

2012 POSTGRADUATE SEMINAR

Requirements for submission of papers by non-Brazilian authors

1. General Provisions

In exercise of their powers and observance of their duties, the *Pró-Reitoria de Pesquisa e Inovação* and the *Pró-Reitoria de Ensino* hereby issue the requirements and guidelines for submission of papers and their presentation and evaluation during the **Postgraduate Seminar** to be held from October 25th to 27th in 2012.

This is the fifth annual Postgraduate Seminar hosted by Feevale. The Seminar is an event designed to stimulate knowledge production and socialization between postgraduate students and professors and to foster community relations, thereby stimulating a culture of creativity and innovation and academic specialization, in addition to providing students with an opportunity to consolidate their advanced studies.

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 publication of the scientific and technological developments that have been produced by postgraduate faculty members and graduate researchers on Feevale's research track (*Programa de Aperfeiçoamento Científico*) in a wide range of areas of knowledge, thereby contributing to knowledge production and innovation.

3. Participants

The **Postgraduate Seminar** invites papers authored by current or *Lato and Stricto Sensu* students at Feevale and other higher education institutions, in addition to graduated students who are formally registered on the Feevale *Programa de Aperfeiçoamento Científico*, who wish to publish the partial or final results of their work within institutional research programs.

4. Submission of papers

4.1 Authors should complete the electronic submission form available on the Seminar website (www.feevale.br/seminariopg).

Papers should be submitted in the form of extended abstracts between **June 11th** and **August 05th**, 2012. The abstracts of papers accepted for the Seminar will be published in its annals.

Submissions will only be accepted for review if the following prerequisites have been complied with:

- all of the information about the paper and authors that is requested by the on-line form must be provided;
- the extended abstract must be uploaded in accordance with the standards set out in item 7 of these submission requirements;
- permission must be granted for the paper to be published in the Seminar annals.

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 will receive a message via the e-mail address provided at registration confirming receipt of the submission.

4.2- When the online submission form has been completed and the extended 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 details and the paper's title, abstract or keywords will be published on the Seminar website after the submission period ends.

Observations:

- each paper should be submitted by one of its authors and multiple submissions of the same paper are strictly forbidden;
- submissions that do not meet all of the requirements will not be reviewed;

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 extended abstract in the annals or any other publication arising from the **Postgraduate Seminar**;
- 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 the extended abstracts for publication.

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

6. Seminar themes

Papers should be submitted for one of the following themes of the 2012 **Postgraduate Seminar**:

Architecture and Town Planning
Communication, History and Society
Law
Education and Culture
Engineering
Management and Entrepreneurism
Social inclusion and Accessibility
Arts, Literatures, Languages and Linguistics
Materials
The Environment
Fashion and Design
Health
Information Technology

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

7. Guidelines for submission of the extended abstract

The lead author should complete the online submission form with general identification details and upload the extended abstract, which must comply with the standards for structure and formatting specified in sub-items 7.1 and 7.2 below.

7.1. Structure

- papers may be written in English or Spanish;

- papers should be divided into subsections, as described below and in the same order:

a) title: maximum of 20 words;

b) name (s) of author (s) and the abbreviation for their institution, on the right-hand side of the page;

Authors' mini-CVs should be in footnote format and should not exceed two lines per author (approximately 200 characters with spaces). They must begin with the highest qualification, followed by other relevant academic information and end with the author's position within their institution.

c) from three to five keywords, separated with periods (full-stops) and ending with a period;

d) the text should include the following:

1. INTRODUCTION: subject, delimitation of subject, contextualization and reasons for conducting the research, research question(s), overall objective, specific objectives and methodological approach (type of study).

2. THEORETICAL BACKGROUND: this section presents the principal theoretical foundations of the study and their relevance to the subject, provides citations, makes comments on them and gives their respective references.

3. METHODOLOGY: basic methodological procedures (type of research, corpus - population/sampling methods, data collection, analysis and interpretation).

4. ANALYSIS: this section should be a clear and objective presentation of findings that have already been made or of results that are still under analysis (highlight a few specific findings, even if only initial/partial); the results should be supported by the theoretical assumptions on which the research is based.

5. FINAL COMMENTS: discuss final and partial results (comment on: overall objective, specific objectives and, where applicable, principal findings).

e) REFERENCES: the reference list should be on the last page, separate from the rest of the extended abstract and should adhere to the following ABNT (<http://www.abnt.org.br>) rules.

7.2 Formatting

- page size: A4 (21 x 29.7cm);

- orientation: portrait;

- margins: top 3cm; bottom 2cm; left 3cm; right 2cm;

- number of pages: minimum one (or 1,000 words) and maximum three (or 2,000 words), excluding the list of references;

- title: font Times New Roman, body 14, centralized, bold, upper case;

- keywords: font Times New Roman, body 12, left justified;

- subsection titles: font Times New Roman, body 12, left justified, bold, upper case;

- main text: font Times New Roman, body 12, full justification, paragraph, line spacing 1.5;

- footnotes: font Times New Roman, body 10, full justification, line spacing 1.0;

- direct citations (short) up to three lines long: should be inline and between inverted commas (“”);

- direct citations (long) more than three lines long: font Times New Roman, body 10, full justification, 4cm indent from left margin, line spacing 1.0.

8. Review and presentation of papers

8.1 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;
- obedience to the presentation and formatting determined in the rule.

Analysis of merit (themed sessions)

Accepted authors' work will be judged on the basis of the extended abstract and the oral presentation in themed sessions, in the principal subject category to which the abstract was submitted. The presentation must be performed 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 extended abstract and oral presentation;
- interlocution and contribution of the proposal for the specific area of knowledge in which it fits;
- the justification of the research must be appropriate;
- based conclusion;
- linguistic suitability;
- in the oral defense, it will be observed if the student dominates the theme, has ability to speak briefly and use suitable language.

8.2 Presentation

Papers that are accepted after review will be delivered orally in rooms to be determined by the organizing committee, in accordance with the availability of equipment. The authors of each paper will have 10 minutes for their presentation, followed by 10 minutes for audience debate.

Where possible, papers will be presented in rooms belonging to the Feevale postgraduate departments, chosen on the basis of mutual relevance, in order to provide opportunities for interaction and construction within the academic community.

8.2.1 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 and Skype 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.

9. Certificates

Certificates of participation can only be presented to authors of accepted papers who are named during the online submission process.

One certificate will be produced automatically for the lead author. 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 Seminar's themed sessions and will also be published on the Seminar website.

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 in Feevale magazines. All articles will be reviewed by the SPG review committee and editorial committee of the magazines, if approved, published.

Submission of the complete article implies acceptance of, and permission for, publication in the Institution academic magazine. Submission also implies the authors' agreement to publication of any images contained in the article.

11. Agreement

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

The **Postgraduate Seminar** organizing committee has the final decision on any matters not covered by these Requirements.