

1 Manuscript size, paper size and margins

Manuscripts should have a maximum of 4 pages, excluding references. The pages have to be set up for A4 paper size (21.0 x 29.7 cm = 8.27 x 11.69 ") and the following margins should be applied:

- Top: 3.43 cm (1.35")
- Bottom: 7.04 cm (2.77")
- Left: 3.05 cm (1.20")
- Right: 5.84 cm (2.30")
- From edge (header): 1.14 cm (0.45")
- From edge (footer): 5.51 cm (2.17").

2 Manuscript general format

2.1 Title of paper and authors' information

The title of the paper should only have capital letters in the first word, acronyms and for words where grammar rules dictate it (i.e. proper nouns, etc.). The authors' information (names, affiliations and contacts) should be placed under the title. Write the names of the authors with the surname after the first name (e.g. Maria Pereira). When there is more than one author, the name of the last one should be preceded by "and" (not "&" or comma). In case there are different authors' affiliations, this has to be indicated using numbers in superscript (see template), with regular font style.

2.2 Abstract and keywords

The abstract should have one-paragraph, as well as a minimum of 150 and a maximum of 250 words. The text of the abstract should be preceded by the word Abstract.

After the abstract specify three to five keywords. In the keywords no capital letters should be used, except in acronyms and for words where grammar rules dictate it (i.e. proper nouns, etc.). Keywords should be separated by commas and have no full stop in the end.

2.3 Headings, body text, footnotes and lists

For obtaining the proper format of the headings in your paper, you just have to apply the styles presented in the table below. Therefore, you don't need to add or insert any numbers, full stops, tabs, indentation or blank spaces. Everything is done automatically by the template, including the numbering of the headings. Do not add any extra heading levels. Headings should use capital letters only

in the first word, acronyms and for words where grammar rules dictate it (i.e. proper nouns, etc.).

Style / Component	Font type and size (point)	Font style	Alignment	Line spacing	Spacing before (point)	Spacing after (point)
Heading 1	TNR, 10	Bold	Aligned left	Single	12	2
Heading 2	TNR, 9	Bold	Aligned left	Single	10	2
Heading 3	TNR, 9	Bold	Aligned left	Single	10	2

For the formatting of the body text, you just have to apply a single style, specified in the table below. Note that the first line of each paragraph should not be indented. Footnotes should be marked with superscript numbers, using the “AutoNumber” option in Word for Windows, and be placed at the bottom of the pages where they appear. Authors are encouraged to use footnotes economically. The style to be used in the footnotes is also defined in the table below.

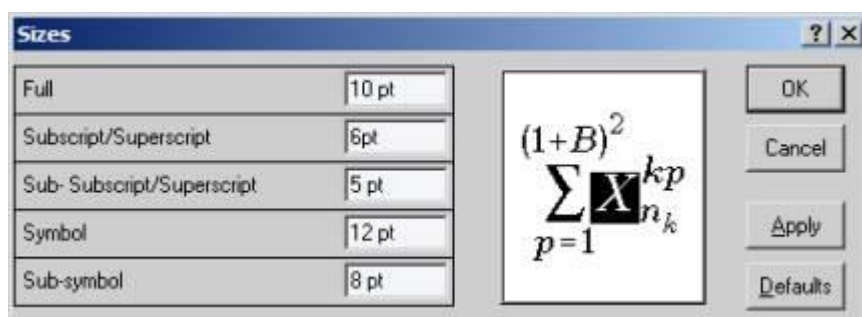
Style / Component	Font type and size (point)	Font style	Alignment	Line spacing	Spacing before (point)	Spacing after (point)
Normal; Body text	TNR, 9	Regular	Justified	Multiple at 1.1	0	6
Footnote text	TNR, 8	Italic	Justified	Single	0	0

To present lists within the body text you have to apply three template styles (see table below): a style for the paragraph before the list (Normal_; Body text (BL)); a style for all the lines of the list except the last one (List; List (N)); and a style for the last line of the list (List (LL)).

Style / Component	Font type and size (point)	Font style	Alignment	Line spacing	Spacing before (point)	Spacing after (point)
Normal_; Body text (BL)	TNR, 9	Regular	Justified	Multiple at 1.1	0	0
List; List (N)	TNR, 9	Regular	Justified	Multiple at 1.1	0	0
List (LL)	TNR, 9	Regular	Justified	Multiple at 1.1	0	6

3 Equations

To introduce equations in your paper, please use one of the tables without borders provided in the template. Equations should be labeled with numbers, in ascending order. They should be centred, whereas the correspondent labels (enclosed in brackets) should be aligned right. Both should be aligned vertically in relation to each other. Do not change the formatting, size or any other characteristics of the table, just place your equation in the left cell and adapt the number in the right cell.



4 Figures

All drawings, graphs and photographs are considered as figures. Figures should come embedded in the manuscript and not be delivered separately. They should be identified with numbers, in ascending order. Plus, they have to be referred to in the text as “Figure 1” and so on (note that only the letter F should be capital), and should appear as close as possible to their reference in the text. A blank line should be put before each figure, formatted with the “Normal; body text” style of the template (already defined above in this document). Note that the width of the figures can not exceed the width of the body text, in order to comply with the required page margins.

5 Tables

Tables should be identified with numbers, in ascending order. They have to be referred to in the text as “Table 1” and so on (note that only the letter T should be capital), and placed as close as possible to their reference in the text. Metric and physical units in the column headings must be placed in curved brackets. One blank line should be put after each table (or after table footnotes in case

they exist), formatted with the “Normal; body text” style of the template (already defined above in this document).

6 Acknowledgements and references

If you wish to make any acknowledgements, place them before the references, and use the style “Normal; Body text”. The text of the acknowledgements should be preceded by the word Acknowledgements.

References should be listed in the end of the paper, by alphabetical order of first authors’ last names.

7 Units, abbreviations, acronyms and emphasis

When using abbreviations authors should follow the appropriate grammatical rules. The spelling of terms and abbreviations should be consistent throughout the manuscript, including figures, tables and respective captions. The same applies to acronyms, which have to be defined the first time they appear in the main text as in this CASE (Casual Act Systematic Example).

Please do not emphasize words or sentences (such as with bold or italic) in your text.