publication, articles are made available as soon as they are approved by reviewers and after textual editing.
- *RIEB* reserves the right to adapt the material sent to their editorial design and pattern graphic.
- The authors undertake to authorize the journal to publish the texts under the terms of the Creative Commons BY-NC license (<http://creativecommons.org/>).

II – RESPONSIBILITIES

- The authors undertake to inform future interested parties in acquiring any copyright on their texts about the content of the Authorization Term signed for the publication of works in *RIEB*.

- The authors undertake to authorize the journal to publish the texts under the terms of the Creative Commons BY-NC license (<http://creativecommons.org/>).

No translations or interviews are allowed.

- It is strictly restricted to the authors of the articles the responsibility for the reproduction of the images and the terms of authorization if there is a copyright holder. These images must contain titles, credits and captions.
- *RIEB* not responsible for the drafting or the concepts expressed by collaborators / authors of the articles.
- The authors ensure that the article is unpublished and is not being evaluated by any other publication. When it comes to articles whose content comes from masters and doctorate chapters available in digital thesis and dissertation banks, it is necessary to inform in a note at the beginning of the text inserted in the file after blind peer evaluation.

III - FORM AND PREPARATION OF ORIGINALS – STANDARDIZATION OF WORK SUBMITTED

1. Formatting

- Program: word, .doc format; page size: A4; margins: 2.5 cm; source: Times New Roman; body: 12; leading: 1.5.

2. Number of characters

- *Articles* - between 30,000 and 52,000 characters (including spaces).
- *Creation** - maximum of 35,000 characters (including spaces).
- *Documentation** - maximum of 30,000 characters (including spaces).
- *Reviews** - between 5,000 and 20,000 characters (including spaces).

*** sections intended exclusively for texts defined by the editors, not open to the submission of manuscripts.**

3. Title of the text

The title of the text is the first attraction for the reader's attention. Its function is to provide an overview of what will be found in the article, and must be succinct (containing around 90 characters, without punctuation), clear, objective, concise, informing the content of the

analysis that the author makes in manuscript. The use of few words and the absence of signs (asterisk, colon, dash, any other type of punctuation) make the title cleaner visually, activating more reader's interest.

4. Quotes

The citation form must follow the ABNT NBR 10520/2023 standard (Information and documentation - Citations in documents – Presentation, second edition).

- 4.1. For the indication of the source, the system (AUTHOR, date, p.) Must be used immediately after quote.
- 4.2. Every quote must be followed by this indication, allowing its identification in the references. If there are two or more works by the same author in the same year, it is necessary to add letters (a, b, c...) next to the year so that the publication can be identified.
- 4.3. The source of all citations is mandatory, even if they are from texts previously published by the author himself, as there are currently many tools for verification of plagiarism and self-plagiarism.
- 4.4. We do not use the terms *idem/ibidem*, *op. cit.* When dealing with multiple quotes from a the same work, the source must be repeated in full in the form (AUTHOR, date, p.).
- 4.5. If the name of the author of the cited text is already included in the sentence and the quote is direct, *ipsis litteris* the original text, it is necessary to add date and page number between parentheses. Ex.: According to Candido (1988, p. 53), “the comparative literature was instituted...” See: item 6.1 Author-data system (ABNT NBR 10520/2023).
- 4.6. When it comes to citing old text, you can usually update the spelling, adapting to the norms established in the New Orthographic Agreement. It's just adjust terms to new grammatical and/or orthographic standards. If there is a scientific/academic justification for maintaining the original form or the update may compromise the understanding of the text or the context in which it was produced, one must insert a note clarifying this issue: “In the citations the spelling and punctuation of the original texts were maintained”.
- 4.7. In direct citations of texts that contain any types of inaccuracies (error of typing, incorrect spelling, inadequate concordance, inappropriate term, etc.), the Latin term [*sic*] should be inserted: “The show premeered [*sic*] in the second week of August”. It is possible, however, to make the necessary adjustments in cases where these small “mistakes” are not

intentional. That is, spelling errors, concordance, punctuation can be corrected in the transcript, preventing the inaccuracy from perpetuating in another publication or that seems careless when editing the text.

- 4.8. Direct quotes with up to three lines must be inserted in the normal body of the text, in quotation marks doubles. Single quotes should be used to indicate quotation within quotation. Include (AUTHOR, year, p.) right after each quote. Only use *apud* (according to, cited by) when it is not possible to have access to the publication (sold out works, for example) from which the extract was actually extracted.
- 4.9. From four lines, quotes, without quotation marks, must be separated by the space of one line (before and after), body 11, 2 cm from the left margin, leading 1.5, text justified, with an indication of (AUTHOR, year, p.) right after. Transcripts that are too long or showing a sign of reservation/prohibition without authorization should be avoided, in order not to circumvent any type of copyright.
- 4.10. Deletions, interpolations, comments must be indicated with the use of square brackets: [...], [still according to him], etc. It should be noted, however, that this type of interference in other people's text cannot alter or question the original meaning.
- 4.11. When it comes to text translation in another language or there is typographic emphasis that does not appear in the original excerpt, in addition to the data from the work from which the quote was extracted, it must be indicated: (SMITH, 1989, p. 13 - our/my translation); (SOUZA, 2017, p. 8 - our/my emphasis).
- 4.12. If there are more authors with the same surname and same year of work, indicate their first name: (SOUZA, Américo, year).

5. Summary, images, footnotes, information about the author

- 5.1. If the work has financial support from an institution or has been based on any other article, master's dissertation or doctoral thesis, this information must be mentioned at the beginning of the text, below the name(s) of the author(s), and containing a maximum of 250 characters, including spaces.
- 5.2. Resumo and Abstract –with three keywords (both in Portuguese and English) – must contain, together, maximum, 1,300 characters (including spaces).

- 5.3. Figures include illustrations, graphs, charts, photographs, images and tables. They must be sequentially numbered and contain the respective captions beginning with the term in bold **Figure 1** -, with titles, subtitles and credits. Reference to these figures must be indicated in the text with the designation (Figure 1), guiding the reading and facilitating the reader proof of the data that appears in the images. In subtitles, you should avoid repetition of information contained in the text. Responsibility for the disclosure of images, including those involving copyright, are exclusive to the authors.
- 5.4. After having your article verified by reviewers, receive the summary with your guidelines and having confirmed the publication of his article, the author must include a short text (around 200 characters, including spaces), before the references, with information about the main activity he carries out, including his institutional affiliation, his e-mail and his orcid identifier (registration is done at: <https://orcid.org/signin>). Example:

ABOUT THE AUTHOR

MARIA DA SILVA is a professor at the Graduate Studies in Linguistics at the Institute of Language Studies at the State University of Campinas (IEL / Unicamp).

email

orcid

6. References

- 6.1. The accuracy of the data in the references is the sole responsibility of the author.
- 6.2. References must follow the ABNT NBR 6023/2018 standard (Information and documentation - References - Elaboration, second edition, 2018). The source must be inserted soon after citation in the system (AUTHOR, date, p.).
- 6.3. The notes are explanatory (they are not bibliographic), and must be inserted in the footer with arabic numbers (body 10, single space) and contain a maximum of six lines. Notes on too much or too large can break the rhythm of analysis and distract attention from information that should be exposed in the text itself, compromising the understanding of the author's arguments. The number of notes in the body of the text is high.

- 6.4. The list of references (body 11) must be included at the end of the text, in alphabetical order by the author's last name. It must contain all indications of sources that have been used in the article, with indentation of the second line in the third letter of the first line. This list should not include works that have not been cited or texts that are being evaluated in journals; it should only include what is actually published or awaiting publication (in press).
- 6.5. When available online, it is mandatory to inform DOI (Digital Object Identifier) and/or URL of each bibliographic reference.

Examples:

Books / book chapters - insert the data as shown in the catalog

- HOLANDA, Sérgio Buarque de. O semeador e o ladrilhador. In: HOLANDA, Sérgio Buarque de. *Raízes do Brasil*. São Paulo: Companhia das Letras, 1997, cap. 4, p. 93-138.
- HOLANDA, Sérgio Buarque de. *Visão do paraíso: os motivos edênicos do descobrimento e colonização do Brasil*. São Paulo: Brasiliense/Publifolha, 2000.

Newspaper/periodical articles – do not insert In: before newspaper names

- CHASLES, Virginie. Saúde urbana e higienismo: o exemplo da França. Tradução de Eliane Kuvasney. *Revista do Instituto de Estudos Brasileiros*, n. 64, p. 65-74, 2016.
<http://dx.doi.org/10.11606/issn.2316-901X.v0i64p65-74>.
- ALENCAR, José Roberto de. O povo que vai embora. *Jornal do Brasil*, 2 jul. 1990, p. 5

Newspaper articles without authorship - do not insert In: before journal names

- CORDELISTAS denunciam ameaça contra sua morte. *Diário de Pernambuco*, 17 de março de 1998, p. 11.

Annals

- MARTINS, Maria Luana et al. Grécia Antiga: a posição da mulher sob a ótica masculina. In: SEMINÁRIO CIENTÍFICO DO UNIFACIG – Sociedade, Ciência e Tecnologia, 5., 2019. Anais [...]. Disponível em: <http://pensaracademico.facig.edu.br/index.php/semiariocientifico/issue/view/52/showToc>. Acessado em: 10. set. 2020.

Oral presentations

GARCIA, Walter. Cordialidade, melancolia, modernidade: o trabalho de João Gilberto. Conferência de encerramento. Comunicação oral. In: SEMINÁRIO DE PÓS-GRADUAÇÃO: LITERATURA, SOCIEDADE E HISTÓRIA DA LITERATURA, 2. Instituto de Letras, Universidade Federal do Rio Grande do Sul, 2017.

Curriculum lattes

ANJOS JÚNIOR, Moacir dos. Currículo do sistema currículo Lattes. [Brasília], 15 dez. 2019. Disponível em: <http://buscatextual.cnpq.br/buscatextual/visualizacv.do?id=K4787189P7>. Acesso em: 20 jan. 2018.

Date of first publication

It is unnecessary to indicate the date of the first publication of all texts, unless this information is relevant for understanding the context of the work:

ALMEIDA, Júlia Lopes de. (1906). *Livro das donas e donzelas*. Rio de Janeiro: Editora Livraria Francisco Alves, 1922a.

ALMEIDA, Júlia Lopes de. (1910). *Eles e elas*. Rio de Janeiro: Livraria Francisco Alves, 1922b.

Records / songs

GERALDINHO. O caso da bicicleta. In: GERALDINHO. *Trova, prosa e viola*. V. 1. Participação de André e Andrade, Hamilton Carneiro. Direção de Hamilton Carneiro.

In case of a collection, the entry is made by the title:

TRACY CHAPMAN. São Paulo: Elektra, 1988. L. A, 1 disco (15 min.): 33 1/3rpm, microsulco, estéreo. 670.4170-A.

DOI

CHASLES, Virginie. Saúde urbana e higienismo, o exemplo da França. *Revista do Instituto de Estudos Brasileiros*, n. 64, ago. 2016, p. 65-74. <http://dx.doi.org/10.11606/issn.2316-901X.v0i64p65-74>.

Interviews

MANO BROWN. Papo reto: hoje, Mano Brown é paz e amor. [Entrevista concedida a] Marcos Lauro. *Vip*, 21 ago. 2017. Disponível em: <https://vip.abril.com.br/cultura/papo-reto-hoje-mano-brown-e-paz-e-amor>. Acesso em: 6 fev. 2018.

ANDRADE, Mário de. Conversa com Mário de Andrade. [Entrevista concedida a] Martins Castello. *Diário Carioca*, n. 1.848, 2a secção, 5 de agosto de 1934.

Films

O NOME da rosa. Produção de Jean-Jaques Annaud. São Paulo: Tw Vídeo distribuidora, 1986. 1 Videocassete (130 min.): VHS, Ntsc, son., color. Legendado. Port.

Homepages

IMS – Instituto Moreira Salles. Acervo musical. Disponível em: <http://acervo.ims.com.br>. Acesso em: 20 jul. 2018.

Seminars / colloquia

SEMINÁRIO INTERNACIONAL SOBRE DIREITOS HUMANOS FUNDAMENTAIS, 1., Anais [...]. Rio de Janeiro: Universidade Federal Fluminense. Disponível em: <https://drive.google.com/file/d/0B8Sm1NUcs2tGY180UXhRdHZlcDg/view>. Acesso em: 20 ago. 2018.

Wikipédia

ALBERT SABIN. In: WIKIPÉDIA, a enciclopédia livre. Flórida: Wikimedia Foundation, 2020. Disponível em: https://pt.wikipedia.org/w/index.php?title=Albert_Sabin&oldid=59972951. Acesso em: 8 ago. 2020.

DEMOCRACIA. In: WIKIPÉDIA, a enciclopédia livre. Flórida: Wikimedia Foundation, 2020. Disponível em: <https://pt.wikipedia.org/w/index.php?title=Democracia&oldid=59848366>. Acesso em: 21 maio 2020.

YouTube

COMITÊ GESTOR DA INTERNET NO BRASIL. Fórum da Internet no Brasil – O que é o CGI.br?. 2012. Disponível em: <https://youtu.be/F38J9R5wuqo>. Acesso em: 13 out. 2014.

UTILIZATION OF OPEN JOURNAL SYSTEMS (OJS) IN SCIELO PORTAL

I. Registration

- Authors must accomplish their record through the link: <http://submission.scielo.br/index.php/rieb/user/register>. As continuous publication, RIEB receives submissions, through the SciELO portal, also continuously, without interruptions.

II. Double blind peer review

To ensure the integrity of blind peer review, it is mandatory for journal submissions to take every precaution to ensure that the identity of the authors of the manuscripts or referees will not be revealed during the process. This requires authors, editors and reviewers (who can send documents to the system as part of the evaluation) to take some precautions with the text and properties of the document:

1. The author of the document must exclude his name from the text, replacing it with “Author”.
2. The authors’ affiliation to the respective institution, e-mail and mini-curriculum should also be excluded.
3. In Microsoft Office documents, the authors’ identification must be removed from the document properties:

Step 1

- a) Save the original text and check it on a copy of the document.
- b) Open the copy and delete the author’s name (replacing “Author”), his/her affiliation (*), identification of “Sponsorship” or source of the text (**) etc., replacing asterisks. Check the entire file, excluding mini-resume and e-mail, for example.
- c) Click on the button **Microsoft Office Button** (top left). Go to **Prepare** and click in **Inspect document**.
- d) In the **Document inspector** dialog box, select all the boxes that appear.
- e) Click on the button **Inspect**.
- f) Next to each selected box, click on **Remove All**.
- g) Close the file, saving your changes.

Step 2

- a) Locate the file in the folder in which it was saved. Right click on it and open your **Properties**.
 - b) On the **Details** tab, click **Remove properties and personal information**, which appears (usually underblue) at the bottom of the window.
 - c) Select the **Remove the following properties from this file box**.
 - d) Click on **Select all** (bottom right) and **Ok**.
4. It is the authors' responsibility to send a file that does not identify them to ensure impartial evaluation of the referees and so that its text is not discarded.
5. If the article is approved, upon receiving the summary with the referees' guidelines, the author **must include** in the file all data previously extracted so as not to identify the authorship of the text: name, institution to which is affiliated (name in full, acronym, city, state, country), mini-curriculum/short presentation (maximum 5 lines), email, etc.

III. Continuously online submission

- Authors may submit their work using the following link:
<http://submission.scielo.br/index.php/rieb/user/register>.
- Articles must be sent in accordance with the formatting rules and conditions for submission of *RIEB* articles.
- The maximum size allowed for uploading files to the OJS system is 10MB.
- The allowed format is only in doc, docx or editable files; pdf or other closed files will not be accepted.
- The images, as well as the respective captions (with complete reference of authorship, institution with copyright and authorization for publication), must be numbered and inserted in the body of the text.

**CRITÉRIOS PARA PUBLICAÇÃO
E ORIENTAÇÕES AOS AUTORES***



*As normas e orientações atualizadas podem ser
acessadas no link abaixo / The updated standards and
guidelines can be accessed at the link below:

<http://www.ieb.usp.br/rieb>