

Técnicas de apresentação e comunicações (TCA)

1º semestre, 2021/22

José R. B. Gomes

Sumário

Comunicação/apresentação

- relatório
- artigo científico
- candidatura (e.g. projeto científico)

Bibliografia

- pesquisa bibliográfica
- criação de bases de dados bibliográficas
- gestão de referências bibliográficas
- Inserção/formatação de referências (MS Word)



1.

Comunicação/apresentação

Tópicos relevantes

- Folha de rosto
- Resumo
- Introdução
- Materiais/Métodos
- Resultados e discussão
- Conclusões
- Referências (bibliografia)

Folha de rosto

- Título (trabalho/projeto/...)
- Identificação dos autores (nome, nº mecanográfico, morada, etc.)
- Turma e grupo
- Datas de realização e de entrega

“

O título deve ser sedutor e eficaz. Deve ser curto e não deve gerar ambiguidade.

Resumo

Texto curto onde se pretende de forma sucinta:

- situar o trabalho
- descrever qual o objetivo/hipótese, o que **foi feito** e como **foi feito** (técnicas e aproximações usadas)
- descrever o que **foi observado** (principais resultados – qualitativa/quantitativamente – e sua análise tendo em conta o atual estado da arte)
- referir as principais conclusões

“

No caso de uma candidatura,
deverá ser usado o tempo
futuro.

“

No caso de um artigo, é usual complementar-se o resumo com um conjunto de **palavras-chave** para ajudar a identificar — mais facilmente, através de ferramentas de busca — o trabalho.

Introdução

Deve apresentar-se o interesse do assunto, sumariando o estado da arte e referindo qual/is o(s) objetivo(s) específico(s) que se pretende(m) atingir. Podem ser usados esquemas auxiliares para um melhor enquadramento.

“

A referência ao estado atual de conhecimento requer **pesquisa bibliográfica** prévia (no tópico específico que vai ser abordado) e **referenciação** apropriada.

Materiais/Métodos

Texto descritivo onde se explica o que **foi feito** na prática, incluindo uma descrição das técnicas utilizadas (pode incluir marcas e modelos dos equipamentos) e do tratamento dos dados obtidos. Podem ser usados esquemas, tabelas, imagens, etc.

“

Deve ser incluída toda a
informação necessária à
reprodução (entendimento)
do trabalho por outros.

Resultados e discussão

Esta secção deve incluir um relato detalhado dos avanços/resultados/descobertas, fornecendo uma explicação clara dos mesmos, seu significado e relevância. Deverá incluir uma interpretação dos resultados e uma tentativa de resposta à hipótese que originou o trabalho.

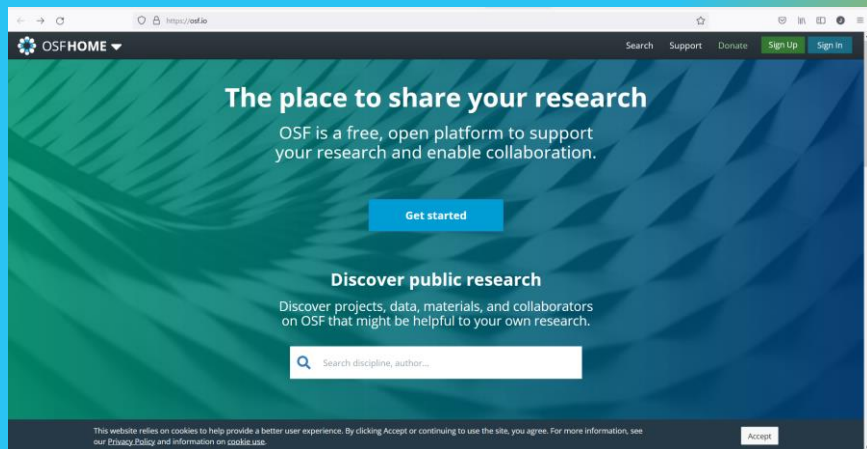
“

Usualmente, os dados brutos não são incluídos. Os dados são analisados de antemão e colocados em tabelas ou figuras (e.g. representações gráficas).

“

Se for relevante, os dados brutos podem ser disponibilizados num repositório de livre acesso (i.e., indicando um URL – localizador uniforme de recursos).

Alguns repositórios (livres e com URL permanente)



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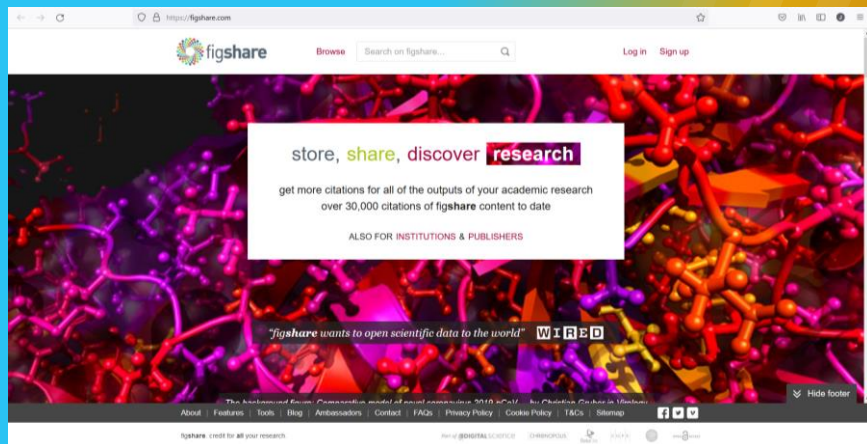
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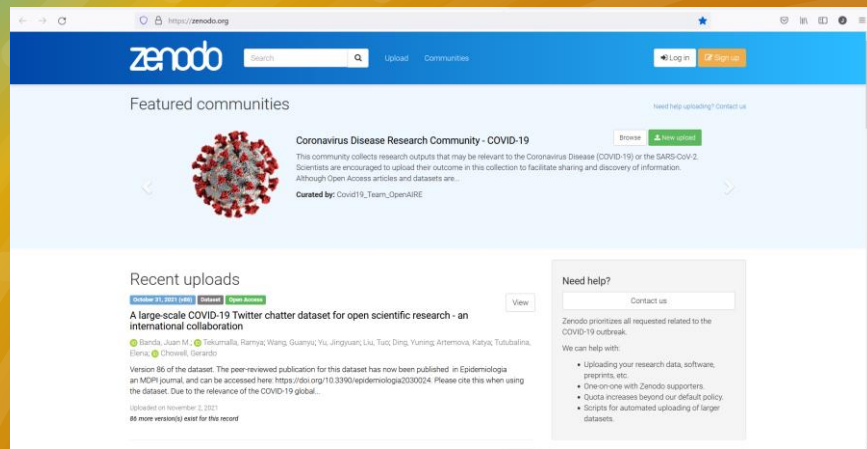
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Featured communities

Coronavirus Disease Research Community - COVID-19

This community collects research outputs that may be relevant to the Coronavirus Disease (COVID-19) or the SARS-CoV-2. Scientists are encouraged to upload their outcome in this collection to facilitate sharing and discovery of information. Although Open Access articles and datasets are...

Curated by: Covid19_Team_OpenAIRE

Recent uploads

A large-scale COVID-19 Twitter chatter dataset for open scientific research - an international collaboration

Version 86 of the dataset. The peer-reviewed publication for this dataset has now been published in Epidemiologia an MPIJ journal, and can be accessed here: <https://doi.org/10.3390/epidemiologia2030024>. Please cite this when using the dataset. Due to the relevance of the COVID-19 global...

Updated on November 2, 2021

86 more versions exist for this record

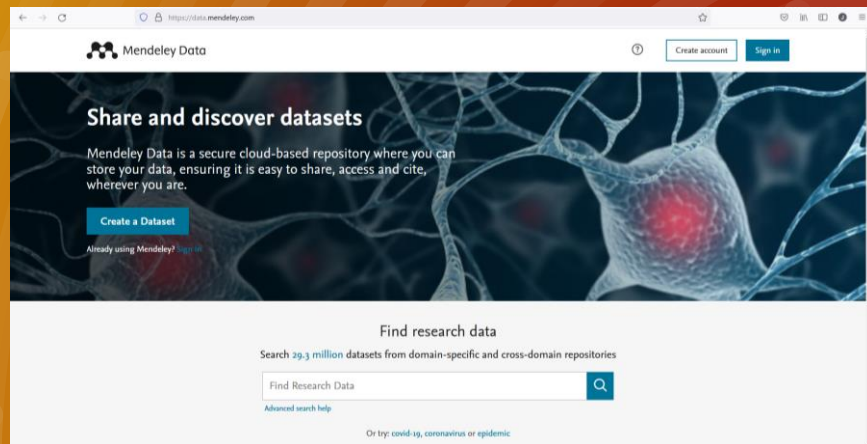
Need help?

Contact us:

Zenodo prioritizes all requested related to the COVID-19 outbreak.

We can help with:

- Uploading your research data, software, preprints, etc.
- One-on-one with Zenodo supporters.
- Quota increases beyond our default policy.
- Scripts for automated uploading of larger datasets.



Mendeley Data

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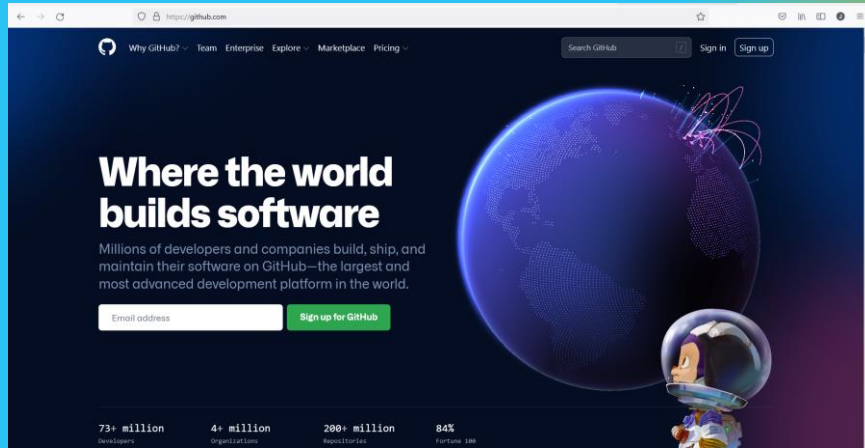
Search 29.3 million datasets from domain-specific and cross-domain repositories

Find Research Data

Advanced search help

Or try: covid-19, coronavirus or epidemic

Repositórios específicos

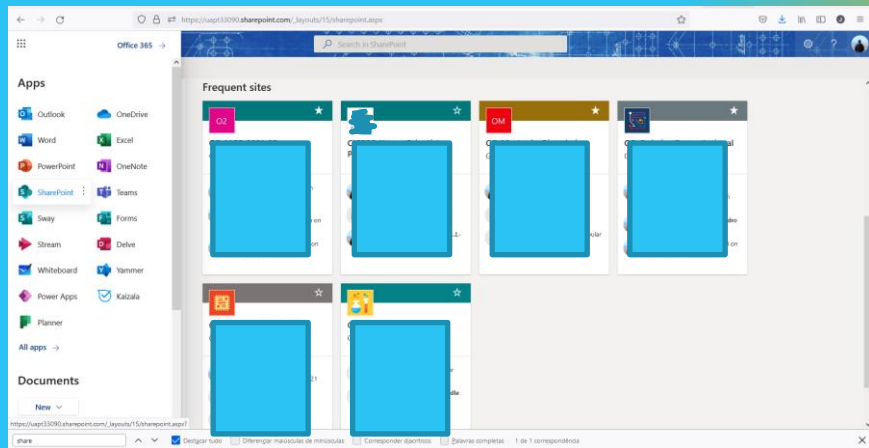


**Github
(software)**



**Protein Data Bank
(estruturas de macromoléculas)**

Partilha de documentos



**Sharepoint
(Office 365)**



**Filesender
(FCCN)**

Conclusões

As conclusões devem ser baseadas nas descobertas realizadas e devem ter uma explicação lógica.

“

Podem ser avançadas tentativas de explicação quando as técnicas e procedimentos usados não permitiram obter informação suficiente para uma explicação definitiva.

Referências (bibliografia)

Secção que agrega, numa listagem com formatos diversos, o conjunto de referências consultadas.

“

As referências aparecem,
normalmente, associadas às
secções *Introdução*, *Materiais*
e *Métodos* e *Resultados* e
Discussão.



2. **Bibliografia**

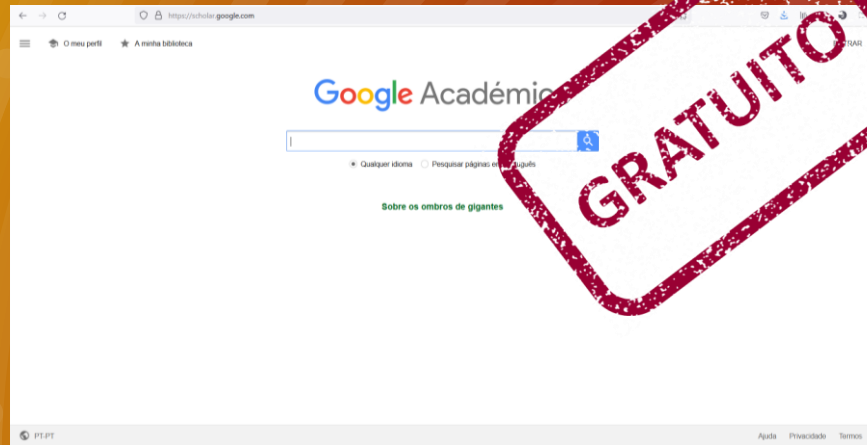
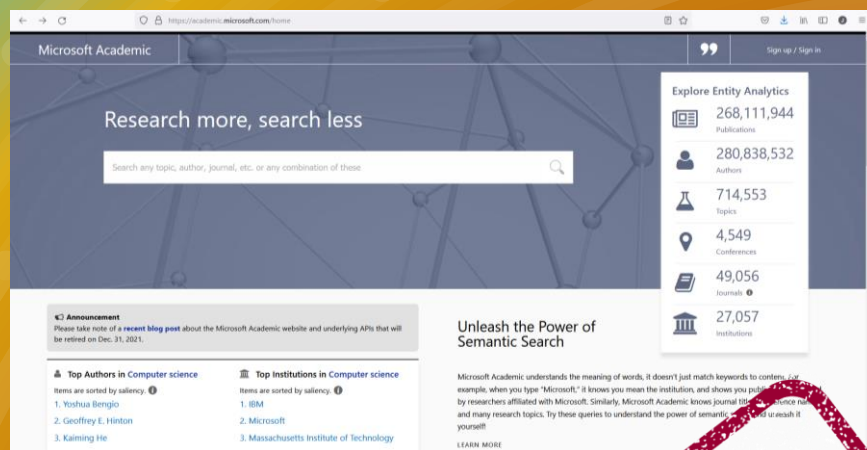
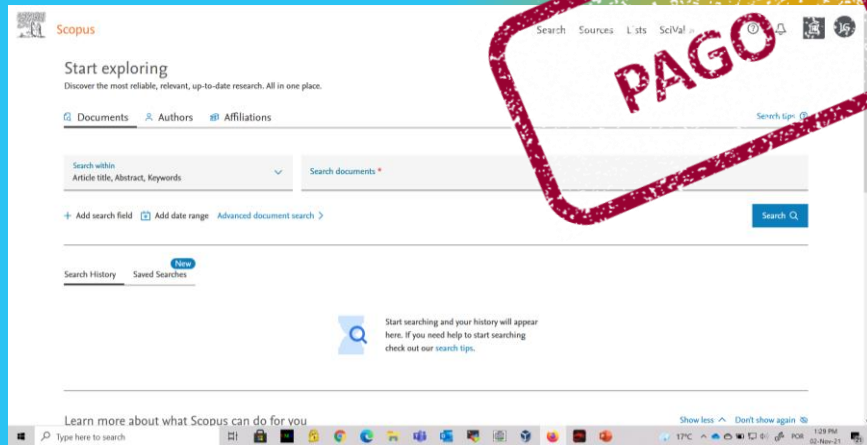
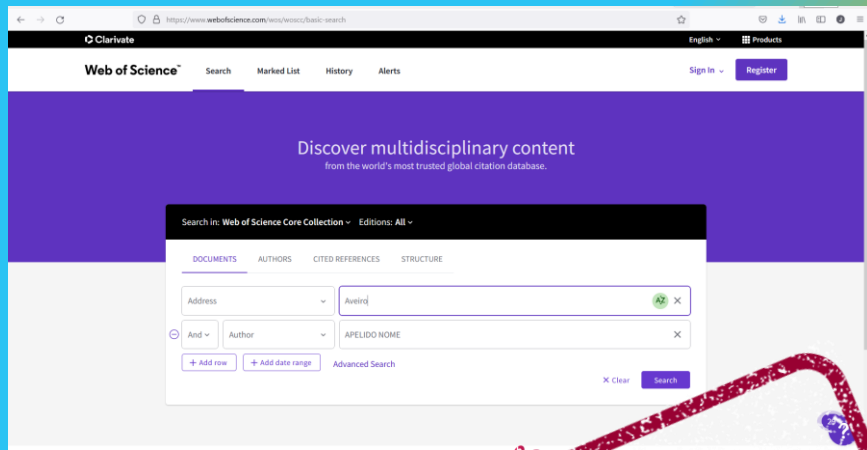
Tópicos relevantes

- Pesquisa bibliográfica
- Criação de bases de dados bibliográficas
- Gestão de referências bibliográficas

Pesquisa bibliográfica

Existem inúmeras ferramentas para realizar pesquisas bibliográficas. Desde os motores de busca (*Google*, *Bing*, etc.), passando por catálogos de bibliotecas, até ferramentas específicas .

Ferramentas específicas (pesquisa literatura escolar)



PAGO

GRATUITO

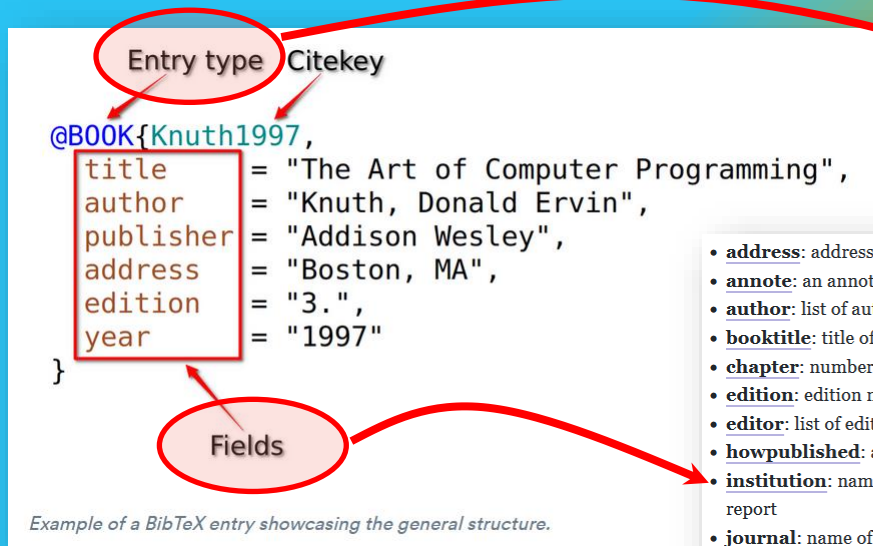
Criação de uma bibliografia

O processo de criação de uma base de dados bibliográfica acompanha os processos de preparação e realização de uma comunicação (relatório; candidatura; ...). A bibliografia poderá ajudar na interpretação de resultados e na justificação das conclusões retiradas das observações.

“

A base de dados bibliográfica deve conter o máximo de informação possível, devendo esta estar dividida em campos para uma pesquisa fácil.

Formatos bibliográficos: O formato BibTeX



- **address**: address of the publisher or the institution
- **annote**: an annotation
- **author**: list of authors of the work
- **booktitle**: title of the book
- **chapter**: number of a chapter in a book
- **edition**: edition number of a book
- **editor**: list of editors of a book
- **howpublished**: a publication notice for unusual publications
- **institution**: name of the institution that published and/or sponsored the report
- **journal**: name of the journal or magazine the article was published in
- **month**: the month during the work was published
- **note**: notes about the reference
- **number**: number of the report or the issue number for a journal article
- **organization**: name of the institution that organized or sponsored the conference or that published the manual
- **pages**: page numbers or a page range
- **publisher**: name of the publisher
- **school**: name of the university or degree awarding institution
- **series**: name of the series or set of books
- **title**: title of the work
- **type**: type of the technical report or thesis
- **volume**: volume number
- **year**: year the work was published

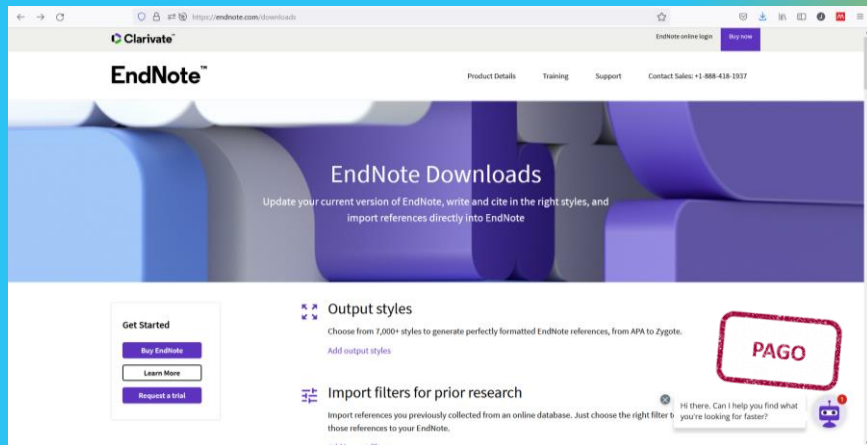
- **article**: any article published in a periodical like a journal article or magazine article
- **book**: a book
- **booklet**: like a book but without a designated publisher
- **conference**: a conference paper
- **inbook**: a section or chapter in a book
- **incollection**: an article in a collection
- **inproceedings**: a conference paper (same as the conference entry type)
- **manual**: a technical manual
- **masterthesis**: a Masters thesis
- **misc**: used if nothing else fits
- **phdthesis**: a PhD thesis
- **proceedings**: the whole conference proceedings
- **techreport**: a technical report, government report or white paper
- **unpublished**: a work that has not yet been officially published

Formatos bibliográficos: O formato RIS

```
TY - JOUR
AU - Shannon, Claude E.
PY - 1948
DA - July
TI - A Mathematical Theory of Communication
T2 - Bell System Technical Journal
SP - 379
EP - 423
VL - 27
ER -
```

RIS format fields	
Tag	Meaning
TY	Type of reference (must be the first tag)
A1	Primary Authors (each author on its own line preceded by the A1 tag)
A2	Secondary Authors (each author on its own line preceded by the A2 tag)
A3	Tertiary Authors (each author on its own line preceded by the A3 tag)
A4	Subsidiary Authors (each author on its own line preceded by the A4 tag)
AB	Abstract
AD	Author Address
AN	Accession Number
AU	Author (each author on its own line preceded by the AU tag)
AV	Location in Archives
BT	This field maps to T2 for all reference types except for Whole Book and Unpublished Work references. It can contain alphanumeric characters. There is no practical limit to the length of this field.
C1	Custom 1
C2	Custom 2
C3	Custom 3
C4	Custom 4

Ferramentas úteis: Gestores de citações



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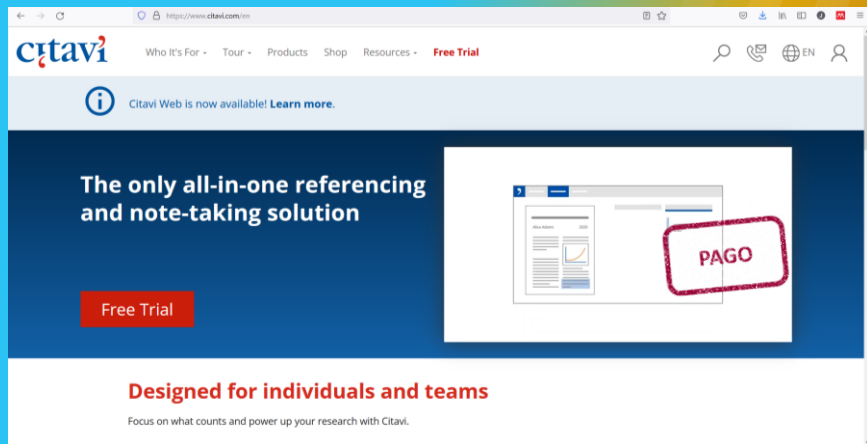
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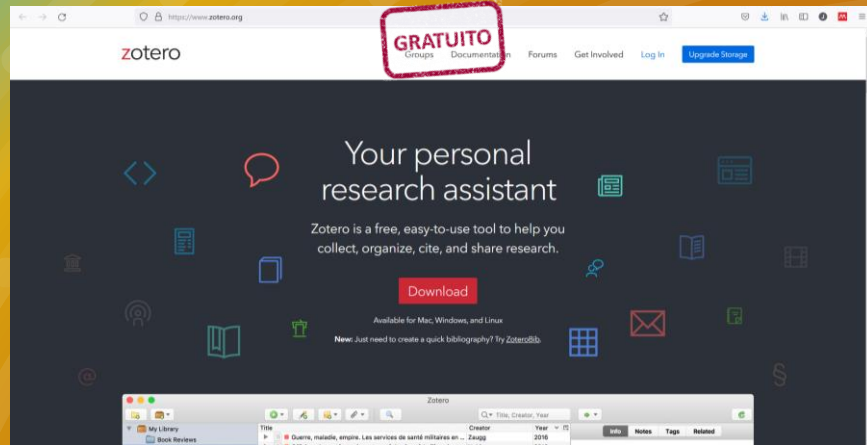
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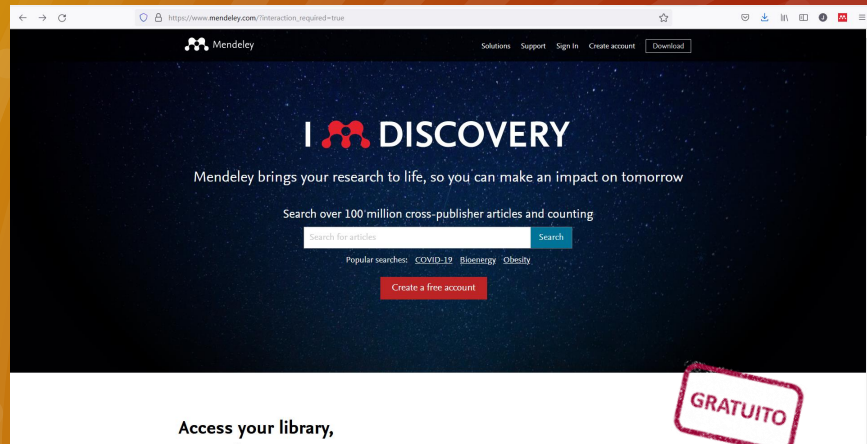
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Search for articles

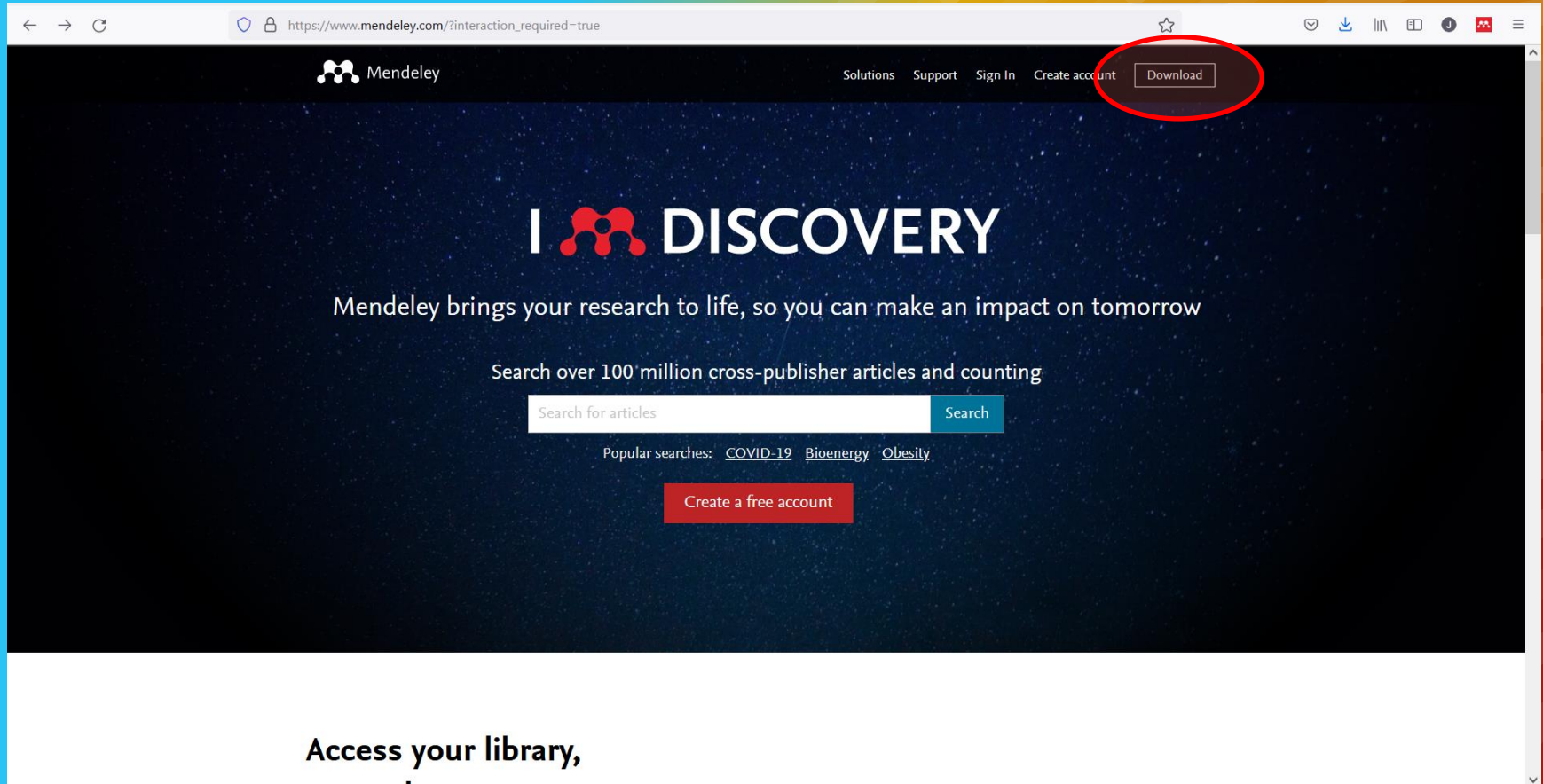
Popular searches: COVID-19 • Biotechnology • Obesity

Create a free account

Access your library,

GRATUITO

Ferramentas úteis: Mendeley



The screenshot shows the Mendeley website homepage. The browser's address bar displays the URL https://www.mendeley.com/?interaction_required=true. The top navigation bar includes links for Solutions, Support, Sign In, Create account, and a 'Download' button, which is circled in red. The main content area features the Mendeley logo, the text 'I DISCOVERY', and the tagline 'Mendeley brings your research to life, so you can make an impact on tomorrow'. Below this is a search bar with the placeholder text 'Search for articles' and a 'Search' button. Popular searches listed include COVID-19, Bioenergy, and Obesity. A red button labeled 'Create a free account' is positioned below the search bar. At the bottom of the page, the text 'Access your library,' is visible.

← → ↻ https://www.mendeley.com/?interaction_required=true ☆

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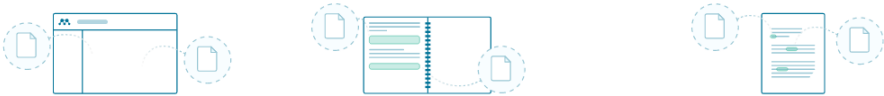
Windows 7 and above [See release notes](#)



Other Systems:  [Mendeley Reference Manager for macOS](#)  [Mendeley Reference Manager for Linux](#)

Mendeley Desktop is still available [Learn more](#)

Your new Mendeley Reference Manager



Adição de referências (manualmente em mendeley.com)

The image shows a screenshot of the Mendeley website. The main page is titled "Mendeley Reference" and has a navigation bar with links for "Solutions", "Support", "Sign In", "Create account", and "Download". The "Sign In" button is circled in red. Below the navigation bar, there is a "Mendeley Reference" section. An inset window shows the "Library" page, which has a "Notebook" tab and a "+Add new" button. A dropdown menu is open from the "+Add new" button, showing options: "File(s) from computer", "Add entry manually", and "Import library >". Below this menu, there are links for "My Publications" and "Trash". Another dropdown menu is open from the "Add entry manually" option, showing file formats: "BibTeX (*.bib)", "Endnote XML (*.xml)", and "RIS (*.ris)". The background of the inset window shows a table of "All References" with columns for "AUTHORS" and "YEA".

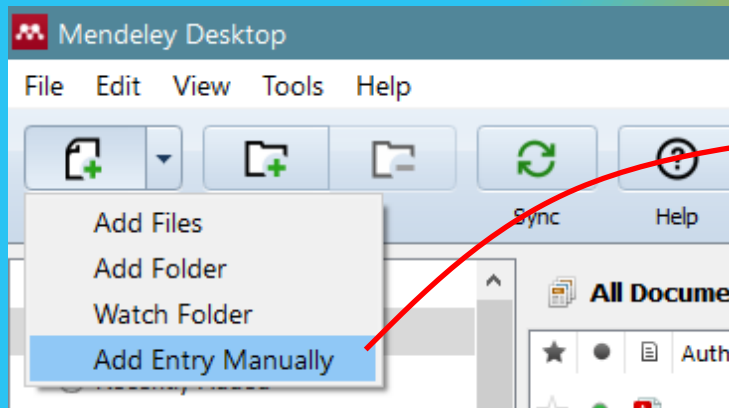
Adição de referências (com *Mendeley web importer*)

The screenshot shows a web browser window with the URL <https://www.mdpi.com/2071-1050/13/7/3926>. The browser's address bar and toolbar are visible. The Mendeley Web Importer interface is overlaid on the page, with a red border highlighting the importer window. The importer window has a title bar with the Mendeley logo and the text "Mendeley Web Importer". Below the title bar, there is a description: "Import papers, web pages and other documents directly into your reference library from search engines and academic databases. Mendeley Web Importer is available for all major web browsers." and a red button labeled "Get Web Importer for Firefox".

The background page is a research article titled "Public Opinion about Climate Change in United States: Partisan View and Media Coverage of the 2019 United Nations Climate Change Conference (COP 25) in Madrid". The authors are Antonio Castillo Esparcia and Sara López Gómez. The article is published in *Sustainability* 2021, Vol. 13, Page 3926, 13, 7, 4 2021. The article is available as a PDF. The article is also available as a web page. The article is also available as a citation export.

The Mendeley Web Importer interface shows a list of items to be imported. The first item is a journal article, which is checked. The second item is a web page, which is not checked. The interface also shows a button to "Add to Mendeley".

Adição de referências (através do *Mendeley desktop*)

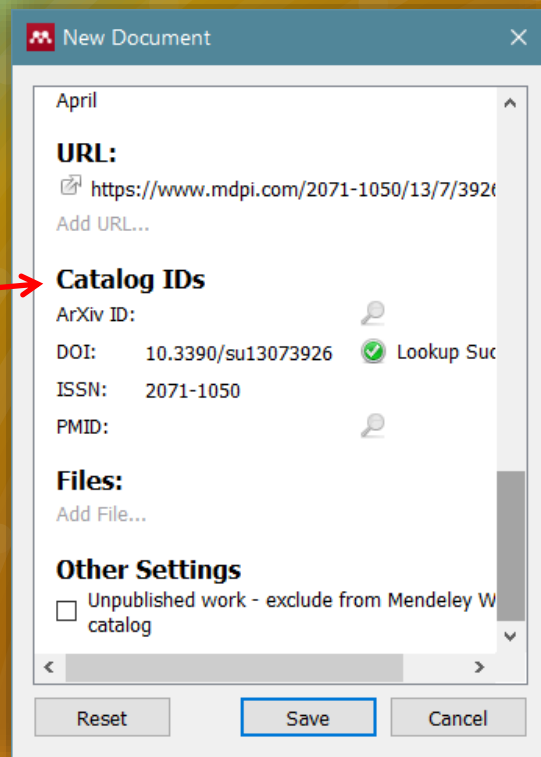
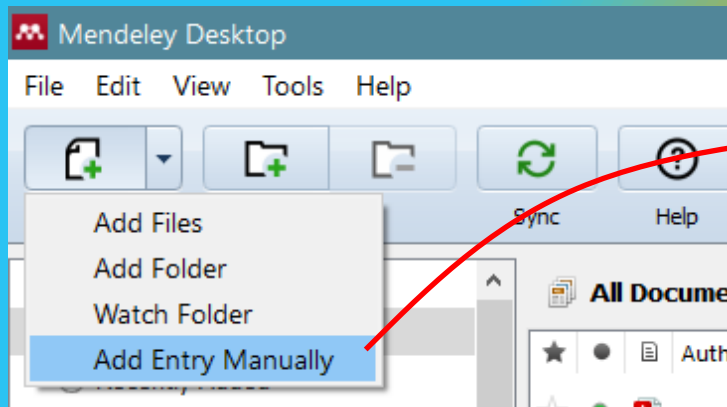


The "New Document" dialog box is shown, featuring a title bar with the Mendeley logo and the text "New Document". The dialog contains the following fields and sections:

- Type:** A dropdown menu set to "Journal Article".
- No Title**
- Authors:** A text field containing "Authors".
- Journal:** A text field.
- Year:** A text field.
- Volume:** A text field.
- Issue:** A text field.
- Pages:** A text field.
- Abstract:** A text area.
- Tags:** A text area.
- Author Keywords:** A text area.

At the bottom of the dialog are three buttons: "Reset", "Save", and "Cancel".

Adição de referências (usando o *DOI*)



DOI - digital object identifier é usado para a identificação de documentos na WWW.

Adição de referências (usando o DOI)

The screenshot shows the MDPI Sustainability journal article page for the article "Public Opinion about Climate Change in United States, Partisan View and Media Coverage of the 2019 United Nations Climate Change Conference (COP 25) in Madrid". The article is by Antonio Castillo Esparcia and Sara López Gómez. The DOI <https://doi.org/10.3390/su13073926> is circled in red. A Mendeley reference manager overlay is visible on the right side of the page, showing the article details and the option to add it to the library.

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Article Versions

Public Opinion about Climate Change in United States, Partisan View and Media Coverage of the 2019 United Nations Climate Change Conference (COP 25) in Madrid

Open Access Article

by Antonio Castillo Esparcia * and Sara López Gómez *

Audiovisual Communication and Advertising, Faculty of Communication Sciences, University of Malaga, 29010 Málaga, Spain

* Authors to whom correspondence should be addressed.

Academic Editors: Christopher Robin Bryant and Steward Barr

Sustainability **2021**, *13*(7), 3926; <https://doi.org/10.3390/su13073926>

Received: 3 February 2021 / Revised: 23 March 2021 / Accepted: 27 March 2021 / Published: 1 April 2021

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Abstract

JOURNAL ARTICLE

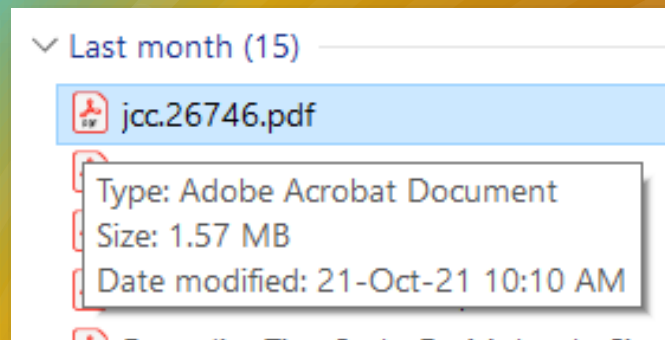
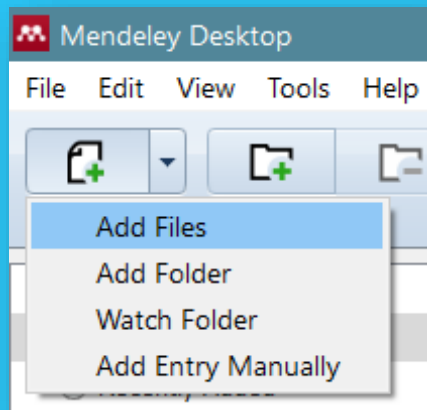
☒ **Public Opinion about Climate Change in United States, Partisan View and Media Coverage of the 2019 United Nations Climate Change Conference (COP 25) in Madrid** PDF
Antonio Castillo Esparcia, Sara López Gómez
Sustainability **2021**, Vol. 13, Page 3926, 13, 7, 4
2021
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WEB PAGE

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José R. B.
jrgomes@ua.pt [View Library](#) ...

Adição de referências (ficheiros pdf)



★	●	📄	Authors	Title	Year	Published In
☆	●	📄	Sugiyama, Kanami; Saita, Kenichiro; Maed...	A reaction route network for methanol decomposition on a Pt(111) surface	2021	Journal of Computation...

Gestão de referências bibliográficas

As referências podem ser classificadas por tópicos e guardadas em pastas (My Library -> New Folder).

É possível exportar o conteúdo de uma pasta, em formato BibTex ou RIS, para partilhar com colaboradores (File -> Export).

Inserção/formatação de referências

Esta funcionalidade requer a instalação de uma nova ferramenta (*MS Word plugin*), via Tools -> Install MS Word plugin.

Existem diversos estilos para a formatação das referências (formato dependente da área científica e da Editora).

MS Word plugin

- Inserir
- Obter suplementos
- Procurar “Mendeley” e instalar MENDELEY CITE

Estilos (mais comuns)

Citation style	Disciplines	Type of citation
MLA	Humanities	Parenthetical (author-page number)
APA	Psychology, education, social sciences	Parenthetical (author-date)
Chicago A	History, humanities	Notes
Chicago B	Sciences, social sciences, humanities	Parenthetical (author-date)
Turabian	Humanities, social sciences, sciences	Notes or author-date
Harvard	Economics	Parenthetical (author-date)

Citation style	Disciplines	Type of citation
Vancouver	Medicine	Numeric
OSCOLA	Law	Notes
IEEE	Engineering, IT	Numeric
AMA	Medicine	Numeric
ACS	Chemistry	Numeric, Author-page number or Notes
NLM	Medicine	Numeric
AAA	Anthropology, social studies	Numeric
APSA	Political science	Parenthetical (author-date)

Exemplos

- MLA:

The book uses success stories from the authors' own lived experiences to make the case for a creative revolution in the business world (Stewart and Simmons 22).

Stewart, Dave and Mark Simmons. *The Business Playground: Where Creativity and Commerce Collide*. New Rider Press, 2010.

- APA:

... in the business world (Stewart & Simmons, 2010, p. 22).

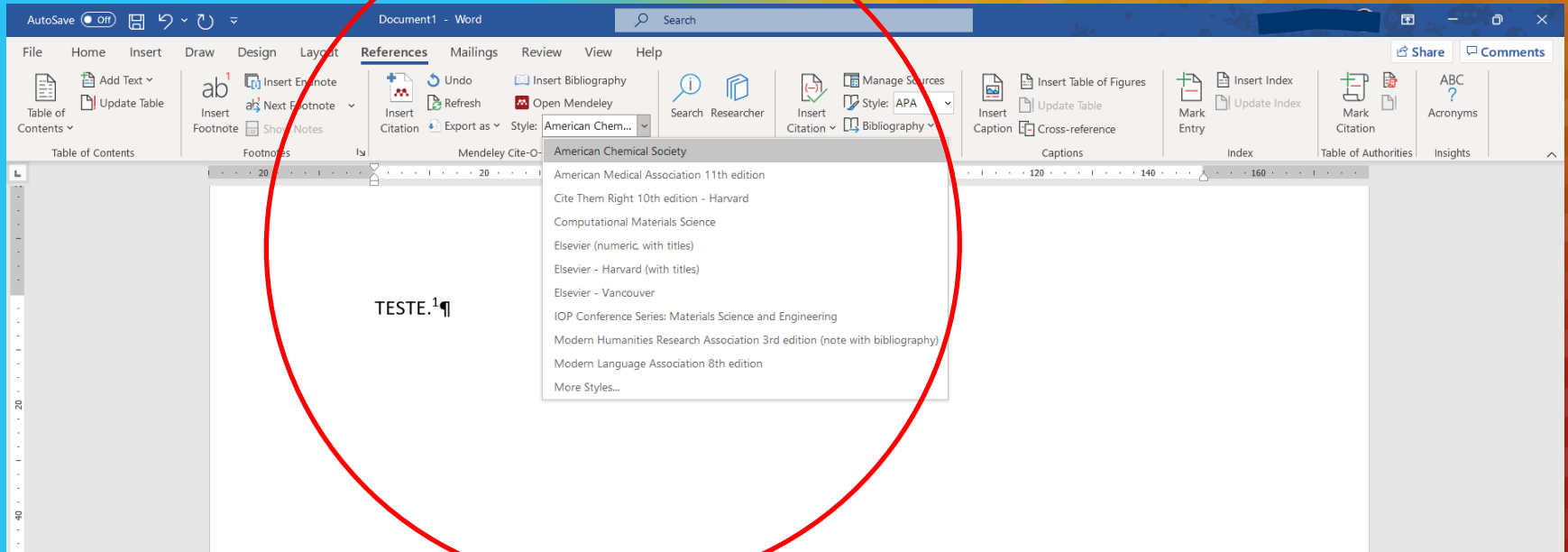
Stewart, D., & Simmons, M. (2010). *The business playground: Where creativity and commerce collide*. New Riders Press.

- ACS:

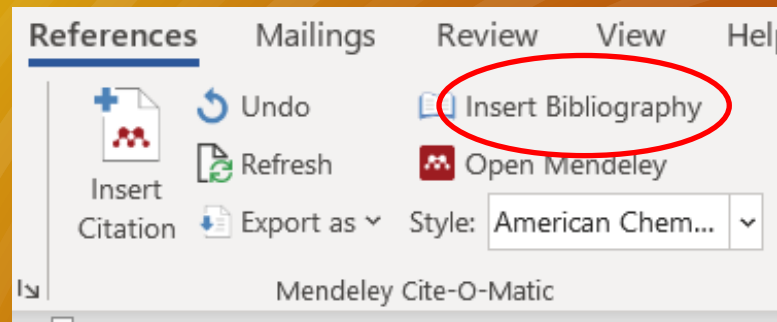
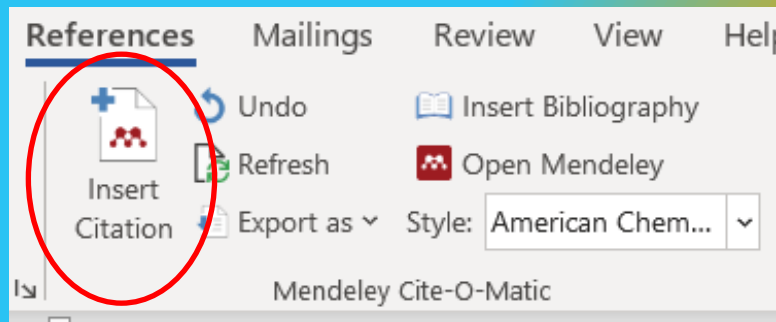
... in the business world.¹

Stewart, D.; Simmons, M. *The Business Playground: Where Creativity and Commerce Collide*; New Riders Press: Berkeley, 2010.

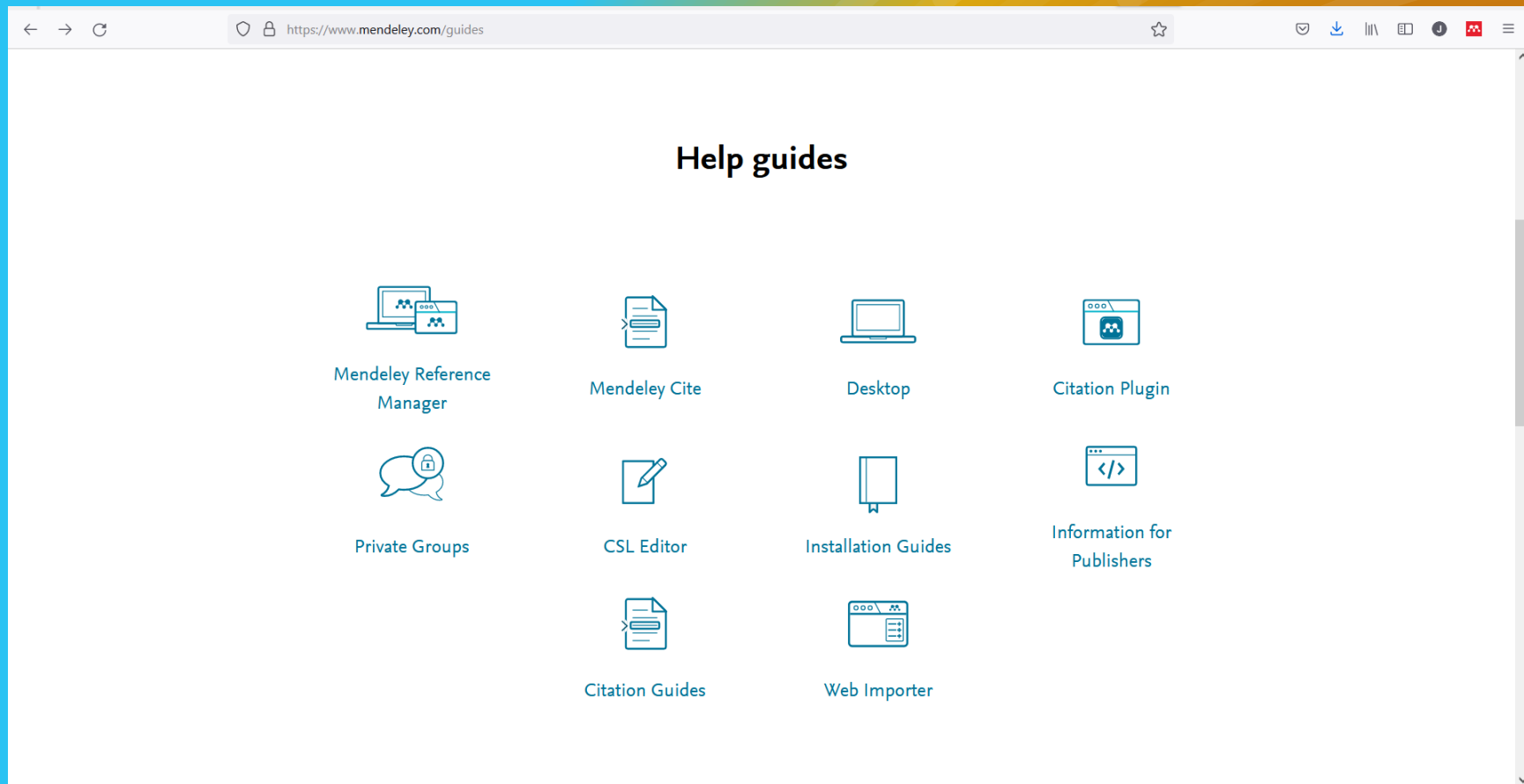
Mendeley plugin no MS Word



Mendeley plugin no MS Word



Guias de utilização



Exercícios

- Pesquisar + importar referências para o Mendeley

Faça uma pesquisa, por exemplo em <https://academic.microsoft.com/home> (Microsoft Acadêmico), da combinação *Covid-19 and Portugal*. Importe os primeiros 3 documentos com a ajuda do “Mendeley Web Importer”.

- Inserir referências num documento Word

Copie a primeira frase dos resumos dos documentos que pesquisou e insira a respetiva referência ao final da frase. Insira a bibliografia numa nova página, com o título *Referências*.

- Formatar as referências

Instale e formate as referências do seu documento segundo o estilo “Wiley-VCH books”.

Exercícios

- Fazer upload de documento pdf e incluir notas

Descarregue o pdf do artigo intitulado “*Covid-19: Portugal closes all medical schools after 31 cases confirmed in the country*”. Carregue-o para o Mendeley desktop. Abra-o, realce o título em cor verde e inclua uma nota com o seu nome.

- Insira manualmente uma referência de um livro no Mendeley

Use a opção “Add entry manually” para adicionar o livro *Density functional theory*, de *David S. Sholl* e *Janice A. Steckel*, publicado em 2009 pela editora *John Wiley & Sons* na cidade de Hoboken, NJ, nos Estados Unidos da América.

Temas para a apresentação

- alimentação saudável
- alterações climáticas
- desflorestação da Amazónia
- aves da Ria de Aveiro
- toxicodependência
- a pandemia de SARS-CoV-2 e o seu impacto social
- evolução do número pi
- influência das redes sociais na comunicação de ciência
- como combater as fake news
- perigos da internet
- bullying
- inteligência artificial
- robótica
- lixo eletrónico