STEP BY STEP – ARTICLE SUBMISSION SYSTEM THROUGH SCHOLARONE

Step 1

In "Type", select if the article is (according to orientations in "Instructions for Article Submission"):

1) Original
2) Short Communication
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In "Title", type the title with up to 50 words. If the article is submitted in Portuguese or English, the title must always be in English at the time of registration on ScholarOne.

In "Abstract", use up to 200 words (in English)

Step 2

In "Keyword", include a minimum of 2 key words, and a maximum of 5. If the article is submitted in Portuguese or English, the keywords must be in English.

Step 3

In "Agent Question", select the option that is adequate for your submission (author or submitting agent)

In "Selected Authors", include the participating authors and order them.

Step 4

Destined to the inclusion of preferred and non preferred reviewers.

Step 5

Verify all options that request filling.

Step 6

This is the moment when the files are attached. **It is mandatory that you read the Instructions for Submission, for they contain all the orientations regarding text format.**

1) "Main Document" - the main file, which must be submitted in Word, with no author and institution in formation. Follow the format indicated in "Instructions for Article Submission".
2) "Figure or Image" - send figures or images **if** requested by the editorial team.
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4) "Ethics Committee" – CEUA – the Certificate of Approval by the Ethics Committee (when applicable) must be attached in pdf.
5) "Justification" – to attach justifications, statements, etc., when requested

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Step 7

Verify the steps, open the "view proof" and click on "submit".