Template for formatting papers to be submitted to the XVIII International Congress on Costs and XXX Brazilian Congress on Costs

SUMMARY

This document presents the format that must be used in the articles to be submitted to the 2023 International and Brazilian Congress on Costs. The abstract must be written in a single paragraph, with a maximum of 250 (two hundred and fifty) words, accompanied by at least 3 (three) keywords and identification of the thematic area.

Keywords: Brazilian Congress on Costs. Articles. Model.

Thematic Area: Select one of the thematic areas of the Congress.

# INTRODUCTION

The purpose of this document is to clarify to authors the format to be used in articles to be submitted to the XVIII International Congress on Costs and XXX Brazilian Congress on Costs. This document is written according to the model indicated for formatting articles; thus, it serves as a reference, at the same time that it comments on the various aspects of formatting.

Observe the instructions and format your article according to this standard. Remember that correct formatting contributes to a good evaluation of your article.

# GENERAL FORMATTING

The complete article **must not exceed 20 (twenty) pages**, nor less than 10 (ten) pages. The top and left margins must be 3.0 cm and the bottom and right margins must be 2.0 cm. The page size must be A4 (width 21 cm and height 29.7 cm). **The article must be sent in pdf format.** Next, the formatting steps are specified and detailed.

**Header:** the upper margin must have a header with the following sentence: “*XVIII International Congress on Costs – XXX Brazilian Congress on Costs – Natal, RN, Brazil, 15 – 17 November, 2023*”. The font must be Arial, size 9, exactly according to the header of this document.

**Title**: must be the first line on the first page. Centered, with single line spacing and no paragraph indentation. Arial font, size 14, bold, first letter in uppercase and the remaining letters in lowercase.

**Abstract**: one line below the title, in the same language as the title of the work, with a maximum of 20 (twenty) lines. Font Arial, size 12, justified on the right and left, with single line spacing and without paragraph indentation.

**Keywords**: a paragraph below the abstract, the keywords must be informed, in the same language. It is suggested to present 3 (three) keywords, with the first letter of each word in uppercase and the rest in lowercase, and a maximum of 5 (five) keywords.

**Thematic area**: a paragraph below the keywords must inform the framework of the scientific work in a given thematic area.

**Section titles**: should be positioned on the left, with single line spacing, no paragraph indentation, spacing before and after 12 pt, numbered with Arabic numerals (1, 2, 3). Text must be used in Arial font, size 12, in bold and capital letters. The title of the first section must be positioned one paragraph below the thematic area.

## Secondary title

They should be positioned on the left, with single line spacing, without paragraph indentation, spacing before and after 12 pt, numbered with Arabic numerals (1.1, 1.2, 1.3, ...). Text must be used in Arial font, size 12, in bold, first letter in uppercase and the remaining letters in lowercase.

### **Tertiary title**

They should be positioned to the left, with single line spacing, without paragraph indentation, spacing before and after 12 pt, numbered with Arabic numerals (1.1.1, 1.2.1, 1.3.1, ...). You should use text with Arial font, size 12, no bold, first letter in uppercase and other lowercase letters. Body text: should start immediately below the section heading. You should use Arial font, size 12, justified on the right and left, with single spacing and paragraph entry (first line) of 1.25 cm, just like this paragraph.

• In the case of using lists, the available marker is the one that appears at the beginning of this sentence;

• If you want to use numbered lists (1, 2, 3 or a, b, c..), this must be done using the same indentations that appear in this bulleted list;

• After lists, leave a single space, as shown below.

**Footnotes**: they are not to be used.

**Authors' names**: There should be no identification of the authors in the work. The identification of the authors of the article, in any part, will lead to its disqualification. Special care must be taken to remove the identifications contained in the file properties. It is suggested that, after converting to pdf format, authors check this item by accessing the document properties.

# FORMATTING TABLES, CHARTS AND FIGURES

Papers must adopt the formatting standards of the APA (*American Psychological Association*) for the presentation of figures and tables.

## Figures

Figures include graphs, photographs, drawings, among others. Figures must contain the following basic components:

1. Object, aligned to the left and, preferably, occupying the entire margin. If it contains texts, it must be in Arial font, size 10;
2. Figure number (for example, Figure 1), immediately below the object, with Arial font, size 10, bold, positioned on the left, with single line spacing, no paragraph indentation and spacing before and after 3 pt, followed by a period and the title of the figure (with the same formatting);
3. Source, indicated even if it was created by the authors, as shown in Figure 1, immediately below the title. The font must be Arial, size 10, without bold, with single line spacing, without paragraph indentation and spacing before and after 3 pt.

A single space must be provided between the text and the object.

Figure 1. Example figure

Source: Prepared by the authors

The text sequence must start a paragraph after the source indication, both for figures and tables, as well as for tables.

## Tables

Inside the frames, it should be used Arial font, size 10, single spacing. Alignment can be edited as needed (justified, left or centered). The components and formatting of the tables are the same as the figures, and are described below:

a) Object, preferably, occupying the entire margin;

b) Number of the frame (for example, Frame 1), immediately below the object, with Arial font, size 10, bold, positioned on the left, with single line spacing, no paragraph indentation and spacing before and after 3 pt, followed by a period and the title of the frame (with the same formatting);

c) Source, indicated even if it was created by the authors, as shown in Table 1, immediately below the title. The font must be Arial, size 10, without bold, with single line spacing, without paragraph indentation and spacing before and after 3 pt.

A single space must be provided between the text and the object.

|  |  |  |
| --- | --- | --- |
| **Item** | **Qualitativo** | **Quantitativo** |
| Teoria social | Ação | Estrutura |
| Método | Observação, entrevista | Experimentação, pesquisa |
| Raciocínio | Indutivo | Dedutivo |
| Método de amostragem | Teórico | Estatístico |

Table 1. Qualitative research versus quantitative research

Source: Adapted from Mays (1996, apud Greenhalg, 1997)

## Tables

Inside the tables, Arial font, size 10, single spacing should be used. Alignment can be edited as needed (justified, left or centered). The components and formatting of the tables are described below:

a) Table number (for example, Table 1), one paragraph after the text, before the presentation of the table, with Arial font, size 10, without bold, positioned on the left, with simple line spacing, without paragraph indentation and spacing before and after 3 pt;

b) Title of the table, one paragraph after the number, before the presentation of the table, with Arial font, size 10, bold, positioned on the left, with single line spacing, without paragraph indentation and spacing before and after 3 pt;

c) Object, preferably, occupying the entire margin;

d) Source, indicated even if it was created by the authors, as shown in Table 1, immediately below the object. The font must be Arial, size 10, without bold, with single line spacing, without paragraph indentation and spacing before and after 3 pt.

Table 1

Qualitative research versus quantitative research

|  |  |  |
| --- | --- | --- |
| **Item** | Quantidade | **Percentual** |
| Teoria social | 22 | 7,9% |
| Método | 34 | 12,3% |
| Questão | 54 | 19,5% |
| Raciocínio | 124 | 44,8% |
| Método de amostragem | 33 | 11,9% |
| Força | 10 | 3,6% |

Source: Adapted from Mays (1996, apud Greenhalg, 1997)

# LANGUAGES

Articles can be submitted in Portuguese, Spanish and English.

# QUOTES AND FORMATTING OF REFERENCES

Articles can be submitted in Portuguese, Spanish and English.

Papers must adopt the formatting standards of the APA (American Psychological Association) for citations and references.

According to Fulano (2023), correctly citing the literature is important. In fact, citing excerpts from works by other authors, without properly referencing, can be classified as plagiarism (Beltrano & Siclano, 2023).

Note that citations throughout the text are in lowercase, followed by the year in parentheses. When there is more than one author, they are separated by a comma or “and”, as follows: Fulano e Beltrano (2023); Fulano, Beltrano e Siclano (2023). For citations with 3 (three) to 5 (five) authors, the first time they appear in the text, all of them must be cited, and then only the first author followed by “et al.”, such as: Fulano et al. al. (2023). For 6 (six) or more authors, cite only the first author followed by “et al.”, from the first time.

The citation of authors in parentheses, at the end of the paragraph, must be done in lower case, separated from the year by a comma. Below are examples of some possible variations: (So-and-so, 2023); (Beltrano & Siclano, 2023); (Fulano, Beltrano, & Siclano, 2023); (Fulano et al., 2023).

Works with the same author(s) and the same date must be distinguished by lowercase letters right after the date (Fulano, 2023a; Fulano, 2023b).

**REFERENCES**

Bibliographical references must be listed at the end of the text, in alphabetical order, in sequence (without paragraphs between them), in accordance with the APA and must not be numbered. They must use text with Arial font, size 12, left aligned, single line spacing, indentation of 0.75 cm and spacing after 12 pt, exactly as it appears in the random references included below.

All references cited in the text, and only these, must be included at the end, in the “References” section.

**Magazine articles:**

Moody, J., & White, D. R. (2003) Structural cohesion and embeddedness: a hierarchical concept of social groups. *American Sociological Review*, 68(1), 103-127.

**Articles from publications related to events:**

Rocha, E., Blajberg, C., Ouchi, C., Ballvé, F., Soares, J., Bellia, L., & Leite, M. (1999, setembro). Cultura e consumo: um roteiro de estudos e pesquisas. *Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração*, Foz do Iguaçu, PR, Brasil, 23.

**Books:**

Shank, J., & Govindarajan V. (1993). *Strategic Cost Management:* the new tool for competitive advantage. New York, The Free Press.

**Theses and dissertations:**

Kronbauer, C. A. (2002). *A evidenciação do uso de derivativos como instrumento de redução do risco de exposição cambial*: um estudo de caso na Gerdau S.A. São Leopoldo, RS. Dissertação de mestrado. Universidade do Vale do Rio dos Sinos - UNISINOS, 228 p.

**Quotes from websites:**

Universidade do Vale do Rio dos Sinos. Disponível em: http://www.unisinos.br, Acesso em: 10/03/2023.

**ANNEX A**

Attachments must be placed at the end of the work. Remember that the complete paper, including the abstract, references and annexes, should not exceed 15 (fifteen) pages.

ANNEX B

The evaluation will be in the Anonymous Evaluation system, and the works will be examined by the Evaluation Committee of each Thematic Area, without identifying their authors. Therefore, it is important to remove any name from the file summary. For example, if you are using Word, select “file / information” and check if, in the “author” field, only “international congress on costs and/or Brazilian congress on costs” appears.