

2012 UNDERGRADUATE SCIENTIFIC INITIATION FAIR

(2012 Feira de Iniciação Científica)

Requirements for submission of papers by non-Brazilian authors

1. General Provisions

In exercise of its powers and observance of its duties, the *Pró-Reitoria de Pesquisa e Inovação* issues the requirements and guidelines for submission of papers and their presentation and evaluation during the *Feira de Iniciação Científica – FIC 2012* to be held from October 17 to October 19 of 2012.

The FIC is an undergraduate research conference designed to encourage scientific investigation and increase the applicability of its results, establishing interaction between members of the academic community and the community at large, while providing the opportunity to a timely and effective exchange of experience.

The event gathers undergraduates and professors who are involved in supervised undergraduate research, providing opportunities for socialization of the knowledge produced by their research activities. It is therefore an invitation to present scientific and technological innovations in all areas of human knowledge.

In this context, scientific initiation projects can be defined as mentored investigative studies with well-defined methodology that lead to findings that contribute to increased knowledge.

The event integrates the activities of the INOVAMUNDI program, which is designed to stimulate innovation and knowledge production and to consolidate Feevale's reputation for innovation; organizing and presenting its activities within a creative and systemic vision of Research and Innovation.

2. Objective

The objective of this event is to provide an opportunity for the results of research into all areas of knowledge, conducted by undergraduates under supervision by their professors, to be presented and shared.

3. Participants

The 2012 FIC accepts abstract submissions from current or recently-qualified **undergraduate students** from Feevale and other higher education institutions, under supervision by their professors, and also from students who have completed their undergraduate program, provided that the work is a product of their undergraduate activities.

4. Submission of abstracts

4.1 Authors should submit their contributions using the electronic submission form on the FIC website (www.feevale.br/fic). **The abstract must be uploaded at this point.** Abstracts sent by e-mail, or any method other than the electronic submission system, will not be accepted.

The submission period is from **June 11 to August 05, 2012**. Abstracts will only be reviewed for acceptance after they have been uploaded and all information requested has been provided via the electronic form and the following prerequisites have been met:

- all of the information about the paper, its authors and their supervisors requested by the online form must be provided;
- the abstract uploaded must be in accordance with the standards set out in item 7 of these submission requirements;
- each abstract must only be submitted by one author and it is expressly forbidden to submit the same abstract more than once;
- incomplete submissions will be excluded from the review process;
- authors may submit more than one abstract, but each abstract should have just one lead author, who will represent the whole team when work is collaborative, and one supervisor should also be named per abstract;

- the order in which the names of additional authors and supervisors are to be published should be indicated when the abstract is submitted and the same order will be used on certificates.

Feevale accepts no responsibility for internet submissions that are not received because of computer failures, communication breakdowns, overloaded lines of communication or any other event that interferes with data transmission.

When the submission process has been completed successfully, the lead author and supervisor will both receive a message confirming receipt of the submission via the e-mail addresses provided at registration.

4.2 - When the online submission form has been completed and the abstract has been uploaded, the system will generate an invoice. However, authors applying from outside of Brazil should write to inovamundi@feevale.br, providing the name of the lead author and their registration number, and the fee will be waived.

4.3 A final deadline for alterations to author and supervisor details and the paper's title, abstract or keywords will be published on the FIC website after the submission period ends.

5. Commitments and responsibilities

The lead author is responsible for the paper submitted and, at the time of submission, must authorize the following with no charge whatsoever:

- a) publication of the abstract in the annals or any other publication arising from the FIC;
- b) publication of photographs of the authors and their names in any marketing material, publications, or other printed material, whether profit-making or not-for-profit, within the limits hereby established.

The authors are responsible for checking and correcting the language usage of their papers and the organizing committee does not accept any responsibility for correcting abstracts for publication.

Submitting authors are responsible for the veracity and authenticity of their texts and for correcting information identifying the authors.

6. Subject categories

Abstracts submitted for the *Feira de Iniciação Científica* should be submitted to one of the **principal subject categories** from the list of areas of knowledge drawn up by the Brazilian National Council for Scientific and Technological Development (CNPq):

- Health and Biological Sciences

Biomedicine

Biological Sciences

Physical Education

Nursing

Pharmacology

Physiotherapy

Speech, Language, and Hearing Science

Nutrition

Chiropractic

- Applied Social Sciences

Administration

Accounting

Social Communication

Regional Development

Law

Tourism

- Exact and Technological Sciences

Architecture

Computation

Design

Engineering

- Humanities, Arts, Literatures and Languages

Arts

Education

History

Literatures and Languages

Psychology

The principal subject categories selected will guide the choice of reviewers and will determine in which section of the annals the abstract will be published.

Authors may also list a **secondary subject category** for multidisciplinary papers. However, the primary theme will be prioritized for the purposes of review and publication.

7. Guidelines for submission of abstracts

Abstracts must conform to the following standards for presentation and formatting:

- abstracts may be written in English or Spanish;

- abstracts must be 900 to 2500 characters long (with spaces) and must include the following items (although not necessarily in this order): subject, reasons for conducting the research, research objectives, methodology, partial and/or final results, final comments and keywords (a minimum of three and maximum of five words).

8. Guidelines for posters

Authors whose abstracts are accepted for the *Feira de Iniciação Científica* must also produce posters to be displayed during the event.

Concerning about the preservation of the environment and aiming to reduce residue and cost, the posters exhibited at FIC must be virtual.

The virtual poster must measure 29,7cm by 42cm (h x w), have resolution of 72pixes/inches , which is equivalent to about 842px by 1191px (w x h) (size of an A3 sheet), and and cover the most important elements of the presentation. The title, the authors' names, the supervisors' names and their institutions should all appear at the top and should stand out.

9. Review and presentation of submissions

Analysis for acceptance

After submission, abstracts will be reviewed according to the criteria defined by the review committee and if accepted should be presented orally during one of the themed sessions and exhibited in virtual poster.

The criteria used for analysis for acceptance are:

- suitable description of the work content in the title;
- clearness and coherence in the objectives;
- clearness and coherence in the methodology;
- clearness and coherence in the results;
- clearness and coherence in the final considerations;
- coherence between the key-words and the work content;
- linguistic suitability.

Analysis of merit (themed sessions and posters)

Accepted authors' work will be judged on the basis of the **abstract, virtual poster and themed session presentation**, in the principal subject category to which the abstract was submitted. The presentation must be delivered by one of the authors named on the submission form.

Themed sessions will take place in rooms or auditoria at Feevale, chosen on the basis of the academic subjects covered by the event. Each session will have a judging panel consisting of two professors. Each presentation will last 10 minutes and the panel will then have 10 minutes for discussion.

Students whose abstracts are accepted will be provided with the resources they will need during the themed sessions; authors will be informed after their abstracts have been accepted.

If the presenting author does not attend at the time and place scheduled for the presentation, the abstract, poster and presentation will all be disqualified.

In addition to presenting during a themed session, authors are also obliged to publish their virtual poster in the INOVAMUNDI's website, according to the specified design.

The criteria used for analysis of merit are:

- coherence between the abstract and oral presentation;
- clearness and coherence in the objectives, methodology, results and final considerations;
- the justification of the research must be appropriate;
- concerning to the oral defense, it will be observed if the student dominates the theme, has ability to express his/her ideas in a brief and appropriate way ;
- coherence between the abstract and the poster;
- linguistic suitability;
- poster presentation must follow the event rules and contain the main elements of the work;
- appropriate visual organization of the pôster (measure, identification, readable script).

Videoconferencing

This mode of presentation can be used by participants from institutions outside Brazil, who cannot be physically present at the event facilities. If this presentation mode is used, after applying through the system, participants should send an email to inovamundi@feevale.br stating this need, so the appropriate arrangements can be made.

Technical specifications about videoconferencing are as follows:

- System:

Our Videoconferencing spaces uses a set of POLYCOM VSX7000 equipment.

We are able to connect, simultaneously, with up to three other different sites equipped with videoconferencing via IP; we have no connection via ISDN.

- Type of connection:

IP: Connection via Internet link, with quality and communication speed depending on Internet bandwidth variation at the ends, providers, AS, and national / international connections (PPT).

Important:

- If participants do not have POLYCOM equipment, the NetMeeting may be used.
- Compatibility test to be conducted one week before the event (September 24 to 28 September, 2012).
- The Institution will not be liable for any connection problems that prevent students from making their presentation.

10. Prize winners

One submission per **subject category** will be chosen as category prizewinner on the basis of the analysis of merit and, if necessary, the analysis for acceptance. The prize is publication of the full text of the article and winners' certificates will be granted to authors and supervisors. Winning articles will be published exclusively by Feevale in the *Feira de Iniciação Científica* prizewinners' book, which will be published with the objective of promoting and publicizing undergraduate research articles and will not therefore be made available commercially. All articles will be reviewed by the FIC review committee and, if approved, published.

Submission of the complete article implies acceptance of, and permission for, publication in the FIC prizewinners' book. Submission also implies the authors' agreement to publication of any images contained in the article.

11. Certificates

Two certificates of participation and presentation at the FIC will be provided automatically: one for the lead and secondary authors and the other for the lead and secondary supervisors. The works that were not presented in the event, even being published in the annals, will not receive certificates.

Extra certificates can be requested for additional authors at the time of submission by writing to inovamundi@feevale.br, providing the name of the lead author and the title of the paper submitted. Certificates will be sent by post 10 days after the request is made.

The names on the certificates will be the same names provided during online submission.

Certificates and copies of the annals will be distributed during the FIC themed sessions and will also be published on the FIC website.

12. Agreement

By submitting an abstract, authors are indicating their acceptance of, and agreement to, all of the conditions set out here.

The *Feira de Iniciação Científica* organizing committee has the final decision on any matters not covered by these Requirements.