

CHECK LIST FOR MANUSCRIPT SUBMISSION

Dear authors, this checklist was created to help you verify compliance with the key requirements for manuscript submission. Completion is mandatory, and it must be signed and submitted with the manuscript through the ScholarOne platform.

MANUSCRIPT TITLE:

SUPPLEMENTARY DOCUMENTS

	Yes	No	Not applicable
Letter of presentation of article for submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This checklist was completed and signed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the approval letter from the Research Ethics Committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofreading declaration of the translated manuscript. For manuscripts submitted in English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All documents were signed by all authors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All documents have a high enough resolution for printing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANUSCRIPT ORGANIZATION/FORMATTING

	Yes	No	Not applicable
Manuscript contains 15-25 pages. Pages are consecutively numbered, beginning with the cover page (page 1) including all illustrations and references.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manuscript is in Microsoft Word format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type and size of font used: Font Times New Roman, size 12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line spacing: double spacing between lines and in the entire manuscript, including the <i>resumo</i> /abstract and references.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text alignment: justified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pages are numbered consecutively in the lower left-hand corner (beginning with the cover page).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manuscript was prepared using a word processor like Microsoft Word 2010 or later editions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper size and margins: The A4 format should be adopted, with 2.5 cm margins (upper, lower, left and right) and indentation of the first line of the paragraph: tab = 1.25 cm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pages of the manuscript were arranged as follows: - Cover page (page 1); - Resumo/Abstract (page 2); - Text (page 3); - References (in a separate page below the text); - Illustrations (each one in a separate page below the references).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COVER PAGE

	Yes	No	Not applicable
Full title in Portuguese.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Full title in English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full title in Spanish. <i>Only for manuscripts submitted in this language.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains a short title (running title) with no more than 5 words long (including spaces) in the language the article will be published.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains a short title (running title) with no more than 40 characters long (including spaces) in the language the article will be published.			
Contains all authors' full names without abbreviations of personal name or family name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains author's institutional affiliations include the three following levels of contact information, in addition to city, state, and country: <i>Example: University... [level 1], Research center/School/Course... [level 2], Department/Laboratory/Graduate program/Course... [level 3]. City, State, Country.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The institutional affiliation informed is the author's current institution . Only one affiliation per author was included, and all information was written out in full, without acronyms .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains corresponding author's full name, full postal address (affiliation), telephone number, and e-mail address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An author who has a master's or doctoral degree is responsible for handling all correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains all authors' telephone number and e-mail address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes all authors' titles . <i>Example: Master, Master student, Doctor (PhD), Doctoral student, Post-doctoral researcher (or professor). Information about the institution from which the author received a degree is not required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains the contributions each author made to the manuscript in the language the article will be published, according to the Journal's publication guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains information about whether the manuscript derived from a dissertation or thesis, including the title, author, university, and year of publication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains information about all sources of funding (including grant numbers and/or official project approval notification).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution of colleagues and technicians was acknowledged in a paragraph with no longer than three sentences (optional).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authors' ORCID iDs were informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes conflicts of interest statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESUMO/ABSTRACT	Yes	No	Not applicable
The <i>resumo</i> in Portuguese contains between 100 and 150 words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The abstract in English contains between 100 and 150 words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It includes <i>resumen</i> in Spanish. <i>Only for manuscript was submitted in this language.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains 3-6 <i>palavras-chave</i> /keywords. <i>They were selected using the Health Sciences Descriptors (DeCS) or Psychological terminology.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not contain words written in all capital letters, acronyms, references to the cited literature, and abbreviations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEXT STRUCTURE	Yes	No	Not applicable
The submitted manuscript is well organized and contains titles and subtitles that are easy to read.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manuscript of <u>quantitative research</u> is organized as follows: Introduction, Methods, Results, and Discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The section conclusion/final considerations does not contain references to the cited literature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Footnotes refer to institutional affiliation or translation of citations only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFERENCE CITATIONS	Yes	No	Not applicable
Citations were written using the APA style (6 th edition, 2010).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Different citations of same author and year were identified using lowercase letters added after the year (same was done for references), and they were cited in alphabetical order in the text. Ex: Freud (1969a) Freud (1969b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct quotations that are 40 words or less are enclosed in quotation marks, within the body of the text, and contain the authors' last name, date, and page number for reference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct quotations that are more than 40 words are in a separate paragraph with single line spacing and 11 pt font size, indented 4 cm from the left margin (block quotation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIST OF REFERENCES	Yes	No	Not applicable
List of references was written using the APA style (6 th edition, 2010).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least 50% of the materials cited were published within the last 5 years in indexed journals (mandatory).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of references was written with double spacing between lines and 12-pt size font.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References of electronic documents contain the hyperlink and access date (day, month, and year).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References of electronic journals contain the DOI and the hyperlink as https://doi.org/.... The volume number, issue number, and page number (if applicable) are also included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each reference cited in the text appears in the reference list and vice versa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ILLUSTRATIONS	Yes	No	Not applicable
Manuscript contains no more than 5 illustrations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrations are included below the references.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrations were prepared according to the size and orientation requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrations are editable and were saved in their original illustration software.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All images have resolution of at least 600 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All illustrations contain a short title and are numbered in Arabic numerals consecutively and independently, according to the order in which data are mentioned in the text. Graphs also contain a title and the axes are labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate positions to insert figures are indicated in the manuscript.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific marks (bold-faced font, asterisk, etc.) were appropriately described in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the illustration legend or footnote.			
The acronyms and abbreviations used in the illustrations were explained in full in the illustration legend or footnote.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of use, adaptation, or translation of <u>illustrations and/or any other intellectual work published in other sources</u> , a written permission is included and the source is adequately cited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of use <u>third-party material, such as photographs</u> , a written permission from all persons in the photographs is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:

Signature:

Location and Date: